

SNEF Overseas Business Travel Benefits FOR EXECUTIVE



As more organisations assign their employees overseas for business and other official purposes, they need to provide appropriate and competitive overseas business travel benefits to help employees to cover relevant expenses incurred during business travel.

With this in mind, SNEF Research Institute surveyed leading employers in Singapore to determine the market practices on Overseas Business Travel Benefits.

The report covers various types of travel benefits provided by companies. Management and HR practitioners could use the report to assist them to design or review the Overseas Business Travel Benefits policy.

What are the Overseas Business Travel Benefits Covered?

Air Travel	Hotel Accommodation
Daily Subsistence Allowances by location	Laundry Expenses
Transport Expenses incurred overseas	Drive-in to West Malaysia
Internet Expenses	Telephone Expenses, Official and Personal
Tipping Expenses	Entertainment Expenses
Warm Clothing Allowance	Meal Expenses
Other Incidentals	Statistics

Features of the Report

1. Provide findings on Prevalence, Quantum and Policy
2. Information presented by industry and by key categories of executive employees with specific coverage on the Head of Organisation
3. Enhanced coverage on daily subsistence allowance to key locations
4. Surveyed more than **230** leading employers which employed more than 125,000 employees in Singapore

Locations Covered for Daily Subsistence Allowances

ASEAN	East Asia	South Asia	Middle-East
Brunei Darussalam	China, Beijing	Bangladesh	Bahrain
Cambodia	China, Shanghai	Bhutan	Iran
Indonesia	China, Others	India	Israel
Laos	Hong Kong	Maldives	Jordan
Malaysia, West	Japan	Mauritius	Kuwait
Malaysia, East	Korea, South	Nepal	Lebanon
Myanmar	Macao	Pakistan	Qatar
Philippines	Mongolia	Sri Lanka	Saudi Arabia
Thailand	Taiwan		UAE
Vietnam			Turkey
Europe		Americas	Oceania
Austria	Italy	Argentina	Australia
Belgium	Luxembourg	Brazil	New Zealand
Czech Republic	Netherlands	Canada	Papua New Guinea
Denmark	Norway	Chile	Africa
Finland	Portugal	Mexico	Egypt
France	Russia	Panama	Morocco
Germany	Spain	Peru	Nigeria
Greece	Sweden	USA	South Africa
Iceland	Switzerland		Tunisia
Ireland	United Kingdom		

For more information, please contact SNEF Research Institute at Tel: 6227 2287 or Email: RI@snef.org.sg

**10% Early-Bird Discount Starts from Now Until
30 September 2007**

All prices inclusive of 7% GST	Participant	Non-Participant
SNEF Member	\$192.60	\$385.20
Non-SNEF Member	\$406.60	\$642.00

SNEF Members, please inform us if you want to utilize your SNEF Benefit Dollar.

SNEF Overseas Business Travel Benefits for Executive

Yes, my company would like to place an order for SNEF Overseas Business Travel Benefits for Executive report

Please select mode of collection:

<input type="checkbox"/> Self-Collection	<input type="checkbox"/> Courier
My company will send our dispatch to collect. Address:10 Hoe Chiang Rd, #22-02, Keppel Towers, Singapore 089315	We will include \$20(incl. GST) for delivery. (Please allow 3 working days for delivery)

Fax to 6827 6802

Company Name: _____

Address: _____

Postal Code: _____

Employment Size: _____

Contact Person: (Mr/ Ms /Mdm) _____

Designation: _____

Telephone: _____

Fax: _____

Email: _____

- We will contact you once we have processed your order form. Please call us at 6227 2287 or email us at RI@snef.org.sg for any enquiries.
- Kindly note that the survey report will only be released upon receiving cheque payment.
- Cheques should be made payable to "SNEF". Please write "Research Institute" at the back of your cheque.
- ANY CANCELLATION AFTER TAX INVOICE HAS BEEN ISSUED WILL BE SUBJECTED TO \$53.50 ADMINISTRATION CHARGE.

Singapore National Employers Federation
10 Hoe Chiang Road,
#22-02 Keppel Towers
Singapore 089315
Tel: 6227 2287 Fax: 6827 6802 Email: RI@snef.org.sg