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REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Revised the points on General rules, Rules on TA, DA, HA & Other expenses, HA for Domestic Tour, DA for International Tour, City classification, Process flow for Tour Approval and Tour Settlement.	Lagna Panda	2007
Rev.:2.0	Revised the points on General rules, Rules on TA, DA, HA & Other expenses, HA for Domestic Tour, DA for International Tour, City classification, Process flow for Tour Approval and Tour Settlement.	Manasi Das	23-July-12
Rev.:2.1	Added new points related to Travel desk facilities, Guidelines for Domestic & International Travel, Traveling on surface, Lost & theft and Limitations	Prafulla Kumar Rana	25-Feb-13
Rev.:2.1	DA Rules are revised	Manasi Das	08-Apr-16

REFERENCE DOCUMENTS	
Document Number	Document Title

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1. POLICY STATEMENT :

At CSM, the employment is subjective to TOUR on account of business/project needs. The TOUR visit may be for short term or long term duration depending on the requirement within or outside India.

The need of this travel policy is:

1. To ensure that the employee's travel is consistent with the business objectives.
2. To ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.
3. To ensure the expenses are cost effective and shall also be economical in optimizing the productivity.

This policy statement supersedes any/all previous regulations governing Tour reimbursement. This Tour rules are subject to change from time to time, in accordance with the Company's business objectives.

2. SCOPE:


This policy sets forth procedures and guidelines for incurring expenses, expenses settlement and entitlements of employees who travel on company's business/project needs within/outside India to conduct business and complete their assignments in an efficient and effective manner.

3. ELIGIBILITY / POLICY APPLICABILITY:


This shall be applicable to all employees at CSM, who are required to travel on Company business/project needs irrespective of the Grade and designations.

4. GENERAL RULES:

- 4.1 Once the Tour is finalized, Employee has to apply for "TOUR" in Kwantify and obtain approval from the reporting authority (RA) before the Tour.

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- 4.2 Any travel extending 6 hrs of one-way journey, would be ideally eligible for overnight halt and hence entitles TA(Travel Allowance)/ DA(Dearness Allowance)/ HA (Hotel Allowance) rules. However, no stay doesn't entitle HA.
- 4.3 The choice for the mode of journey for a travel extending 6 hrs (one-way) depends on the time and the management.
- 4.4 DA would be paid, even if there is no stay but more than 6 hrs. of work in a city other than the office location. (According to the city classification Annexure-1)
- 4.5 All distances within 30 KMs radius of the office location would not be considered as tour. It would be a local visit.
- 4.6 In case of Transit more than 6 hours would entitle a day's DA.
- 4.7 All rates are flat and irrespective of grade structure. However, city differentiation is not ruled out.
- 4.8 Travelers are not rules-bound here. If there is a requirement one can spend and produce necessary bills to justify the Line Manager and Finance Dept.
- 4.9 In any country or place or for any individual if the amount of TA, DA & HA is not sufficient, it is advised to spend money from their own and reimburse during Tour Settlement. However, if that is not sufficient, employee may take Advance with line manager's consent.
- 4.10 Valid Passport is must for all travelers. Please ensure your passport is valid for next 6 (Six) months from the date of return journey.
- 4.11 Tour settlement shall be done within 7 days from completion of Tour. Failing which employee needs to take an approval from the respective RA for the settlement to be considered.
- 4.12 For cases where an advance is paid, if Tour settlement is not done within the specified time, should be adjusted against salary.
- 4.13 If any employee avails leave while on Tour, he/she shall not entitled for any allowances like for TA, DA & HA for the day/s.
- 4.14 As per the Onsite policy a special leave of 1 to 2 days can be granted after an overseas deputation exceeding continuous three months.

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5. TA, DA, HA, HARDSHIP & OTHER EXPENSES DETAILS FOR TOUR :

These rules are subject to revision / modification by the management at any point of time.

5.1 TA Rules :

5.1.1 Mode of travel shall be decided by the HOD or the management.

5.1.2 The mode also depends upon the urgency of the visit and time constraint therein.

5.1.3 All reservations would be ideally made by the "Travel Desk". However, the TA can be reimbursed in case the expenditure is done by the traveler; bills are required to be produced in such cases.


5.1.4 For local travel during Tour, actual rates will be considered as TA.

5.2 DA Rules :

Sl#	Description (Conditions)	Revised DA
1	Tour Peiod, if between 6 to 12 hrs.	50% DA
2	More than 12 hrs.	100% DA
3	Accommodation in a company's guest house where Cooking service is available	35% DA
3	Accommodation in a company's guest house Or Clients arrangement along with meals	35% DA
4	Accommodation at hotel along with Breakfast	75% DA
5	Accommodation at hotel without Breakfast	100% DA
6	Claiming guest entertainment (Only Breakfast) taken with the Guest	67% DA (2/3rd of DA)
7	Claiming guest entertainment (Breakfast+Lunch) taken with the Guest	33% DA (1/3rd of DA)
8	Claiming guest entertainment (Breafast+Lunch+Dinner) taken with the Guest	No DA
9	No DA in case of a Transfer/Deputation as it will come under relocation policy	NA

5.2.1 **All claims during the particular Tour period, other than DA:**

- If INR 1000/- to INR 2000/- → Approval from immediate RA.

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b. If INR 2001/- to INR 5000/- → Approval from the Head of respective PDU/ICC/Dept/Section along with the RA.

c. If more than INR 5000/- → Approval from CEO is must.

5.2.2 Hardship Allowances → As of now it is Applicable only for “Shimla” for the Production and Delivery team. Other cities would be bought into the fold of Hardship allowance, if and when we work in those locations after recommendation of PDU Head and the ICC Head and approval from the Management.

a. Hardship Allowance Per Day → **50% of DA**, applicable for Production and Delivery team.

5.3 HA Rules:

5.3.1 All hotels bookings shall be done by the Travel desk beforehand. However, in cases of emergency/urgency, Hotel can be booked by the Traveler. This can later be claimed producing the original bills.

5.3.2 Hotel rates are not dependent on grades; however special privileges exist for members of the Management Board. Preferences may also be accepted for female counterparts.

5.3.3 Destination place remaining same, non availability of sufficient rooms for the travelling members of same gender, twin sharing accommodation shall be recommended. This again is irrespective of grades.


5.3.4 Traveler has an option to stay with friends or relatives during the business trip. They shall be entitled to Per Diem as 100%. However, shall not be entitled for any other expenses like HA.

5.4 Other Expenses:

5.4.1 All other official expenses incurred on behalf of the company would require original bills to be submitted for reimbursement.

5.4.2 Telephone expenses would be reimbursed / settled as per actual.

5.4.3 Client/Guest Entertainment expenditure is entitled only for the Managers, for which bills are required to be produced. However, for EBG members, they are required to take an approval from their respective RA in case of any expenditure made towards Guest entertainment.

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6.TOUR TYPES :

Tours can be categorized as:

6.1 Domestic Tour

6.2 International Tour

Based on the nature and type of TOUR, employees are entitled for the allowances mentioned in the policy and accordingly the reimbursement and settlement to be incorporated.

6.1 DOMESTIC TOUR:

The break up for allowances on Domestic Tour:

India Value	Break Up*	
INR 3950	HA	2000
	TA	850
	DA	600
	Others	500

** Values provided in the above table are the maximum limits for each factor.*


Refer Annexure-1 for DA and Annexure-2 for HA & TA for the respective class of Cities.

6.2 INTERNATIONAL TOUR:

The break up for allowances on International tour:


Abroad	Break Up*	
USD 170	HA	100
	TA	20
	DA	40
	Others	10

** Values provided in the above table are the maximum limits for each factor*

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7. IMPORTANCE RULES TO BE REMEMBERED :

- 7.1 Employee has to apply Tour in Kwantify before travel in order to maintain the correct attendance record. In case of any missing attendance the same is liable to be marked as "Absent". Pay cut will be imposed as per the attendance policy.
- 7.2 Employee is expected to spend judiciously while on tour.
- 7.3 Original Bills are required for all expenses, for which advance is given and/or claims are required to be settled. For expenses wherein bills cannot be acquired, the tour approving authority (RA) would be required to approve a justification of expenses.
- 7.4 Any expenses incurred on beverages and tobaccos are not reimbursable by the organization.
- 7.5 No laundry expenses are payable for a stay of less than 5 nights.
- 7.6 Incidental expenses like, tips etc cannot be claimed.
- 7.7 Any Room Service charges on the main bill should be supported by bills for the reimbursed.
- 7.8 Any amount claimed without the required bills is liable to be rejected by the account department without seeking any clarification from the employee.
- 7.9 The Tour settlement request needs to be approved by the Reporting Authority and the same needs to be submitted with the accounts department, with all bills in original duly attached, for the payment processing.
 - 7.9.1 Tickets in original to be submitted in case of travel by Train/Bus.
 - 7.9.2 Boarding pass in original to be submitted in case of travel by Plane.
- 7.10 Tour settlement shall be done within 7 days from the return date of Tour. Failing which employee needs to take an approval from the respective RA for the settlement to be considered. Settlements not completed within the approval date will not be processed. For cases where advance is paid, if settlement not done should be adjusted against salary.
- 7.11 In case of cancellation of any travel program the same needs to be informed to the respective RA & Travel desk by applying through Kwantify to get all the bookings cancelled. Employees are required to submit the travel tickets with the Travel desk for cancellation. It should be equally treated with high importance immediately or in case at out station and emergency the traveler can cancel the

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booking/reservation himself with post approval. The purpose is to avoid undue cancellation charges.

- 7.12 Employee would agree to abide by all the rules and regulations of the company and shall not resign from the services of the company, while on tour. However, if he/she does so, the company shall take required action.
- 7.13 In case of any clarification on the tour application you may get in touch with the Travel Desk or Manasi (HR dept).

8. TOUR APPROVAL PROCESS (PROCESS FLOW):


- 8.1 Once the Tour plan is finalized, Employee has to apply it in <Tour Module> under “Manuals & Forms” in Kwantify mentioning all the required information.
- 8.2 The application will go to the respective RA for approval. RA has to check the details before approving the application.
- 8.3 After RA’s approval, it will go to Travel Desk for grant. Travel desk has to make arrangement as per the plan and fill up all the information related to tickets and accommodation for the employee and grant the application.
- 8.4 After being granted by the Travel desk an e-Mail notification will go to the User, RA, HRD and Finance. Finance has to complete the advance formalities as per the requirement.

In case of reschedule or cancellation of a Tour, it has to be applied through Kwantify and to be approved and granted by the respective authorities as mentioned in the aforementioned steps.

9. TOUR CLAIM SETTLEMENT (PROCESS FLOW):

Tour settlement shall be done within 7 days from the return date of Tour.

- 9.1 Tour settlement request has to be applied through Kwantify and approved by the respective RA.
- 9.2 Once the application is approved it will got to Finance for settlement.
- 9.3 The finance Dept will verify the entitlement and expenses, accordingly process the Tour claim application.

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10. TRAVEL DESK RELATED:

The official travel that is supposed to be facilitated by the travel / admin for all the required official tours & travel may be pre-informed or come as an emergency at times.


Approval for ticket: Approval is necessary from the respective RA for every Itinerary before requesting the travel desk in-charge for tickets. In case of emergency & unavailability of the approving authority, the traveler may send a mail to travel desk for booking tickets marking a copy to his/her RA.

- 10.1 **Procedure for booking and cancellation of ticket:** Booking of required tickets depends on the availability, for this the travelling personnel or team should give alternative option on basis of preference so that the travel desk can look for options.
- 10.2 Only informing the Travel desk do not guarantee the booking of tickets, for that the travelling personnel or team should give sufficient time for the booking purpose.
- 10.3 Responsibility of the travel desk to intimate the travelling personnel or team about both availability and non-availability well in time so that alternate arrangements can be done.
- 10.4 Though the travel desk is responsible for providing tickets, but in case of bookings other than HQ Station, additional help can be taken from outside sources provided it is informed & approved by the authority.
- 10.5 The travel desk should not be held responsible for cancellation of Air, Train, Bus or any other public transport medium due to any cause what so ever.

11. GUIDELINES FOR DOMESTIC TRAVEL:

While travelling by domestic carrier within India:


- 11.1 Person should always read carefully his/her name printed in the ticket while accepting the tickets.
- 11.2 Date of travel, Sector, Airlines, departure time and arrival time should be checked by the traveler.

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- 11.3 It is always advisable to carry the ID proof and avoid last minute check in at the airport and if possible to take the advantage of tele check in facilities provided by the airlines at metros and some other important cities. Information can be available from the toll free number of the domestic carrier.
- 11.4 Only 20 kgs check in luggage, One cabin baggage or hand baggage maximum 7 kgs. and One laptop is allowed in all domestic carriers.
- 11.5 All valuable documents like certificates, important files, passports, currency etc should be kept in the hand baggage only, no airliners would be liable if the same kept in check in baggage and misplaced later.
- 11.6 Keep the boarding pass and baggage stickers till your journey is not finished.
- 11.7 To avoid no show always reach airport one hour prior to flight departure and in case of no show due to own negligence company will not be responsible for the loss, any additional cost involved should be borne by the individuals.

12. GUIDELINES FOR INTERNATIONAL TRAVEL :

- 12.1 Validity of Passport must be six months from the date of travel because most of the country's embassy does not accept the passport if the validity is less than six months.
- 12.2 Always ensure the validity of Passport & Visa validity period and sufficient blank page in the passport for visa, custom, immigration stamping.
- 12.3 Health certificate for yellow fever is not always mandatory but it is still required if visiting African and Latin American countries.
- 12.4 Sufficient foreign currency especially American dollars and European Euro should be carried along with for the foreign travel tax and other miscellaneous payments.
- 12.5 International Debit/Credit card is the smart way to pay in abroad.
- 12.6 Prepaid International Smart Phone card is good to carry which is cheaper to call back home country and always advisable to carry along with.

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- 12.7 Comprehensive Travel Health Insurance is advisable because it helps during theft and emergency medical cases.
- 12.8 Baggage allowance is always to be checked in advance because it differs slightly from countries to countries. In normal practice 30 kgs check in baggage is allowed except few SAARC countries & US Canada.

13. TRAVELING ON SURFACE:


- 13.1 Traveling by train by bus etc. the traveler should follow the rules and regulations prescribed by the Railways or transport authorities.
- 13.2 Carry the same ID proof while making reservation request with travel desk and check the train number date and time of departure while receiving the ticket.

14. LOST AND THEFT:

- 14.1 Persons carrying the official electronic items like Laptop, Camera, IPad etc is the sole responsibility of the individual to safely return to the office. In case of loss or theft a minimal ¼th amount of the current depreciation price should be borne by the individual User as per the **Laptop Policy**. ***(Please note: Laptop policy will be circulated soon by next month)***
- 14.2 In case of baggage loss immediately contact the lost baggage section in-charge and lodge a complaint in writing mentioning all the details and description about the baggage and keep a copy of the **PIR** (passenger information report) for future reference and travel desk should be intimated/updated at the earliest.

15. LIMITATION:

- 15.1 The travel desk should not be held responsible for any untoward incident happening to travel by any means what so ever.
- 15.2 In-case of any default in laws of the land which ever country the traveler may be in, the traveler is solely responsible for the consequences, but the travel desk will try & help the traveler in as much possible way it can.

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- 15.3 In case of the traveler getting into problem by travelling with prohibited or banned items in any part of world, the traveler has to make ensure his/her own safety & legal consequences arising out of that.

Annexure-1


City Category	DA (INR)
X Category – Metro Cities/Big Cities (Mumbai, Delhi, Pune, Bangalore, Hyderabad, Chennai, Kolkata, Ahmedabad, Goa, Jaipur)	600
Y Category - Mid level Cities (Patna, Chandigarh, Guwahati, Gurgaon, Noida, Lucknow, Raipur, Jamshedpur, Dhanbad, Ranchi, Bhubaneswar, Cuttack, Rourkela, Faridabad, Bokaro Steel City, Durg-Bhilai Nagar, Asansol, Siliguri, Durgapur, Srinagar, Jammu, Pondicherry, Amritsar, Jalandhar, Ludhina, Vijayawada, Warangal, Visakhapatnam, Guntur, Nellore, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Bikaner, Jodhpur, Kota, Ajmer, Gwalior, Indore, Bhopal, Jabalpur, Ujjain, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City, Malegaon, Nanded-Waghala, Sangli, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi, Dehradun, Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga, Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam, Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode)	500
Z Category (Rest all locations which are not mentioned under “X” and “Y” category)	450

Annexure-2


Classification	City	HA (Maximum limit)	TA (Maximum limit)
X	Bangalore	2000	850
X	Chennai	2000	850
X	Delhi	2000	850

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X	Hyderabad	2000	850
X	Kolkata	2000	850
X	Mumbai	2000	850
Y	Agra	1500	650
Y	Ahmadabad	1500	650
Y	Aizwal	1500	650
Y	Aligarh	1500	650
Y	Allahabad	1500	650
Y	Amravati	1500	650
Y	Amritsar	1500	650
Y	Asansol	1500	650
Y	Aurangabad	1500	650
Y	Bareli	1500	650
Y	Baroda	1500	650
Y	Belgaum	1500	650
Y	Bhavnagar	1500	650
Y	Bhilai	1500	650
Y	Bhopal	1500	650
Y	Bhubaneswar	1500	650
Y	Bikaner	1500	650
Y	Chandigarh	1500	650
Y	Cochin	1500	650
Y	Coimbatore	1500	650
Y	Cuttack	1500	650
Y	Dimapur	1500	650

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Y	Durgapur	1500	650
Y	Faridabad	1500	650
Y	Gangtok	1500	650
Y	Ghaziabad	1500	650
Y	Gorakhpur	1500	650
Y	Guntur	1500	650
Y	Guwahati	1500	650
Y	Gwalior	1500	650
Y	Himachal Pradesh	1500	650
Y	Hubli-Dharwad	1500	650
Y	Indore	1500	650
Y	Jabalpur	1500	650
Y	Jaipur	1500	650
Y	Jalandhar	1500	650
Y	Jammu	1500	650
Y	Jamshedpur	1500	650
Y	Jodhpur	1500	650
Y	Kakinada	1500	650
Y	Kanpur	1500	650
Y	Kashmir	1500	650
Y	Kharagpur	1500	650
Y	Kochi	1500	650
Y	Kohima	1500	650
Y	Kolhapur	1500	650
Y	Kota	1500	650

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Y	Lucknow	1500	650
Y	Ludhiana	1500	650
Y	Madurai	1500	650
Y	Mangalore	1500	650
Y	Mangalore	1500	650
Y	Manipur	1500	650
Y	Meghalaya	1500	650
Y	Meerut	1500	650
Y	Mizoram	1500	650
Y	Moradabad	1500	650
Y	Mysore	1500	650
Y	Nagaland	1500	650
Y	Nagpur	1500	650
Y	Nashik	1500	650
Y	Nellore	1500	650
Y	Panjim	1500	650
Y	Patiala	1500	650
Y	Patna	1500	650
Y	Pondicherry	1500	650
Y	Pune	1500	650
Y	Raipur	1500	650
Y	Rajahmundry	1500	650
Y	Rajkot	1500	650
Y	Ranchi	1500	650
Y	Salem	1500	650

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Y	Shimla	1500	650
Y	Siliguri	1500	650
Y	Solapur	1500	650
Y	Srinagar	1500	650
Y	Surat	1500	650
Y	Thiruvananthapuram	1500	650
Y	Tiruchirapalli	1500	650
Y	Tripura	1500	650
Y	Udaipur	1500	650
Y	Uttaranchal	1500	650
Y	Varanasi	1500	650
Y	Vijayawada	1500	650
Y	Visakhapatnam	1500	650
Y	Warangal	1500	650
Z	Ambala	1000	500
Z	Andaman & Nicobar	1000	500
Z	Barbil	1000	500
Z	Bargarh	1000	500
Z	Begusarai	1000	500
Z	Bhuj	1000	500
Z	Darbhanga	1000	500
Z	Dhanbad	1000	500
Z	Gandhi Nagar	1000	500
Z	Gaya	1000	500
Z	Imphal	1000	500

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Z	Jajpur	1000	500
Z	Jamnagar	1000	500
Z	Jehanabad	1000	500
Z	Joda	1000	500
Z	Keonjhar	1000	500
Z	Koira	1000	500
Z	Lakshadweep	1000	500
Z	Munger	1000	500
Z	Navada	1000	500
Z	Raigarh	1000	500
Z	Rourkela	1000	500
Z	Saharanpur	1000	500
Z	Sambalpur	1000	500
Z	Sundergarh	1000	500
