

WATER SCIENCE

SNF (INDIA) PVT.LTD. : VISAKHAPATNAM

Revised TA Rules for Domestic travelling -02

Effective Date

1st March 2024

SUBJECT

TRAVEL POLICY

OBJECTIVE

Create a uniform and transparent Travel policy for all employees and clarity on reimbursing all reasonable expenses incurred while travelling on company official business. Employees are expected to follow this Policy Terms

Hotel Booking

Admin department has done accomodation contract with different group of Hotels which are available pan india, those are Fortune group of hotels, Ginger group of hotels, Lemon tree & Red fox, and also with Accor group. Trveller must need to book in these hotels only as per the lodging limit. If contract hotel is not available at the loation of travel below lodging limits are applicable.

ELIGIBILITY FOR REIMBURSEMENT OF EXPENSES

LODGING LIMITS	AGM & Above (Rs/per day)	M-0 to Sr.Manager (Rs/per day)	Executives & Up to Dy.Mgr (Rs/per day)	Officers, Staff & Workmen (Rs/p.day)
"A" Class Towns	5500	4000	3500	3000
"B" Class Towns	4500	3500	3000	2500
"C" Class Towns	4000	3000	2500	2000

"A" Class Towns

Mumbai, Delhi, Calcutta, Chennai, Bangalore

"B" Class Towns

All State Capitals other than "A" class towns and Pune, Ahmedabad, Hyderabad, Nagpur, Cochin, Indore, Jabalpur,

"C" Class Towns

Other places (Other than A & B class towns)

Other conditions

Above rates are exclusive of taxes

Hotels should be booked preferably with breakfast included in the rates and avoid additional BF expense

For travel to Vizag, company guesthouse is the first option for all employees, due to limited availability booking is done on first come basis. Request should be sent to Admin atleast 1 week prior travel. If GH space is not available hotel booking is allowed but should be done only thro Admin department and payment has to be done by sales team only

Laundry bills are not allowed for a trip up to 6 days, travel more than 6 days need to be pre approved by sales heads/ CMD

Lodging limits exception -only with pre approval by CMD and not after spending

BOARDING LIMITS	AGM & Above (Rs/per day)	M-0 to Sr.Manager (Rs/per day)	Executives & Up to Dy.Mgr (Rs/per day)	Officers, Staff & Workmen (Rs/p.day)
"A" Class Towns	1000	650	500	300
"B" Class Towns	800	600	450	250
"C" Class Towns	700	550	425	200
Own Living Expenses	1050	1000	850	450

Alcohol bills in any form including mini bar bills are not allowed (when entertaining SNF colleagues or customers) unless pre approved by CMD

Food Allownce and Hotel Accommodation rate are indicative, employees should try and book in the most economical options and should submit all supporting printed bills (room service, restaurants) against which reimbursements shall be made

When travelling together with SNF colleagues, Food bills need to be paid and claimed only by the senior most manager of the group e.g when DGM, M0 and M2 are eating together, DGM only should pay and claim

Own Living Expenses includes - Boarding & Lodging.

OTHER ALLOWANCES	AGM & Above (Rs/per day)	M-0 to Sr.Manager (Rs/per day)	Executives & Up to Dy.Mgr (Rs/per day)	Officers, Staff & Workmen (Rs/p.day)
Mode of Travel allowed	Air/ Train II A.C	Air/ Train-II/ III AC	Train III A.C	Train III A.C/3 Tier Non-AC
Local Conveyance	OLA/UBER/YELLOW TAXI	OLA/UBER/YELLOW TAXI	OLA/UBER/AUTO	OLA/UBER/AUTO
Out of Pocket Expenses (without bills)	100	100	100	100

Incidental expenses

Out of Pocket expenses are payable only when employee reach the destined place before 12noon on the day of arrival and leave the visiting place after 1400hrs on the day of departure. This is to establish that he/she has spent good amount of the day to claim.

Any other incidentals like water bottles/ papers/ snacks enroute can't be claimed as incidental expenses do cover these Incidental charges shall not be applicable for Get together/ Sales Meet/ Exhibitions etc.

Registered Office & Works : Plot No.19, Jawaharlal Nehru Pharma City, Parawada, Visakhapatnam-531019. Andhra Pradesh, INDIA

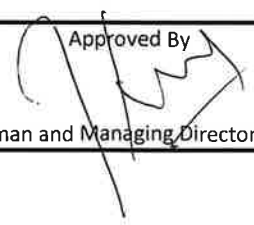
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Self Conveyance Expenses	Employees who own Car/ Bike are allowed to use their vehicle for official/ customer visits and can claim upto 40 litres of petrol/ diesel in a month with the original fuel receipts and a travel logsheet (showing datewise visits, distance travelled and purpose of visit) approved by the Supervisor
	Current applicable limits : For Motor Bike - Rs.4/- Per Km, Car - Rs.10.00 per km for short trips
	Self conveyance is allowed only for out station (not in Vizag) employees and only in their city/town of residence
	Maximum allowable distance to be travelled in own car is 200 kms/ day
Entertainment expenses	Entertaining SNF colleagues are not allowed except Sales heads - With prior approval
	Entertainment of Guests- Officials/ Customers/ Vendors has to be pre approved by Management
	for Entertaining customers/ distributors- customer name, their company name and purpose needs to be mentioned in the
Other Terms & Conditions	All travel approval should be done only thro SNF Intranet portal and not by mail. Approval should be sent along with the ticketing request to travel agent and copy to Admin. No tickets will be booked by agent without the approval note
	For Hotel booking you may ask admin support , to book as per contract rates. It should be well in advance. Minimum two weeks prior.
	All travel booking needs to be planned 2 weeks before the travel without any exception
	Appropriate proof of travelling such as "Tickets & Boarding Pass in case of Air Travel etc., should be provided with Tour Expenses claimed.
	Executives & above may be permitted to travel by LOW COST AIR in case train journey is more than 24 hours and considering the exigency or work with Divnion Head /Management approval
	For Outstationed employees "Tour Expenses Bills" shall be submitted to F&A within 15 Days of completion of tour return along with "Travel Approval by Fax or Hard/Soft copy to be attached with TA Bill.
	For Factory personnel "Tour Expenses Bills" shall be submitted to F&A within one week of travel completion
	Ticket and Hotel cancellation charges are approved in general, hence plan your tour programme firmly and in advance. All cancellation charges to be approved by Divisional Heads and HR
	Separate Bills for Liquor, Cigarette etc., will not be reimbursed
	Journey to places not connected by rail should be performed by road. On routes, at which taxies and buses runs, Asst.Managers and above shall be eligible to travel by taxi and others by bus/shared taxi. In case of taxi, money receipt should be produced.
	3 Hours time for coming to the Office is allowed after arrival at Headquarters. In case of arrival at headquarters after midnight, employees may attend to the Office next day within 3 Hours of their normal Office/Duty time.
	Balance advance, if any, has to be deposited to F& A with Tour Expenses sheet.
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