

Lam Construction Group

HR & Admin. Manual (HK)	Document No. : HRM 1200
Company Travel Policy	

Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter lam)
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	24-8-99	<ul style="list-style-type: none">- Add new form, LAM/HRM/1200/F1- Amend clause 2.0 and add clause 2.1 to 2.3- Add "Hong Kong" in clause 3.0- Amend clause 4.2- Add clause 5.1- Amend clause 6.2.1- Some words re-phased			

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1.0 Objectives :

To provide guidelines to business/supporting units on the arrangement of business travelling. The scope of this policy includes :-

- (1.1) The person responsible for each business/supporting unit;
- (1.2) The use of the travel agency;
- (1.3) The eligibility on different classes of hotels and air-tickets;
- (1.4) Handling of the mileage gained;
- (1.5) Insurance/Benefit arrangement procedure; and
- (1.6) Travel Plan notification.

2.0 The Ticket Ordering Form and The Responsible Person

- 2.1 Kindly complete the form No. LAM/HRM/1200/F1 duly endorsed by your supervisor; and forward to the responsible person mentioned in 2.2 below for processing.
- 2.2 The following persons have been assigned to be responsible for the arranging tickets in the Hong Kong headquarter :

Business/Supporting Unit	Responsible Person	Current Job Holder
Civil-HK	Secretary to President	Alice Wu
Bldg-China	Secretary to BUEO	Bonnie Wong
M&E	Secretary to BUEO	Debby Chan
Interiors	Technical Assistant to BUOO	Florance Liang
Colliers	Secretary to BUOO	Gladys Lau
Geo-SI, CanAsia	PA/Secretary to BUEO	Linda Wong
Geo-Lab	PA/Secretary to BUEO	Linda Wong
Group Services	Secretary to EVP	Winnie Lam
China Biz. Dvpt	Secretary to EVP	Debby Chan

- 2.3 Group Services (China) of the respective Regional Offices will be responsible to arrange tickets; responsible persons are :

GS – Regional Office	Responsible Person	Current Job Holder
Guangzhou Office	HR & Admin. Manager	Judy Fung
Shanghai Office	Office Manager	Jia Li Hwa

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3.0 The use of the Traveling Agency in Hong Kong

- (3.1) Air tickets : Westminster and Farrington
- (3.2) Ferry tickets from HK to PRC or between PRC provinces : No specific rules
- (3.3) The performance of the Traveling Agency being selected will be subject to annual review.

4.0 The eligibility on different classes of hotels and air-tickets

- (4.1) Please refer to “華益集團員工在國內出差報銷指引”
- (4.2) Please refer to the attached list of hotels at Shanghai and Guangzhou, which LAM is entitled to a corporate discount. It is recommended that Hong Kong responsible person should liaise with GS (China) Regional Office responsible person for reservation., If hotel payment is to be settled by the Regional Office, a written confirmation from the GS (China) Regional Office responsible person has to be faxed to the hotel prior to the staff’s arrival.

5.0 The handling the mileage

- (5.1) The Company will open a mileage account for all the travelling staff. Airline mileage accounts are stated in personal names.
- (5.2) Mileage earned from business trips belong to the company and should be credited to the Company account for future business use.
- (5.3) Original copy of the mileage statement should pass to the Business Unit’s responsible person for information and record.

6.0 Benefit declaration procedure

(6.1) Personal Accident Insurance

- (6.1.1) All employees will be covered by a “Personal Accident” insurance policy if they are required to travel for business. For frequent travelers, a year-round policy will be covered; while per diem declaration is required for casual travelers.

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(6.1.2) All Business Unit's responsible person should inform Administrative Supervisor of HR&Admin. Department at the Head office for insurance coverage.

(6.2) Hardship Allowance

(6.2.1) All Hong Kong based employees with staff grade CII and below are eligible to claim, please refer to the "Hardship Allowance" policy for details.

(6.3) Transportation to/from Hong Kong Airport

(6.3.1.) All employees are eligible to claim refund of fare according to the guideline stipulated in the "Travel to and from Airport" policy.

7.0 Staff movement notification

(7.1) To enhance communication, all travelers should notify the attached list of positions regarding his/her planned movement in advance.

8.0 Standard Form

LAM/HRM/1200/F1 - 華益職員購票申請表

9.0 Appendix

Appendix HRM1200-01 - 華益集團員工在國內出差報銷指引

Appendix HRM1200-02 - Staff Movement Notification List