

Travel Policy | Domestic



SOMABAY

Purpose:

The purpose of this policy is to establish clear guidelines for domestic business trips to ensure consistency, and compliance while supporting employees in carrying out related duties outside their primary regular workplace.

Definitions:

- **Business Trip:** Refers to domestic travel undertaken by an employee outside the regular workplace, authorized by the company, where each leg of the trip exceeds a minimum distance of 100 kilometers.
 - o **Includes:** Meetings, training, site visits, conferences, inspections, or other company assignments.
 - o **Excludes:** Hybrid work schedules or commuting between home and to the workplace (vice versa) or extended stays even combined with the authorized business trip.
- **Non-Local:** Refers to employees whose home city differs from the designated business trip location.

General Rules:

- All business travel — regardless of its purpose, duration, or destination; the employee must submit an official email request to their Line Manager for review and approval, with a copy to the HR Department.
- Travel expenses & reimbursements are handled through the Human Resources Department. o Employee should submit the [Travel Form] signed and approved by HOD.
- Expenses are executed in the monthly payroll their tax treatment will follow the provisions outlined in this policy.
 - o Reimbursements supported by valid original receipts will be paid as Net (Non-taxable) amounts.
 - o Reimbursements without valid original receipts will be treated as Gross (Taxable) amounts.

1. Travel Means of Transport:

- Referring to the travel (To/From) the business trip destination in which the company provides several options & means of land travel. The employee may select the applicable option based on eligibility & business needs.
- **Company Fixed Trips (Shuttle Service) :** Provided between Cairo & Somabay though scheduled round trips and booked via Fleet.Operations@Somabay.com.

Means of Transport	Applies To	Reimbursement Details	Rates per Leg
Dedicated Company Car	Chief Officers	- o The refund covers the fueling & the toll expenses. - o The refund is paid (Net Non-Taxable amounts) - o The employee should submit the original fueling & tolls receipts.	NA
Employee's Own Car	White Collars	- o The refund covers the fueling, the toll expenses & the car consumables. - o The refund is paid (Gross Taxable amounts) - o The employee should submit the toll receipts as evidence of the trip.	- o Up to 400 KM → EGP 1,000 - o Up to 700 KM → EGP 1,500 - o Over 700 KM → EGP 2,000
Company Fixed Trips	White Collars	o No reimbursement applies	NA
Public Transportation	All job levels	- o The refund covers the ticket price of the transport up to the policy rates. - o The refund is paid (Net Non-Taxable amounts). - o The employee should submit the original receipts. - o In the absence of receipts, 60% of the rate is reimbursed as (Gross Taxable)	- o Up to 400 KM → EGP 600 - o Up to 700 KM → EGP 900 - o Over 700 KM → EGP 1,200

Travel Policy | Domestic



SOMABAY

2. Travel to Somabay Destination:

2.1. Lodging:

- **Eligibility:** Applies to employees traveling to Somabay for business purposes.
- **Lodging Reservations:** Managed by the Corporate Affairs Department. Employee should submit an official email request, copy the line manager, and specify the start and end dates for the travel.
- **Homeowners' staff:** Employees who have been allocated company units are expected to stay in their assigned units once delivered.
- **Family Members:** Family members may reside in the same booked unit. If the employee requests additional units for family members, costs will be borne by the employee at official staff rates, subject to availability.
- **Process:** Corporate Affairs coordinates the reservation process & ensure settlement to be according to the company procedures.

2.2. Meals & Laundry:

- **Meals:** Provided within Somabay facilities through the cafeteria. Covers both the employee and their first-degree resident family members.
- **Laundry:** Provided through Somabay Laundry and covers both the employee and their first-degree resident family members.

2.3. Commuting:

- All employee commuting needs during a business trip shall be arranged through the Somabay carpool service.
- Chief Officers & Directors will be provided with a dedicated vehicle (as applicable) through the Fleet department.

3. Travel to other domestic destination:

3.1. Lodging:

- **Eligibility:** Applies to employees who are required to stay at least one overnight.
- **Lodging Reservations:** Managed through the Human Resources Department. Employee should submit an official email request at least 3 days prior to the travel date, copy the line manager, specifying the purpose of the trip along with the start & end dates.
- **Lodging Criteria:**
 - The default accommodation is a standard single room on a "room only" basis.
 - The accommodation should be located as close as possible to the business or training venue.
 - The most cost-effective hotel / venue will be selected.
- **Employee Bookings:** If the employee wishes to book directly, prior coordination with HR is mandatory. Only cost-effective bookings pre-approved by HR will be eligible for reimbursement.
- **Process:** Human Resources Department will request the required funds in advance from Finance Department and is responsible for completing the final settlement after the trip.

3.2. Meals & Laundry:

- **Eligibility:** Applicable to non-local employees who are required to stay at least one night stay, and this includes drivers when assigned to travel outside their normal duty station.
- **Meals:** Meal expenses during the business trip are paid as (taxable) allowance per day, based on the job level: Chief Officers: EGP 1,500 - Directors: EGP 1,200- White Collars: EGP 1,000- Blue Collars & Clerical jobs: 750. ○ **Note:** If lodging booked on bed & breakfast, then 25% will be deducted from the above rates upon payment. ○ **Laundry:** Covered as per actual receipts only if the travel duration exceeds 07 days, starting from Day 8.

3.3. Commuting:

- **Excluding Cairo Office Trips** | This refers to the commuting expenses incurred during a business trip & related to business need, provided they are managed in a cost-efficient manner. Car rentals or limousine services are excluded unless proven necessary & cost-effective.
- **Reimbursement** is based on actual receipts. In the absence of receipts, a daily rate of EGP 150 (taxable) per day shall apply.