

<p>Human Resources</p> <p>Policies and Procedures Manual</p>	 <p>STEINHOFF ASIA PACIFIC</p>
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<p>Prepared By: Jennifer Duggan People Practices Manager</p>	<p>Approved By: Geoff McIntosh & Michael Gordon Group MDs, Steinhoff Asia Pacific</p>

Company Travel Policy

Scope:

This policy applies to all employees of Steinhoff Asia Pacific Ltd and its subsidiaries.

Objective:

To make employees aware of certain guidelines for booking, charging expenses and undertaking travel for business purposes.

Policy:

At different times to suit business requirements and specific role accountabilities, some interstate and international travel will be required of employees. Flights and accommodation will be at the expense of the company. Please see following procedures for full details of how travel expenses and or privileges are to be handled.

Procedure:

1. Booking Flights and Accommodation

- Before making any travel plans, please discuss any proposed travel with your manager.
- Travel plans should be made at least seven days in advance. This will assist in securing available flights and will enable the company to take advantage of the lowest fare possible.
- Make the request to your department travel coordinator to make the booking. The travel coordinator will send an itinerary (including the E-Ticket for flight check-in) of travel details. Make every effort to ensure the flight times, accommodation etc requested are firm before requesting the booking as making changes and cancellations can incur extra costs to the company.

- Review the itinerary to ensure all travel information is correct. Any changes to the booking should be made as soon as possible and should have the prior approval of management.
- Travellers should keep the travel confirmation with them whilst traveling in the case any problems arise whilst on your journey.

2. Accommodation

- The company has negotiated corporate rates with various hotels throughout Australia. The travel coordinator will book accommodation in line with the appropriate travel category and company preferred hotels (see appendix). If traveling with another employee both people will travel at the lower category.

3. Car Hire

- The company has negotiated corporate rates for car hire with Avis. Please note, however, that rental cars should only be used when the use of alternative transport (i.e. taxi) is more expensive. Should a hire car be required, the travel coordinator will book the appropriate category of car.
- The travel coordinator will usually arrange for the car to be available at the airport of the destination. On arrival travellers make their way to the Avis counter, where they will be required to produce their Corporate Amex Card and drivers license. Please note, the car must be collected by the person whose name the booking is made in.
- The travel coordinator will arrange for the car drop-off to the original pick up point unless specified otherwise.

4. Qantas Frequent Flyer Program

- Employees who travel for business purposes are entitled to retain all Frequent Flyer points that are earned. They are however required to pay for the once off membership fee. The company reserves the right to book flights on other carriers that may not earn Qantas Frequent Flyer points where appropriate.

5. Qantas Club Membership

- Membership to Qantas Club is reviewed every year. Eligibility is determined by consideration of frequency of travel and at the discretion of the Managing Director.

6. Flight Class

- All flights within the Asia Pacific region are to be booked on Economy Class seats. Flights beyond this region can be booked on a Business Class ticket with management approval. The definition of flights in the Asia Pacific region includes all flights from Australia having a duration of 10 hours duration or less, irrespective of the destination.

7. Expenses

- Travellers should exercise the same care and good judgment in incurring company expenses as they would when traveling on their own account.
- A tax invoice should be retained for all incurred expenses. If cash is used to pay for an expense a staff expense claim should be completed on return and approved by your manager for reimbursement. If expense is paid on credit, details should be recorded on monthly bills and forwarded to your manager for approval.
- Travellers are covered by company insurance policies whilst traveling overseas and do not need to organise personal travel insurance.
- Frequent travellers will be issued with a corporate credit card which are to be used for all business and reimbursable expenses in preference to cash. Receipts and business purpose details must be maintained for all charges, and accounts are to be submitted timeously. Late fees will be charged to the individual.
- **Meal Allowance**
A maximum of \$70 is allowable for expenses associated for breakfast and dinner whilst traveling. Where meals are purchased outside of hotels, travellers should pay for the meal with their Corporate Amex Card. Record on the reverse of the tax invoice the purpose of the function and the people who attended at the restaurant. Keep all tax invoices to be attached to your monthly Amex statement for approval.
- **Telephone Calls**
Please limit this to one personal call per day. If there are excessive amounts of calls on the hotel account the traveler will be asked to reimburse the company.
- **Laundry**
Reasonable laundry expenses are allowable, provided that the traveler is away for five consecutive nights or more.
- **Car Parking**
A tax invoice should be retained to claim expenses. On the reverse please record the purpose for the parking expense. If traveling interstate and the traveller's own car is left overnight at the airport, please consider what might be the cheaper alternative. For example a taxi fare to the airport and return may be cheaper than leaving the car at the airport.
- **Mini Bars**
The company is not liable for mini bar services. Should this item appear on a hotel account the traveler will be asked to reimburse the company. The only exception to this would be either if the hotel refuses to send a soft drink to the room with room service or if the traveler arrived at the hotel late and choose to have a non alcoholic snack instead of a room service meal.
- **In-house Videos**
The company is not liable for in-house video services and should this item appear on a hotel account the traveler will be asked to reimburse the company.

8. Travel Diary

It is a taxation requirement to complete a travel diary when traveling on business involving more than 5 consecutive nights away from home. The diary must include the following details for each business activity:

- The place where the activity was undertaken
- The date and approximate time when the activity commenced
- The duration of the activity; and
- The nature of the activity
- A template of the diary is attached in the Appendix and must be completed and forwarded to your travel coordinator at the end of the trip

APPENDIX 1

Travel Categories

Category No.	Employee Group	Air Travel	Accommodation	Car Hire
1	Director	'K' class or where possible 'B' class	In accordance with negotiated hotel rates applicable for the destination.	Avis car groups B, C or E
2	Director Reports	'K' or 'H' class	In accordance with negotiated hotel rates applicable for the destination..	Avis car groups B, C or E
3	All other employees	'K' or 'H' class	In accordance with negotiated hotel rates applicable for the destination.	Avis car groups B, C or D

*** If two or more employees are traveling together all must travel with the employee entitled to the lowest category. For example a category 1 employee traveling with a category 3 employee is to downgrade to category 3.

APPENDIX 2

Preferred Hotels

Adelaide	Medina Grand Adelaide Treasury	\$170.00 Room Only
	Pacific International Suites	Studio Suite \$165 Room only
	The Chifley on South Terrace	\$139 Room only
	Majestic Roof Garden Hotel	\$120 Room Only (approx)
Brisbane	Rydges on Southbank	\$205 Room Only
	Holiday Inn Brisbane	\$165 Room Only
	The Point	\$149 Studio Room Only
Canberra	The Chifley on Northbourne	\$168 Room Only
Darwin	Holiday Inn Darwin	10% of best flexible rate
Melbourne	St Kilda Road Parkview Hotel	\$170 Room Only
	Holiday Inn on Flinders	10% off best flexible
	The Chifley at Metropole	\$175 Room Only
Perth	Crowne Plaza, Perth	\$140 standard room \$160 River view room (both rooms include free car parking, pool & gym use)
	The Chifley on South Terrace	\$152.00 Deluxe Room only
Sydney	Crowne Plaza, Darling Harbour	\$190.00 Room only
	Holiday Inn, Potts Point	\$160 Room only
	Somerset, North Ryde	\$175 Room Only
Auckland	Crowne Plaza Auckland	\$150 NZ = GST

