

TRAVEL POLICY			
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1.0. PURPOSE

- 1.1 To ensure that all travels are legitimate and approved.
- 1.2 To ensure that an allowance is established for each type of travel.

2.0. SCOPE

This shall apply to ALL Bigfoot employees, consultants and interns across all entities. The policy, except for the provision on per diem, shall also extend to Bigfoot contractors and/or freelance staff.

3.0. IMPLEMENTING GUIDELINES

3.1 Ticket and Accommodation

- 3.1.1 All travelers are required to search, book and purchase their own tickets as well as make their own room reservations, regardless of the nature of the trip, unless with specific approval/direction from the Chief or unless specified in the contract.
- 3.1.2 Purchase and payment should always be made based on a pre-approved budget/cost of the Company using own credit card or cash. Ask for official receipts to use for claiming reimbursements.
- 3.1.3 Economy class should always be booked for transportation and accommodation. First class may be booked if with prior approval by the Chief or if traveler pays for the difference.
- 3.1.4 Airline ticket and room accommodation shall be reimbursed by the Company, but shall not be more than the pre-approved budget and based on prior agreement or as specified in the contract. Any difference which is of higher amount should have a separate/specific approval.
- 3.1.5 Airfare quote from United Airlines, United Air Express and Qatar Airlines should only be used when it offers the cheapest option.
- 3.1.6 Personnel traveling for the company must agree to carry items for the company from city to city.

3.2 Expenses

- 3.2.1 Based on travel plan approved or the contract of a person hired, the following expenses shall be for reimbursement:
 - a. Airline ticket
 - b. Public transportation to and from the airport
 - c. Terminal fees
 - d. Travel Tax
 - e. For business travel, actual transportation expenses using public transport may be reimbursed as long as it is included in the itinerary submitted together with the approval of the trip. The itinerary should also state, for each destination, the purpose of the visit.

3.2.2 The company shall NOT be paying for the following:

- a. excess baggage
- b. hotel mini bar consumption
- c. calls charges from the hotel
- d. laundry service
- e. tips
- f. personal expenses i.e. medicines, toiletries

3.3 Per Diem

3.3.1 Per diem shall be offered to all employees, consultants and interns, regardless of rank, but shall be dealt with on a case-to-case basis for freelancers/contractors.

3.3.2 For travel within and to the Philippines, no per diem shall be given. For other identified countries, per diem shall be given to cover meals. Start of claim of per diem shall be based on the time of the departure flight. Cut-off time shall be as follows:

Estimated Time of Departure (from place of origin)

- | | |
|-------------------------|--|
| for flights up to 0900H | - start of claim may be from breakfast |
| 0901H - 1300H | - start of claim may be from lunch |
| after 1300H | - start of claim may be from dinner |

3.3.3 To avoid any double payment by the Company, on occasions where the Company pays for the meals, e.g. representation with clients, the per diem for the corresponding meal shall be deducted from the receipt. For production staff where meals are served, no per diem shall be given.

3.3.4 Per Diem is not subject to liquidation.

3.3.5 Per Diem amount (in US\$)

Type	Europe & New York	USA, Australia & Canada	Major Cities in Asia*	Other Countries	Philippines
Official Business Trips					
Breakfast	6	3	2.4	2	
Lunch	12	6	4.8	4	
Dinner	12	6	4.8	4	
Total	30	15	12	10	N/A
Location Shoot**	30	15	12	10	N/A

** Per diem is not provided when meals are served on the set.

* Major cities in Asia include, but are not limited to the following:

- > Tokyo
- > Hong Kong
- > Singapore
- > Seoul
- > Beijing

Note : Other cities in Asia shall either fall under the category for major cities in Asia or under other countries subject to the approval of the COO/CEO and the Chief.

3.4 Travel Days

- As used herein, "travel days" refers to the actual travel/flight days spent for official business trip.

3.4.1 For local employees (regular, probationary, project-based)
Employee shall be paid his/her equivalent regular daily rate during travel days. If this falls on Employee's scheduled rest day, Employee may be allowed to take a day-off on any date of the week immediately succeeding the Employee's trip, as agreed with management.

3.4.2 For foreign and freelance staff
Staff shall be paid 30% of his/her regular daily rate during travel days, regardless of what day it falls.

3.5 Process

-These shall be done by the traveler, unless approved by the Chief or as provided in the contract (particularly for new hires) for HR/Admin Travel Staff to process.

- 3.5.1 Seek approval for travel and budget thereof from Business Unit Head then from the Chief.
- 3.5.2 Source out travel quotes within budget and purchase ticket through own credit card or Company credit card, as approved by the Chief.
- 3.5.3 Process request for per diem (may also process reimbursement of ticket cost at this point). Seek approval from Business Unit Head then submit to Finance.
- 3.5.4 Process travel ticket for use of Company vehicle.
- 3.5.5 Book room in a hotel or within Bigfoot facility, as applicable.
- 3.5.6 Process all reimbursements with official receipts upon completion of the trip.

4.0. FORMS

4.1 Travel Ticket – to be secured from Motorpool, this form indicates the details of the transportation needs, namely:

- Type of Vehicle to be used
- Inclusive dates
- Purpose
- Remarks

Approval: Department Head then Head of Studios

4.2 Booking Request Form (BRF) – to be secured from CGA/HS Reservations, this form indicates the details of the room occupant, namely:

- Preferred Accommodation
- Guest Name
- Address
- Nationality
- Company
- Designation
- Email Address
- Check-in & Check-out Dates & Time
- Billing Arrangement
- Name of Booker
- Email Address of Booker

* both forms shall be filed by traveler/department having the guest; HR/Admin files for arrival of newly hired staff provided with airport pick-up and CGA/HS room.

5.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	12/13/04	Finance	Loraine Garcia	Stephanie Manuel	Matt Lubetich	New Policy
Rev. 01	Revise	10/24/05	Finance	Loraine Garcia	Stephanie Manuel	Matt Lubetich	Revise
Rev. 02	Revise Abolish	02/23/07	Finance & Admin	Loraine Garcia & Stephanie Manuel	Matt Lubetich	Kacy Andrews & Chief	Updated the Per Diem provision 2.1.6 Reimbursement of meals or drink is allowed if per diem has been paid unless when entertaining with clients
Rev. 03	Revise	07/30/08	Admin	Angel Trebol	Stephanie Manuel		Updated the forms provision
Rev. 04	Revise	06/20/09	HR	Pawwee Hornido	Stephanie Manuel		Added the policy on travel days
Rev. 05	Revise	10/09/09	HR	Pawwee Hornido	Stephanie Manuel		Revised the Implementing Guidelines. Abolished the "Travel Order Form"