

Chiyoda U-Tech Co., Ltd.

**Domestic Business Trip Regulation for
Dispatched Employee**

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Chapter1 General provisions

Article1 (Purpose)

The purpose of this Regulation is to provide for matters related to the domestic business trip expenses of Employee (hereinafter called as “Employee”) dispatched by Chiyoda U-Tech Co., Ltd. (hereinafter referred to as “CUC”) based on the Employment regulation Article 20.

However, regardless of this regulation, if the domestic business trip expenses are stipulated separately in the individual employment contract, they shall be applied.

Article2 (Applicable Categories)

The travel expenses shall be provided to the following categories, and for the travel to area that do not constitute general business trip, only transportation expenses shall be provided as business outing.

- (1) General business trip
- (2) Construction business trip

Article3 (Types of Travel Expenses)

Types of travel expenses are the following.

- (1) Daily allowance
- (2) Accommodation fee
- (3) Transportation expenses
- (4) Transportation cost for luggage
- (5) Communication expenses related to the assignment
- (6) Other expenses approved by CUC

Article4 (Routes and Periods of Travel)

1. The travel expenses shall be calculated by ordinary routes and ways. In case unavoidable circumstances such as natural disasters make it difficult to use the ordinary routes or ways, the actual routes will be calculated and the actual costs will be provided.
2. The period of the travel will be calculated based on the departure and arrival times at the nearest station of workplace, home or the place visited on business.

Article5 (Settlement of Travel Expenses)

1. Employee shall submit a travel expenses form within 7 days after the business trip for its settlement, unless there are unavoidable reasons.
2. Employee shall submit original receipts in principle at the settlement of the preceding paragraph.

Chapter2 General Business Trip

Article6 (Scope of Application)

1. General business trip applies for Employee who is instructed by the superior of the department at their place of work to perform duties for the department, in cases where the distance between the nearest station of departure/return (nearest station of workplace or home) and the nearest station of destination is 70 km or more for both outward and return trips, in order to carry out the duties such as management duties, investigations, meetings and contacts etc.
2. Regardless of the preceding paragraph, the travel to Yokohama city, Kawasaki city and the 23 wards of Tokyo are out of the scope of general business trip if it is a direct round trip between employee’s home and the destination.
3. For the travel to outside of areas of the general business trip stipulated in paragraph 1, only transportation expenses shall be provided as business outing. However, the travels which go through Tokyo Bay Aqua-Line Expressway are considered to meet the distance condition of more than 70 km as follows.

Yokohama station/Haneda airport ↔ JR Uchibō Line Goi station ∼ Tateyama station (Bus

terminals of each station including Sodegaura bus terminal)

Article7 (Daily allowance and accommodation fee of general business trip)

1. For the general business trip, JPY 3,200 per day shall be provided as daily allowance according to the number of days during the travel period. (departure in the afternoon or return in the morning shall be considered as one day.)
JPY10,300 per night shall be provided as accommodation fee according to the number of nights you stay..
2. Abolished
3. For the general business trip which does not require overnight stay, only the daily allowance shall be provided in accordance with the previous paragraph.
4. Abolished
5. Abolished

Article8 (Working hours during general business trip)

During the business trip, if the employee works at the destination and on the days of departure and return of the business trip, employee shall be deemed to have worked the regular working hours.

Article9 (Working on holidays during general business trip)

During general business trip if employee work on holidays, overtime allowance stipulated in Employment Regulation may be provided.

In the case of deemed work under the preceding article, even on holidays, overtime allowance shall not be provided.

Article10 (Accommodation at company facilities, etc.)

Abolished

Article11 (Exception of Accommodation fee)

If the actual accommodation fee exceeds the prescribed accommodation fee due to the circumstances of the business trip location or unavoidable business reasons, the actual accommodation fee shall be provided if CUC approves in advance.

Chapter3 Transportation Expenses and Others

Article12 (Provision of Transportation Expenses)

When employee use public transportations such as railroads, ships and buses, the fares shall be provided. However, the use of taxi, rental cars and private cars shall be limited to cases where there is no regular transportation, or cases where it is particularly inconvenient in terms of the time required even if there is regular transportation, or when the superior of the department approves that it is necessary for business purposes. In addition, the type of rental cars etc. should be standard in principle. In case of renting a large car or using one-way only (drop-off use), the approval of the superior of the department must be required. .

Article13 (Use of Shinkansen and Conventional lines)

1. Shinkansen and conventional limited express trains shall be allowed only for general business trips.
2. When using shinkansen or conventional limited express trains, the use of reserved seats shall be permitted if the distance is 50 km or more for each.

Article14 (Grade of Transportation)

1. If the transportation has grade classification, the regular grade shall be used in principle, and the actual cost of transportation expenses shall be provided.
2. If the transportation expenses of a sleeper train or ship etc. include its accommodation fee, the

actual transportation expenses excluding accommodation fee such as berth charge shall be provided, and the prescribed accommodation fee shall be provided instead of the accommodation fee of sleeper train or ship.

Article15 (Use of Airplanes)

1. If the distance between Tokyo Station and the nearest station of the destination is 600 km or more and it is more reasonable in terms of time and economically compared to other means of transportation, airplane travel shall be permitted. Therefore, for example, airplane travel is not permitted in principle between domestic airports in Tokyo metropolitan area and Osaka Itami Airport/ Kansai International Airport/ Kobe Airport. In addition, the use of the airplane is permitted only when the distance between the nearest station of the business trip and the nearest station of another business trip is 600 km or more in principle.
2. Notwithstanding the preceding paragraph, when there are special circumstances, such as an emergency or when the use of a non-airplane would impede business operations, an airplane travel is permitted with the approval of the superior of the department.

Article16 (Transportation cost for luggage / communication expenses)

Actual costs of transportation cost for luggage and communication expenses related to the business shall be provided.

Chapter4 Construction business trip

Article17 (Scope of Application)

Construction business trip applies for employee who travel to a site office of the client to carry out construction work directly at the site office of the client. However, even if it is not directly related to construction work, it may be considered as a construction business trip if there are special circumstances and the duration of the travel exceeds two weeks and it is approved by CUC in advance.

Article18 (Classification of near area and far area)

1. For the classification of near and far areas, areas with a minimum travel distance of less than 50 km from the nearest station of home are classified as near areas, and other areas are classified as far areas.
2. For construction business trip of the near area, if the minimum travel distance from the nearest station of home to the nearest station of the site office is less than 50 km, the employee commute from his/her home in principle and shall be provided with the allowance for the near area.

Article19 (Daily Allowance of Construction Business trip, etc.)

1. Daily allowance and allowance for construction business trip of near area and far area shall be as follows. Allowance shall be paid along with salary based on the number of days worked, with income tax deducted. Daily allowance shall be paid at the end of the month based on the number of calendar days per night.

Allowance for near area	Daily allowance for far area
JPY1,700	JPY3,000

2. Daily allowance and allowance for construction business trip shall be calculated from the start date of work at the site office in principle.

Article20 (Handling of residence of construction business trip)

1. Employee who are on construction business trip of far area use facilities determined by CUC or the client.
2. The following cost shall be paid by CUC.
 - (1) Room charge or rent
 - (2) Utility costs

- (3) Communication expenses related to business
 - (4) Other expenses permitted by CUC in advance
3. If the facilities of the CUC etc. are not available and the employee needs to stay at a hotel, ryokan, etc., 70% of the accommodation fee as described in Article 7 Paragraph 1 shall be paid. However, if the actual accommodation fee exceeds the applicable fee due to unavoidable reasons such as the circumstance of the business trip destination, the actual accommodation fee shall be provided if CUC approve in advance.

Article21 (Accompanying family of employee who are on construction business trips)

Accompanying family shall not be permitted.

Article22 (General Business Trip from site office)

In the event that employee on construction business trip temporarily suspends construction business trip and travels to another business trip destination due to work etc., the daily allowance or allowance of construction business trip during the suspension period shall not be provided. For travel between the site office and other site office, general business trip expenses shall be provided in accordance with the provisions of Chapter 2. However, if the employee has home at the business trip destination, accommodation fee shall not be provided.

Chapter5 Others

Article23 (Revision or abolition of the Regulation)

Revision or abolition of the regulation shall be resolved by the board of directors. However, minor changes such as changes of organization name shall be decided by Processional Services Division Manager.

Supplementary provisions

This Regulation will take effect as of April 1, 2012

Revised on April 1, 2015

Revised on April 1, 2019

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The Japanese text is the original and the English text is for reference purposes.

If there is any conflict or inconsistency between two texts, the Japanese shall prevail.