

To: All Employees	Date: July 17, 2025
From: Finance Department	Memo No: Finance-2024-06

Subject: Updated Policy on Meal Reimbursement – Superseding Memo No. Finance-2024-02

OBJECTIVE:

To formalize the implementation of the **No Meals Policy** for all Expedise Warehouse Management Solutions Inc. employees on official business, superseding all previous guidelines regarding meal allowance.

POLICY UPDATE:

Effective immediately, **meal allowances (lunch and dinner)** previously covered under **Memo No. Finance-2024-02** are **no longer reimbursable**. This applies to all employees, regardless of the nature or duration of their official business trip.

SCOPE:

This policy applies to all employees of Expedise Warehouse Management Solutions Inc., including regular, contractual, and roving personnel.

REMARKS:

- Claims for meal reimbursements **dated after January 1, 2025** will no longer be accepted or processed by the Finance Team.
- This supersedes the previous policy on meal reimbursement under the **“Traveling Expense”** section of Memo No. Finance-2024-02.
- All other provisions in the previous memo remain in effect unless separately amended.



Signed by:



Dian Irish Barroma
Finance Head



Genalyn Mae Gerodias
Culture Curator - OIC



Myra Bucacao
Comptroller



Jardine Gerodias
Chairman

