

Document Title: DC Corporate Travel Policy

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Revision History:

Version v1.0 (05.10.2023): Initial policy document created by HR Department.

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DC CORPORATE TRAVEL POLICY

PURPOSE

The DC Corporate Travel Policy aims to align crewmates' travel plans with DesiCrew's business objectives. It establishes procedures for authorized business travel and sets out standard reimbursement guidelines. This policy is intended to bring transparency, uniformity, and oversight to all travel-related activities within the organization.

The DC Corporate Travel Policy is adaptable to a wide range of scenarios, including domestic or international trips, conferences, client meetings, and review meetings. The Policy allows for potential customization based on the nature of travel and eligibility, provided it receives approval from the designated Approving Authority.

OVERVIEW

A critical balance must be maintained between the Company's need for cost effectiveness and the crewmate's need for quality services and support. Crewmates' travel should be by the most economical means and be consistent with good business practices.

It will be the responsibility of each Approving Authority to ensure that all Crewmates' travel meets this objective and that reimbursements are made only for actual reasonable business expenses during authorized travel, as defined in this document.

To maintain control over costs, any expense which does not comply with the guidelines of this procedure will not be reimbursed, unless authorized by the Management, as a special case.

Expense reports must be submitted within the stipulated time stated in the Policy.

IMPLEMENTATION AND RESPONSIBILITY

Business Heads

1. Familiarize self with the current travel policy and communicate it to team members when necessary.
2. Assess the requirement for crewmates travel and grant approval for expenses in accordance with the established policy, maintaining compliance with guidelines and regulations.
3. We can consider Special travel / exceptions for travel and accommodation based on specific needs. Each exception will be evaluated case by case.
4. Ensure the timely provision of travel advances or necessary expenses at the start of each month.
5. Approval or denial of requests should be completed within 48 hours of receiving them from crewmates.

Crewmates Responsibility

1. Ensure that **travel plans are made well in advance**. Notify the travel desk at least 3 working days prior to the trip to facilitate travel arrangements and prevent last-minute bookings.
2. Requests for travel advance amounts should be submitted to the accounts department at least 3 days in advance. Approved travel advances will be processed before the commencement of the journey. For example, if your travel is scheduled for August 5th, please inform the travel desk and Approving Authority with all necessary details by the end of the day on August 1st. If less than 3 working days' notice is given, the travel desk will try to secure tickets but is not obligated to do so.
3. Only incur expenses that align with the business's needs and exercise discretion in determining appropriate expenditures.
4. Utilize company-approved vendors that have negotiated discount programs with the company. The company recommends 2-5 lodges near each center where Crewmates are expected to stay.
5. Reimbursement for claims will occur during the reimbursement cycle that falls after 15 days from the submission of claims.
6. Submit travel claims promptly, within 5 working days after completing the trip.
7. If a trip is cancelled, the advance must be returned to the company within 48 hours.
8. If travel claims are not settled by the end of the month (before the 24th of the month), any advances given will be deducted from the current month's salary. **Employees will receive an email reminder, followed by appropriate actions to settle the claims.**

Cancellation Of Travel Plan

1. In case, under any unforeseen circumstances, the crewmate is not able to take the journey, the cancellation of their tickets should be approved by the Approving authority.
2. The reason for the cancellation must be stated along with the cancellation request.
3. In case the cancellation is due to a personal reason, the cost of cancellation would be borne by the individual. In case the cancellation is due to a business reason, the Business Unit would bear the cost.

TRAVEL, AUTHORIZATION AND APPROVAL

1. This policy is specifically designed for employees embarking on business trips lasting 24 hours or more, encompassing travel starting at least 3 hours before the departure of the journey and similarly on arrival.
2. This travel policy extends to journeys between and within DesiCrew centers.
3. Travel itineraries must receive recommendations and approvals from the following designated authorities:

Band	Crewmates in the category	Approving Authority
Z-2	CEO	CEO
	Business Head	CEO
	SVP/VP / AVP	Business Head
	SDM/ DM	Business Head
	AM	Business Head
Z-1	TL	Business Head
	SME	Business Head
	JC/SC	Business Head
	Intern/Apprentice	Business Head

MODE OF TRAVEL (only for tickets booked by the company)

1. If the ticket booking is done by the crewmate, only the minimum cost of the ticket, for each crewmate category will be eligible for reimbursement, subject to production of actual ticket only.
2. Considering safety of women, regardless of their band, whether traveling alone or with a group, they are allowed to choose their mode of transportation, subject to approval.

Benefit	Mode of Travel	
Band	Metros	Non-Metros
Z-2	By Air/ A/C II/III Tier, A/C Bus	By Air/ A/C II/III Tier, A/C Bus
Z-1	A/C III Tier	A/C III Tier, Sleeper class, Bus

LODGING, BOARDING and DIEM

1. Crewmates are required to exclusively utilize the company-provided Guest House accommodations wherever available. Staying at company-designated lodgings is obligatory across all our centers.
2. Crewmates must notify the travel desk at least 3 working days in advance to facilitate their accommodation bookings.
3. Crewmates can get reimbursed for their actual hotel expenses, up to the single room rates, if they provide the hotel bill.
4. Crewmates are eligible for boarding expenses, with the maximum allowance being the 'per diem' rates outlined below.
5. All travel advances necessitate approval from the respective Approving authority. Advance transfers will only be processed if the approved request is submitted at least three working days in advance.

Lodging Expenses, DIEM, and Local Travel Allowance METROS

Accommodation Booked by the Company			Own Stay
Benefit	Metros/Per Day		Metros/Per Day Consolidated Sum
Band	Lodging Charges	DIEM	Crewmates who to stay on their own shall be entitled to the following consolidated DIEM amount (inclusive of lodging and boarding, incidental, DIEM allowance).
		DIEM will be calculated per 24 hours of travel	No other expenses can be claimed with respect to boarding or lodging or DIEM or local conveyance.
		12 hours or less will be considered as half day, and 50% DIEM will be paid.	No bills are required to be provided for own stay.
Z-2	3000	1000	1000
Z-1	2000	750	750
If the company provides both boarding and lodging, employees are eligible for only 50% of the total per diem allowance for local travel purposes. No bills or receipts are required for per diem expenses in this case.			
Conveyance expenses will be reimbursed upon submission of actual bills. However, if the Conveyance expenses exceed 50% of the per diem allowance, special approval is necessary.			

NON-METROS

Accommodation Booked by the Company			Own Stay
Benefit	Non-Metros/Per Day (Inclusive of Delivery Centres)		Non-Metros/Per Day (Inclusive of Delivery Centres) Consolidated Sum
Band	Lodging Charges	DIEM	Crewmates who to stay on their own shall be entitled to the following consolidated DIEM amount (inclusive of lodging and boarding, incidental, and DIEM allowance).
		DIEM will be calculated per 24 hours of travel	No other expenses can be claimed with respect to boarding or lodging or DIEM or local conveyance.
		12 hours or less will be considered as half day, and 50% DIEM will be paid.	No bills are required to be provided for own stay.
Z-2	2500	750	750
Z-1	2000	650	650
If the company provides both boarding and lodging, employees are eligible for only 50% of the total per diem allowance for local travel purposes. No bills or receipts are required for per diem expenses in this case.			
Conveyance expenses will be reimbursed upon submission of actual bills. However, if the Conveyance expenses exceed 50% of the per diem allowance, special approval is necessary.			

Bills are not required for DIEM expenses.

*Local Travel Allowance – Includes the following:

1. Conveyance from home to airport/railway/bus station and back from airport/railway/bus station to home.
2. Local conveyance from airport/railway/bus station to place of lodging, place of lodging to place of duty and back, and place of lodging to airport or railway/bus station.

****Local Travel during visit to Metros/Non-metros Applicable only to Z2 for travel on Business/Sales Trips**

1. Crewmates belonging to the Z-2 band are eligible to book a cab for their entire duration of travel (from the day of arrival until departure from the city) based on Approval.
2. The arrangement of the car will be handled exclusively by the Travel Desk.
3. For such car bookings, a formal request must be submitted to the travel desk at least three days in advance.
4. Any exceptions to this rule must be granted approval by the CEO.

Return on the Same Day

1. If a crewmate returns on the same day from their travel, they will be eligible for a DIEM allowance of only Rs. 500, which covers all expenses related to the trip, excluding travel tickets booked either by the company or the employee.
2. Travel expenses will be reimbursed based on actual costs, provided they are approved by the respective Approving authority.

Category of Cities/Towns

METROS	Delhi, Mumbai, Hyderabad, Kolkata, Chennai, Bangalore, Ahmadabad, Mangalore, Coimbatore, Pune.
NON-METROS	Places other than Major 'A' Class Cities mentioned above.
DIEM ALLOWANCE	Includes food expenses/beverages and other miscellaneous expenses & local conveyance per day.

Road Travel to other Cities (by own vehicle)

Trips by employees for official purposes (from office only)

1. Crewmates who utilize their personal vehicles for official purposes must obtain prior approval for reimbursement from their respective Approving authority.
2. When using your own car for official travel, you will receive Rs. 10 per Kilometer as conveyance charges. For two-wheelers, the reimbursement rate will be Rs. 5 per Kilometer.
3. If petrol or diesel bills are provided, reimbursement will be based on the distance traveled.
4. A claim voucher must be submitted for reimbursement, and payment will be processed during the subsequent reimbursement cycle.

No other claims will be entertained for local official travel.

International Travel:

The DIEM for international travel is mentioned below. All approvals for international travel also need to be availed 15-30 days in advance and travel plans to be shared with the travel help desk.

CLASS OF TRAVEL		Daily Allowance(MTL,MCT,MUPS,UPS,WEPL,MPPL,CSP)													
		Lodging expenses ceiling limit							Boarding and Miscellaneous Allowance						
Level/Grade	Flight	New York City, San Francisco & Los Angeles	Rest of USA, Canada, Africa	Capital City- Europe	Rest of Europe	Sri Lanka, Bangladesh, Nepal	China & All South East Asian Countries	Rest of the World	New York City, San Francisco & Los Angeles	Rest of USA, Canada, Africa	Capital City- Europe	Rest of Europe	Sri Lanka, Bangladesh, Nepal	China & All South East Asian Countries	Rest of the World
Z2	Economy	\$150	\$100	£100/\$150	\$100/\$150	\$60	\$75	\$75	\$75	\$75	£55/\$85	£45/\$70	\$60	\$60	\$60
Z1	Economy	\$100	\$75	£100/\$150	£75/\$100	\$50	\$50	\$50	\$75	\$75	£55/\$85	£45/\$70	\$50	\$50	\$50

1. In case of travel to any countries not covered above the allowance would be fixed by the HR department on a case-to-case basis.
2. Business Class booking can be considered as an exception and needs to be approved on case-to-case basis.
3. Employees travelling to Nepal & Bangladesh locations are advised to use Indian Currency to the extent of the above mentioned \$ value.
4. Emergency cash (\$250) is provided to employees for managing any exigency that might arise during international travel. Emergency cash must not be used to manage miscellaneous expenses. The Emergency cash must be accounted for with appropriate reason for utilization and unutilized cash must be surrendered once the employee returns to his/her base location. All unaccounted/outstanding amounts will be adjusted against the crewmates' dues.

SPECIAL CASES

Any reimbursement more than the above limits shall be allowed only subject to the specific approval of the CEO. Such claims should be made with necessary supporting documents.

Policy Approved By:

CHIEF EXECUTIVE OFFICER

This policy becomes effective from: 5th October 2023.

The Policy will be reviewed in 3 months in December 2023.

PROCEDURES

Expense Reporting Guidelines:

1. All crewmates are required to submit their travel expense claims within 5 working days upon their return.
2. Prior approval for travel and advances must be obtained from the respective Approving Authority. Failure to submit travel bills against an advance within the specified timeline (i.e., 5 days after return) will result in a reminder email from the Accounts Team. If the bills are not submitted, the advance amount will be adjusted against the month's salary. HR will send email notifications regarding deductions.
3. Travel advances should only be taken by the individual who is traveling. Travel advances can be obtained from the administrative office if the request is made at least three working days in advance through the Travel Desk.
4. When employees are traveling with a client, they should consult with BU (Business Unit) heads to determine spending limits and allowances before commencing the trip.
5. Required Enclosures for the Travel Expense Account:
 - a. Ticket copy along with copy of boarding pass.
 - b. Lodging Bill
 - c. Cab bills or any other exceptional expenses

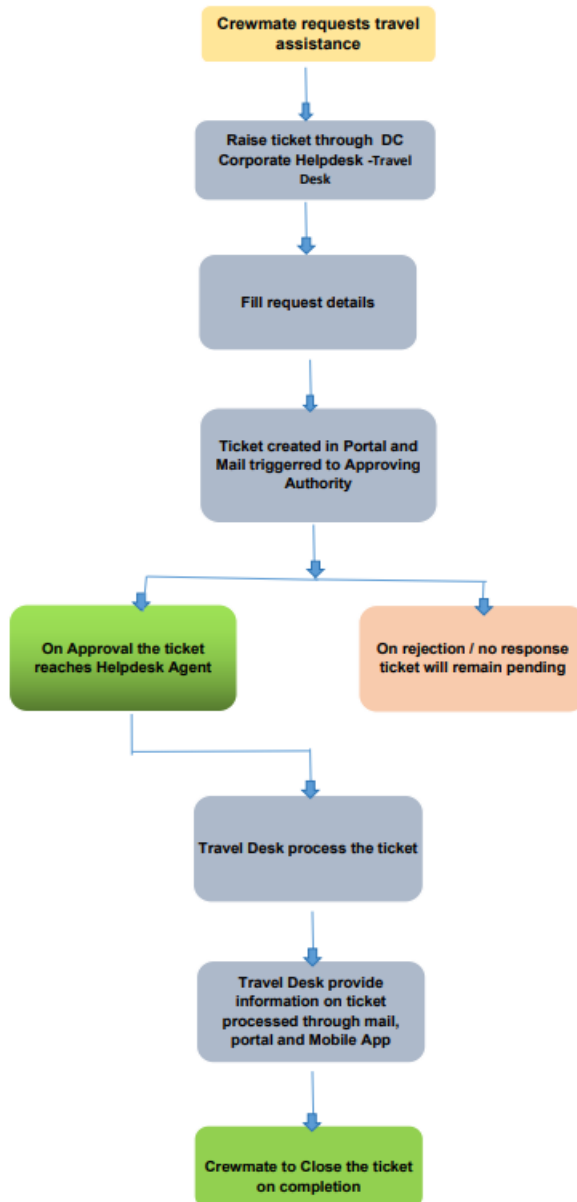
DC Travel Desk

The HR department will manage the Travel Desk. Any questions or need assistance, please contact

travel@desicrew.in

<https://desicrew.freshservice.com/support/home>

DC Corporate Help Desk



Annexure 1

Boarding and Lodging options in DC Locations

Sl.No	Center Name	Hotel Name	Location	Normal room tariff	AC room tariff	Contact number	Distance from Office	Web	Cab driver Name/Contact number
1	Kollu	Hotel PAMS	Mayiladuthurai	NA	3000	9488559551	14 Kms	https://hotelpams.in/rooms.html	Vengadeshan/9500441114
2		Hotel Aadhi	Mayiladuthurai	NA	2800	7411576539	15 Kms	http://hotelaadhi.com/	
3		Hotel Manivizha	Mayiladuthurai	900	1800	9345748855	14 Kms	http://www.hotelmanivizha.in/mayiladuthurai/index.html	
4		AVS Imperiaa	Karaikal	NA	2800	7397719192	24Kms	http://www.avsimperiaa.com/	
5		Kumaran Residency	Karaikal	NA	1850	083448 70013	25Kms	http://www.karaikal.com/kumaranresidency/	
6		Hotel Mano Residency	Karaikal	800	2500	4368224142	25Kms	http://www.karaikal.com/hotelmanoresidency/	
7	Villupuram	Golden Parrk	Villupuram	NA	2500	9585226000, 04146290000	3Kms	https://www.goldenpark.com/	Moorthy/9994163817
8		Archana Residency	Villupuram	1700	2200	9585550325	3Kms	https://www.hotelarchanaresidency.com/	Santhosh/8754985928
9		KRISH Residency	Villupuram	1700	2300	8220280220	3Kms		
10		VVA	Villupuram	500	1300	4146258826	3Kms		
11		Ravindra Residency	Villupuram	900	1200	04146 222 298	3Kms		
12	TNP	Sivamurugan Residency	Bhavani	1000	1300	094439 57879	37Kms	Sivamurugan Residency	Palani Andavar/9443214461
13		Hotel Paviesh Park	Bhavani	1000	2100	073730 31557	37Kms	http://www.hotelpavieshpark.com/	
14		Prakash Residency	Bhavani	1200	1500	098657 33566	37Kms	Bhavani	
15		Emerald House	Gobichettipalayam	1300	2000	04285-223737	13Kms	http://www.emeraldhouse.com/	
16		Sakthi Murugan Residency	Erode	1000	1500	094439 03377	48Kms	http://sakthimuruganresidency.in/	
17		Chandras ID park	Sathyamangalam	NA	1300	4295220500	16Kms	http://www.chandrasjdpark.com/	
18	Chennai	Ginger Hotels IIT Research Park	Chennai	2800	3400	044 6666 3333	0Kms	Reservations.Chennai-iitm@gingerhotels.com	Jaikumar/9840121377
19		Taramani Guest House	Chennai	1500	2000	Booking to be made from Professor Office	3.5Kms		
20		Taj Wellington Mews, Chennai	Chennai	7000	8400	91-44-64804425 / 044 6614 8899	2 Kms	reservations.twmchennai@tajhotels.com , reservations.chennai@tajhotels.com	
21		Lemon Tree Hotel, Chennai	Chennai	6800	9200	044 4423 2323	6Kms	reservations@lemontreehotels.com	
22		Holiday Inn OMR	Chennai	7000	9000	044 6604 6604	2Kms	info@hichennaomr.com	
23		SARVAMANGALA, Crescent Horn	Chennai	1800	2200	044 4550 4455	5Kms	homelystay@crescenthospitality.in	
24	Kaup	Mandara Residency	Kaup	NA	2200	99011 00600	2Kms	https://www.mandararesidency.com/	Rohan/9164887847 Santhosh/9449121156
25		Hotel Kediyoora	Udupi	NA	3360	0820 250 8145	15Kms	http://www.kediyoora.com/	
26		Udupi Residency	Udupi	NA	2300	0820 253 0005	14Kms	http://www.udupiresidency.com/	
27		Udupi Inn	Udupi	NA	2000	1800 120 2600	14Kms	https://udupiinn.com/	
28		Sai Radha Heritage	Uchila	NA	3000	092433 50515 0820-2551666	6Kms	https://sai-radha-heritage.business.site/	
29		K1	Kaup	NA	2000	9008530515	5.2Kms	http://hotelk1.com/	