

Car Policy

- Car Benefits** The 'Car Benefit' refers to a cash allowance paid in lieu of a company-provided vehicle. This practice enables employee to have maximum freedom of choice in making a vehicle available for business use to balance both the Company's and their own needs. The allowance is paid monthly through payroll.
- Monthly Allowance** Intended to cover all running costs of a car including maintenance, insurance, servicing, finance cost, depreciation, car wash, mileage/fuel and toll fee. This allowance also covers business related transportation costs (taxi, train, etc., including transportation after a business related entertainment event) within the home city.
- Mileage Reimbursement**
- Business related –Not reimbursed, already included in allowance
 - Private use – Not reimbursed
- Allowable expenses** Reasonable business-related parking is covered through the expense reimbursement unless otherwise stated. The journey between home and place of work is excluded from business-related expense.
- Taxi Reimbursement**
- Not reimbursable if employees are already receiving a car benefit.
 - If employees are not receiving a car benefit, reasonable taxi ride due to business need or business related entertainment can be reimbursed with proper receipt.
 - If employees are travelling outside of home city, they can expense the business related transportation cost per the prevailing Travel and Expense guideline. (i.e. taxi ride to the airport as part of the business trip is reimbursable). However, the most cost effective form of ground transportation should be selected for transportation needs.
- Eligibility** Only commissioned-sales employees are eligible for car allowance. If an employee is not commissioned-based, they should only get the car allowance if they visit customers as normal part of their job. Managers and employees that are in the sales organization but are not commissioned, will only be eligible if their role required the use of car (i.e. visiting with customers).

Job Level of Commissioned Employee	Monthly Allowance
Individual Contributor	BRL \$600
Manager +*	BRL \$750

**To be eligible for the higher amount, Sales Managers must be at the manager level 29 or lower (e.g. 29, 28, 27, 26, 24, 22).*