

Meal and Daily Allowance Subsection

Purpose

This subsection outlines the entitlement, eligibility, and reimbursement procedures for meal and daily allowances during official travel or assignments.

Policy

- Employees are entitled to claim meal and daily allowances as per company policy while on official duty outside their designated work locations.
- The allowance amount is predetermined and must not exceed the maximum rate specified below.
- Receipts may be required as supporting documentation for reimbursement.

Allowance Table

Category	Meal Allowance (per day)	Daily Allowance (per day)	Remarks
Local Travel (Within City)	USD 15	USD 10	Applicable for travel outside base office but within city limits
Domestic Travel (Out of City)	USD 25	USD 20	For overnight stay or travel exceeding 8 hours
International Travel	USD 40	USD 30	Subject to country-specific adjustments as approved

Reimbursement Process

- Submit completed expense claim form within 7 days of trip completion.
- Attach necessary receipts and supporting documents where required.
- All claims are subject to supervisor's review and approval.

Important Notes

- Allowances are not provided where meals are included as part of conference or accommodation packages.
- Employees must adhere to the maximum rates; excess claims will not be reimbursed.
- Policy is subject to periodic review and update without prior notice.
- Improper or fraudulent claims may result in disciplinary measures.