

TRAVEL & ENTERTAINMENT REIMBURSABLE POLICY

TRAVEL MANAGEMENT GUIDELINES FOR AGENCY CONTRACTORS, CONSULTANTS, AND SERVICE COMPANY PERSONNEL

APPLIES TO: All Petroleum production units, operating units and/or offices

OVERVIEW

The purpose of these Guidelines is to provide further clarification and expectation with respect to travel arrangements and reimbursable expenses for Agency Contractors, Consultants, and Service Company Personnel working globally on behalf of BHP Billiton Petroleum ("Company").

POLICY

Guidelines

Approvals

- Approval for Company-reimbursable Agency Contractor, Consultant, and Service Person travel must be obtained prior to booking travel or incurring cost, using the BHPB Travel Authorization Form.
- Approval for Agency Contractor, Consultant, and Service Person travel for extended rotations may be granted on a campaign or program basis, rather than for individual trips.
- If Agency Contractors, Consultants, and Service Person do not have access to Company systems, the appropriate Company Manager is responsible for obtaining travel authorization on their behalf.

Agency Contractor Travel

Rotational Assignments:

- Travel and expenses, and pay for the Agency Contractor's Daily or Hourly rate while traveling from home to / from the Labor Assembly Point or Work Location will not normally be reimbursed by Company.
- Where required for specific market or business reasons, a PLT Member or the Worldwide Drilling Manager may approve reimbursement for travel expenses between the Agency Contractor's home and the Work Location or Labor Assembly Point under the terms described in these guidelines. Additionally, if reimbursement applies, Company will pay for the Agency Contractor's Daily or Hourly rate while traveling, under these circumstances:
 - If the Agency Contractor is not able to travel from home to the Labor Assembly Point or Work Location on the same day that work commences, Company will pay up to a maximum of one day's normal rate.
 - If the Agency Contractor is not able to travel from the Labor Assembly Point or Work Location to home on the same day that work ceases, Company will pay up to a maximum of one day's normal rate.

- If the Agency Contractor is able to travel between home and the Labor Assembly Point or Work Location on the same day that work commences or ceases, Company will not pay any Daily or Hourly Rate.

Local Commuting Travel:

- Travel and expenses associated with Agency Contractor's commute to / from home to the Work Location will not be paid. Hourly Rates or Daily Rates associated with travel to the Work Location will not be paid.

Company Business Travel:

- Company will reimburse Agency Contractor travel and expenses for Company business travel undertaken at Company request from the designated Work Location, under the terms described in these Guidelines.
- Agency Contractor's Hourly Rates or Daily Rates will be paid during normal working hours during Company business travel.

Consultant and Service Person Travel

- Company will reimburse Consultant or Service Person travel and expenses for travel undertaken at Company request from the designated Work Location.
- It is recognized that Consultants or Service Persons may have their own corporate travel provider and travel and expense policy that govern their employees. If this is the case, approval from a PLT Member may be granted for Consultants or Service Persons to follow their own policies.

Non-provision of BHPB Amex Card

- Unless specifically authorized in writing by a PLT member, the provision of a Company-issued Amex card to Agency Contractors, Consultants, and Service Persons is not allowed.

Use of BHPBilliton's Travel Provider for Company-Reimbursable Travel

- Agency Contractors, Consultants, and Service Persons shall establish and maintain a profile with the Company's designated Travel Provider.
- Agency Contractors, Consultants, and Service Persons shall utilize Company's designated Travel Provider to make airfare, hotel, and vehicle rental arrangements.
- A Company employee must make the travel arrangements on behalf of Agency Contractors, Consultants, and Service Persons, unless an exception is authorized by a PLT Member.
- Agency Contractors, Consultants, and Service Persons shall pay directly for travel booked through the Travel Provider, and shall create and maintain a profile with the Travel Provider for the purpose of providing payment details. Payment for authorized travel and expenses for Agency Contractors, Consultants, and Service Persons shall be made by the following methods, in decreasing order of preference:
 - Use any corporate card issued by the Contractor Agency, Consulting firm, or Service Company;
or

- Use the personal credit card of the Agency Contractor, Consultant, or Service Person; or
- Use the BHPB Amex card of the appropriate Company Manager.
- Where the Travel Provider is unable to provide travel services to the travel location, Agency Contractors, Consultants, and Service Persons may make travel arrangements directly.

Safe Travel Management System

- Agency Contractors, Consultants, and Service Persons embarking on Company-reimbursable travel are subject to the requirements of *PRO.006*, *Safe Travel Procedure*, and *Petroleum HSEC Procedure PHSE-PR-PRO.006-01-PET: Safe Travel*. The appropriate Company Manager is responsible for ensuring that any Agency Contractor, Consultant, and

Service Person working under their direction are aware of and understand the requirements of these procedures.

- Frequent Agency Contractor, Consultant, and Service Person travelers must establish and maintain a profile in Petroleum's Safe Travel Management System (STMS). All travel must then be registered in the STMS. If the Agency Contractor, Consultant, or Service Person does not have access to Company systems, then the appropriate Company Manager may establish the profile and register travel on behalf of the Agency Contractor, Consultant, or Service Person.
- Infrequent or one-off Agency Contractor, Consultant, and Service Person travelers may register their travel with the Emergency Communications Center (ECC) in lieu of registering in STMS.
- Even if Consultants or Service Persons have their own safe travel management system, they must register in STMS if they are traveling on BHPB business.
- Medical assessments may be required. If required they must be undertaken by a provider organized by the Agency Contractor, Consultant, or Service Person, and performed to Company's specification.

Air Fare, Hotels, and Rental Cars

- Agency Contractors, Consultants, and Service Persons shall fly on a preferred carrier booked via the Travel Provider.
- Company shall reimburse Agency Contractors, Consultants, and Service Persons for the cost of air travel for the most direct route to the approved destination, specifically:
 - Less than three (3) hours flight time: Economy/Coach Class
 - Greater than three (3) hours flight time: With pre-approval by the appropriate Company Manager, Business Class (or First Class where only two classes of travel are provided). Where multiple segments result in a combined flight time of greater than three (3) hours, the appropriate Company Manager at their discretion may authorize Business Class.

Note, however, that the purpose of providing Business Class airfare is so that the Agency Contractor, Consultant, or Service Person can arrive at the destination more refreshed for work. Accordingly, Business Class airfare will only be authorized for arrival within 24 hours of commencing work.

- Agency Contractors, Consultants, and Service Persons shall book preferred hotel/lodging accommodations via the Travel Provider.
- Agency Contractors, Consultants, and Service Persons shall book rental vehicles with preferred car rental companies via the Travel Provider. Rental cars shall be standard-size (medium to large) vehicles for safety reasons. Agency Contractor shall accept collision and damage waiver insurance but decline additional insurance. Agency Contractor must refuel rental vehicles prior to return to avoid premium fuel surcharges levied by rental car companies.

Meal & Incidental Expenses

- Per Diems are not accepted and will not be reimbursed by Company.
- Company shall reimburse Agency Contractors, Consultants, and Service Persons for reasonable and customary travel expenses (e.g., meals, parking fees, cab fares, phone usage, and reasonable incidental expenses), up to an equivalent of US\$100 per day. Unnecessary travel expenses such as movies, bar tabs, excessive alcohol charges and the like will not be reimbursed. Original receipts are required for all expenses claimed.

Personal Vehicle

- With Company pre-approval, Agency Contractors, Consultants, and Service Persons shall be entitled to reimbursement for personal automobile mileage incurred while traveling at Company's request, at the Company's established rate for each location (e.g., IRS Standard Mileage Rate in the U.S.) at the time the expense is incurred.
- Mileage incurred commuting to and from offices, residences, or other unapproved locations not specifically allowed shall not be reimbursed.

Invoicing

- All expenses shall be reimbursed at cost. "Mark-ups" or "service charges" applied by Agency Contractors, Consultants, and Service Persons or their employers will not be paid.
 - Original receipts are required for all expenses claimed.
 - Expenses claimed must be representative of the Agency Contractor, Consultant, or Service Person filing the claim. Expenses for other persons will not be reimbursed.
 - Credit card late fees will not be reimbursed, nor will cancellation charges unless the cancellation is requested by Company and the Agency Contractor, Consultant, or Service Person makes the cancellation in a timely fashion.
 - Expenses must be approved by the appropriate Company Manager prior to submittal by Agency Contractor, Consultant, or Service Person for reimbursement.
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Definitions

- Work Location: The specified location where Agency Contractor, Consultant, or Service Person work is to be performed. For rotational assignments, Work Location under some contracts may be the designated point of embarkation (e.g., shorebase or heliport).
- Travel Provider: The designated provider of travel services to BHP BILLITON, currently Carlson Wagonlit.
- Hourly Rates and Daily Rates: Payment rates as specified in the relevant contracts.
- Company Manager: The BHPB Manager responsible for directing the work of the Contractor, Consultant or Service Person.

Related Documents

- PRO.006: *Safe Travel Procedure*
- Petroleum HSEC Procedure PHSE-PR-PRO.006-01-PET: *Safe Travel*

Related Forms

- Travel Authorization Form
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