

**Car Policy**

<b>Car Benefits</b>	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.
<b>Eligibility</b>	Primarily intended for use by employees who hold a job where there is a significant requirement to travel by road (i.e. over 50% of the time on the road) on company business or where there is a need to protect our local market competitiveness.
<b>Monthly Allowance</b>	Intended to cover all running costs of a car including maintenance, insurance, servicing, finance cost, depreciation, car wash, mileage 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.
<b>Mileage Reimbursement</b>	<ul style="list-style-type: none"> <li>• Business related –Not reimbursed, already included in allowance</li> <li>• Private use – Not reimbursed</li> </ul>
<b>Allowable expenses</b>	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.
<b>Taxi Reimbursement</b>	<ul style="list-style-type: none"> <li>• Not reimbursable if employees are already receiving a car benefit.</li> <li>• If employees <u>are not</u> receiving a car benefit, reasonable taxi ride due to business need or business related entertainment can be reimbursed with proper receipt.</li> <li>• 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.</li> </ul>

Document History  
Version

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1.0	July 2009	- Document origination, content adopted 1999 car policy and 2005 addendum
1.1	July 2011	-Added eligibility rule, and re label job level to indicate sales function primarily