

## CORPORATE TRAVEL POLICY

### 1. PRESENTATION

This policy is an integral part of the regulations that comprise the Compliance Program of the Foundation for Research and Extension Support (FAPEX) and must be read and interpreted in conjunction with the Foundation's Code of Ethics and Conduct.

### 2. OBJECTIVE

This policy aims to establish guidelines for meeting the travel needs of FAPEX employees who are required to travel to another location, city, and/or state on behalf of the Foundation.

### 3. SCOPE

This policy applies to all FAPEX employees.

### 4. RESPONSIBILITIES

It is the responsibility of the FAPEX management to ensure compliance with the guidelines set forth in this policy.

### 5. GENERAL GUIDELINES

#### 5.1 PER DIEMS

5.1.1 FAPEX employees are entitled to receive a per diem when they are required to travel from their regular work location to another location within the Brazilian territory to conduct activities related to the Foundation's mission.

5.1.2 This allowance is intended to cover expenses related to lodging and meals and shall be paid in accordance with the following rates:

PER DIEM AND LODGING TABLE				
Position/Function	Metropolitan Area	State of Bahia	São Paulo, Rio de Janeiro, Brasília, Manaus	Other State Capitals
All positions at Headquarters	BRL 160.00	BRL 260.00	BRL 450.00	BRL 380.00
	Lodging: Maximum of BRL 550.00			

5.1.3 The per diem amount shall be credited to the beneficiary employee's bank account no later than two (2) days before the start of travel within Brazilian territory.

5.1.4 All Foundation employees must adopt the maximum limits stated in the table under Item 5.1.2 as the reference for hotels located within Brazilian territory.

5.1.5 If the beneficiary employee has their lodging expenses covered by FAPEX, up to the limit established in Item 5.1.2, they shall be entitled to half the per diem corresponding to the destination region.

5.1.6 Upon approval by the immediate supervisor, a per diem request form must be submitted via the SAPRO system and forwarded to the Executive Board for approval, and subsequently to the Personnel Coordination Office, at least ten days prior to the domestic travel date.

5.1.7 It is the responsibility of the beneficiary employee to monitor the process to ensure that the funds are credited within the timeframe indicated in Item 5.1.3.

## **5.2 TRAVEL ARRANGEMENTS**

5.2.1 For travel to municipalities within the Salvador Metropolitan Region or cases in which round trips occur on the same day, meal per diems may be granted, when applicable.

5.2.2 The amount allocated for meals shall correspond to half the per diem for the Metropolitan Region, as outlined in Item 5.1.2.

5.2.3 The beneficiary employee must request a car with a driver from the Logistics Coordination Office at least 72 hours in advance.

5.2.4 The beneficiary employee may use a corporate ride-hailing service, previously registered by the Logistics Coordination Office, whenever short-distance travel is required, including at the destination location during official travel.

5.2.5 Short-distance travel is defined as travel to the airport, hotel, event venue, etc., within the same metropolitan region.

5.2.6 The corporate ride-hailing service may be used from Monday to Friday, from 8:00 a.m. to 6:00 p.m.

5.2.7 If use of the corporate ride-hailing service is not possible, the beneficiary employee must cover the expense and request reimbursement from FAPEX afterward.

### 5.3 TRANSPORTATION AND LODGING

5.3.1 Upon approval by the immediate supervisor and the Executive Board, the beneficiary employee must request a quote from the Logistics Coordination Office for the purchase of transportation and/or lodging, providing the following information:

- a) travel period;
- b) destination;
- c) location of the event, congress, meeting, etc;
- d) other relevant information for the quotation.

5.3.2 All transportation must be booked in economy class.

5.3.3 The beneficiary employee must always choose the lowest available fare at the time of quotation, balancing employee comfort with the principle of cost-effectiveness for FAPEX.

5.3.4 Any changes to the travel itinerary and/or cancellations must be promptly communicated by the beneficiary employee to their immediate supervisor and to the Logistics Coordination Office so that appropriate action may be taken.

5.3.5 Parking fees at airports or bus terminals during the travel period are not eligible for reimbursement by the FAPEX.

### 5.4 APPROVAL AUTHORITIES

5.4.1 All travel requests and their respective expense reports must be approved by the responsible authority, as outlined in the following table:

Beneficiary	Approved by	Validated by
Executive Director	Executive Board	Executive Board
Superintendent	Executive Board	
Manager	Executive Board	
Coordinator	Management	
Other employees	Coordination	

5.4.2 If the immediate supervisor is unavailable due to vacation, travel, or any other reason, the employee must refer the request to the next hierarchical approval authority.

### 6. FINAL CONSIDERATIONS

6.1 Travel requests (lodging, transportation, and vehicle rental) must be planned as far in advance as possible.

6.2 If the employee wishes to extend their trip for personal reasons, any expenses incurred during that period shall be borne by the employee.

6.3 This policy shall take effect on the date of its issuance. Lodging amounts shall be reviewed annually, if necessary, and per diem amounts shall be updated whenever there are changes to the Brazilian Federal Per Diem Decree.

6.4 The per diem request and travel report forms are available in the Project Monitoring System (SAPRO), as per the attached templates.

6.5 As of this date, INTERNAL RULE No. 001/2023 is hereby revoked.

Revisions	Date	Notes
Version 01	07/04/2024	
Version 02	08/13/2024	General update
Version 03	09/16/2024	Update of per diem and lodging values

**THIS POLICY SHALL BE FORMALLY RECORDED AND  
PUBLISHED, AND SHALL TAKE EFFECT.  
EXECUTIVE BOARD SEPTEMBER 16, 2024.**



**Antonio Fernando de Souza Queiroz**  
Executive Director



**Rosalba Oliveira**  
Superintendente  
**Rosalba Silva Oliveira**  
Superintendent

## PER DIEM PAYMENT REQUEST

1. DEPARTMENT INFORMATION			
DEPARTMENT:		COST CENTER:	
IMMEDIATE SUPERVISOR'S NAME:		EMAIL:	
PLACE AND DATE:		IMMEDIATE SUPERVISOR'S SIGNATURE:	
2. BENEFICIARY INFORMATION			
FULL NAME:		EMPLOYMENT STATUS: ( ) FORMAL EMPLOYMENT (CLT)	
DATE OF BIRTH:	CITY:	STATE:	
Individual Taxpayer Number (CPF):	ID (RG):	ISSUING AGENCY:	ISSUE DATE:
FULL ADDRESS (STREET, AVE., LANE, APT., BLOCK, LOT, ETC):			
NEIGHBORHOOD:	ZIP Code:	CITY:	STATE:
Phone:		EMAIL:	
BANCO DO BRASIL	BRANCH:	ACCOUNT NUMBER:	
PLACE AND DATE:	BENEFICIARY'S SIGNATURE:		
3. TRAVEL DETAILS			
DEPARTURE LOCATION:		DESTINATION:	
PERIOD:		NUMBER OF PER DIEMS:	
UNIT AMOUNT: BRL ( )		TOTAL AMOUNT: BRL ( )	
REASON FOR TRAVEL:			
ACTIVITIES TO BE CARRIED OUT:			

**Note 1: Attach the document justifying the travel and a copy of the bank account confirmation.**

**Note 2: The beneficiary must submit the Travel Report signed.**

**1. PROJECT INFORMATION**

TITLE:

INSTRUMENT:

PROJECT NUMBER (FAPEX REFERENCE):

PROJECT COORDINATOR'S NAME:

**2. BENEFICIARY INFORMATION**

FULL NAME:

Individual Taxpayer Number (CPF):

ID (RG):

EMPLOYMENT STATUS:

☐ SCHOLARSHIP HOLDERS

☐ SERVICE PROVIDER

☐ FORMAL EMPLOYMENT (CLT)

☐ UNPAID MEMBER

**3. ACTIVITY REPORT**

**ACTIVITIES CARRIED OUT:**

SALVADOR, MONTH DAY, YEAR.

SIGNATURE

PROJECT COORDINATOR'S FULL NAME  
COORDINATOR

SIGNATURE

BENEFICIARY'S FULL NAME PROJECT  
PROJECT BENEFICIARY

**SUPPORTING DOCUMENTS:**

Project Team – Submit an individually signed report.

Event or Fieldwork with External Team – Attach a signed attendance list of participants.