	Access Petrotec & Mining Solutions	Doc No: AP-QMS-POL-010	
	BUSINESS TRAVEL POLICY	Rev: 0	Date: 05/04/2017

This document serves to clarify the means by which travel should be arranged and the parameters that must be adhered to.

It is Access Petrotec & Mining Solutions (AP) policy to reimburse Board members, Contractors and Employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of AP business. All travel must be done in accordance with this policy to qualify for reimbursement. Those traveling on AP business are asked to exercise prudent business judgment regarding expenses covered by this policy.

- **AP TRAVEL POLICIES**

  It is the intent of AP to allow for adequate accommodations for individuals who are required to travel on AP business. It is also expected that these individuals will use discretion and good judgment in spending AP funds.

  Each individual traveling for AP business is expected to fill out a Travel Expense Form in order to be reimbursed. Receipts are required for all expenses for business travel expenses exceeding $20.00. For employees using corporate cards original receipts are to be submitted with the expense report. For all travellers, completed expense reports must be submitted within 30 days of the conclusion of travel.

  Corporate credit cards are to be used for AP business only. Personal use of the corporate credit card is strictly prohibited and violations are subject to disciplinary action.

  If an employee or company director travels with a client representative at AP's expense, the necessary budget shall be approved by the Managing Director.

- **TRAVEL AUTHORIZATION**

  All travel approvals must be in writing and it is the responsibility of the employee undertaking travel on company business to obtain the written approval of the relevant manager prior to making travel reservations.

  For overseas travel, it must be ensured that the appropriate visa is obtained prior to the start of the journey.

- **RESPONSIBILITY AND ENFORCEMENT**

  An organized and clear process for submitting expenses is crucial to ensure that all expenses are reimbursed in a timely manner. The Accounting Department is responsible for ensuring that any expenses reimbursed or paid for by the company are in compliance with this Corporate Travel Policy. When submitting a Travel Expense Form, any deviations from the policies detailed within this document must be explained on the expense report and expenses that are not in compliance with this policy require the written approval of the Managing Director.

  The Accounting Department and the AP management are responsible for ensuring that this Corporate Travel Policy is available to all travellers, travel arrangers, accounts payable staff, and newly hired employees expected to travel.

  Maintenance and updating of the Corporate Travel Policy is the responsibility of the Managing Director. Any questions or concerns regarding this travel policy should be addressed to one of the company directors.

d) Car Hire

Cars should be hired by individuals traveling on AP business only when other means of transportation are unavailable, more costly, or impractical. Travelers must obtain the most competitive rate available.

Size Limit: All car hire should be for intermediate size cars or smaller, unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no cost.

Car Hire Insurance: Travelers paying for a hire car using a credit card may receive limited loss and damage coverage through the credit card company or through their personal insurance and should review the terms of such coverage. Options for insurance should be researched prior to hiring a car and unnecessary optional coverage avoided. If hiring a vehicle outside of Australia, purchasing optional insurance may be mandatory.

Refuelling: When hiring cars, individuals are required to refuel cars prior to returning them to the rental company.

e) Other Transportation

Personal Car: Travelers may utilize personal cars for AP business travel if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the Australia government. This mileage allowance covers all auto costs (e.g. petrol, repairs, insurance, etc.) other than parking and tolls. The current reimbursement is $0.75 per km. When being reimbursed for mileage, the cost of refuelling is included and not separately reimbursed.

Personal Car versus Air Travel: If advance approval has been obtained from the Managing Director, a traveler may use surface transportation for personal reasons even though air travel is the more appropriate mode of transportation. The total cost of personal car travel must not exceed the cost of airfare, based on the lowest regular economy class fare available for the location of travel from a standard commercial air carrier plus, transportation costs to and from the airports and end destination.

Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that the travellers share a ride.

Rail: All rail transportation must be in economy class and local rail service.

Taxis and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis is discouraged when more economical services (i.e.: airport shuttles, hotel vans, etc.) are available. Travelers are encouraged to utilize public transportation whenever feasible and reasonable.

f) Meals

Personal Meal expenses are those incurred by those travelling on AP business when dining alone. Personal meals must be itemized by meal and will be reimbursed up to $80/day and include breakfast, lunch, dinner and any snacks, drinks, etc. upon presentation of original receipts.

m) Payment and Documentation

Travelers must submit expense reports no more than 30 days after completion of travel and the following guidelines must be applied:

- ✓ Receipts must be submitted for all expenses
- ✓ Meal expenses must be itemized per meal on the expense report
- ✓ When being reimbursed for mileage, actual mileage to and from destination are required.

n) Travel Insurance

AP has medical, personal accident, baggage and personal liability insurance cover for all personnel travelling on authorized business.

The AP corporate travel insurance policy covers staff employees, consultants, contractors and subcontractors of AP who are normally based in Australia. Cover is also extended to the personnel's accompanying spouse or dependent children and includes any associated holiday travel that may be taken in addition to authorized business travel. Please note that the prime focus of the travel must be business with holiday travel forming a small part of the trip.

Travel cover is provided for a maximum period of 180 consecutive days. Unless the travel was advised to and agreed with insurers, any traveller who exceeds the set duration may risk being uninsured.

Whilst travelling within Australia, the travel insurance does not cover medical treatment, which is either covered by Work Cover WA and/or Medicare.

As the coverage information is updated from time to time, travellers should read/ obtain the Travel Insurance certificate prior to travelling.

m) Necessities

All travellers should ensure that they have the necessities for the journey they are about to undertake:

- ✓ Valid Passport
- ✓ Relevant business visa where required
- ✓ Airline tickets and hotel vouchers (where applicable)
- ✓ Money (local currency, credit cards or travellers cheques)
- ✓ Any required prescription drugs or medication, along with a letter from the prescribing medical practitioner detailing why the drugs are required.

Jyoti Mathur

Jyoti Mathur
Managing Director
Dated: 25/5/2022

I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE PROVISIONS

Employee Signature: ______________________ Date: ____________