



Human Resource and
Administration Department

To : All Bigfoot and IAFT Staff

Subject : **Business Expenses (amended)**

Date : October 13, 2011

Per Management's directive we will be observing the following guidelines effective immediately:

- 1.) All staff with fees up to USD \$3,000 per month or equivalent thereof for other currencies, are expected to spend personal fund and/or use personal credit cards of up to 15% of fee for pre-approved business expenses such as travel costs, airline fees, etc, to be liquidated through an expense report.
- 2.) Those receiving above USD \$3,000 per month will follow the aforementioned practice, although they are expected to advance costs of up to 20% of their fees.
- 3.) For those on contract, the applicable percentage shall be that which is mentioned in their existing contract.
- 4.) If the cost is beyond the corresponding percentage, purchase shall be made either with payment terms or outright payment by Bigfoot, following standard procedure/schedule of releasing of payments or advances for a specific item/service with specific amount.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "h. Manuel".

Marie Stephanie L. Manuel
Chief Human Resource Officer