

## **Travel Policy**

### **Objective:**

To maintain the image of the company and to have uniform expense reimbursement to the categorized employees on official travel.

To lay down the Band / Grade-wise entitlements of various expenses incurred by the employees while traveling on official / Business work.

To ensure the expenses are cost effective and shall also economical in optimizing the productivity.

### **Scope:**

This policy covers expenses and entitlements of employees who travel on company's business, or deputed to attend seminars / conferences / workshops /training programs. This policy shall highlight on the following entitlements during the travel.

- a) Accommodation
- b) Food
- c) Local conveyance

### **Eligibility:**

This shall be applicable to all employees of NAGA LIMITED.

### **Rates for Boarding & Lodging:**

#### **Lodging: (refer Annexure – 1)**

The Employee can claim the eligible reimbursement against the bill according to the category he/ she belongs.

Employees are allowed to stay in their relative/ friends home/ room, in the touring destination. For this, they can claim 25% of their eligible amount and no need of production of bills.

For Twin sharing, the claim can be made to the maximum of 125% of the eligible amount of the Senior level employee.

#### **Boarding: (refer Annexure – 1)**

The Employee can claim the eligible reimbursement against the bill according to the category his/ her belongs.

### **General Norms:**

1. All tours will be made in accordance with the tour programme duly sanctioned by the Reporting Manager.
2. Travel on Company account will be on the most economical basis, consistent with the Company's interest, dignity and work requirement.

3. Employees shall claim the Travel entitlements as per the eligibilities fixed based on their job levels i.e. Job band and grade as per the Company Policy.
4. All travels shall be supported by original bills.
5. Day journey to be avoided as far as possible.
6. Travelling advance to be settled within 2 days after the tour programme.
7. Travelling advance can not be entertained if there is any balance in his/ her account.
8. Incase of not getting bills in remote areas, the employee can claim the eligible amount by self attestation.
9. The claims approved by reporting manager shall be validated by HR & Accounts.
10. Boarding & Lodging can not be claimed as a combined limit.

For classification cities, refer **Annexure 2**.

For Field work allowance, refer **Annexure 3**.

**Annexure – 1**  
**Travel Eligibility**  
**For all Non Sales Employees**

| S.No | Places              | Metros – Mumbai, Delhi, Kolkatta |          | Chennai/ State Capital / Hills Station |          | District Head Quarters |          | Other Towns |          |
|------|---------------------|----------------------------------|----------|--|----------|------------------------|----------|-------------|----------|
|      |                     | Lodging                          | Boarding | Lodging                                | Boarding | Lodging                | Boarding | Lodging     | Boarding |
| 1    | HOD                 | 2500                             | 500      | 1200                                   | 350      | 1000                   | 300      | 800         | 250      |
| 2    | Second Level Staffs | 2000                             | 350      | 1000                                   | 300      | 800                    | 275      | 600         | 250      |
| 3    | All Others          | 1500                             | 300      | 800                                    | 275      | 600                    | 250      | 500         | 250      |

Note: 1. Lodging inclusive of all like rent, taxes & laundry etc.,  
2. Boarding inclusive of all like food, water & refreshments, tips etc.,  
3. For Boarding/ Lodging, eligible amount or bill amount which is ever is less will apply.

**Annexure – 2**  
**Classification of Cities and Towns**

**Classification of Cities:**

The cities are classified into major 4 categories i.e., Metros, State Capitals/ Hill Stations, District Head Quarters & Other Towns.

**Metros** - Mumbai, Delhi, Kolkata

**State Capital/ Hill Stations** – Chennai, Hyderabad, Itanagar, Dispur, Patna, Raipur, Panaji, Gandhinagar, Chandigarh, Shimla, Srinagar, Ranchi, Bengaluru, Thiruvananthapuram, Bhopal, Imphal, Shillong, Aizawl,

Kohima, Bhubaneswar, Chandigarh, Jaipur, Gangtok, Agartala, Lucknow, Dehradun, Ooty, Kodaikannal,

### **District Head Quarters**

**Tamilnadu:** Ariyalur, Coimbatore, Cuddalore, Dharamapuri, Dindigul, Erode, Kanchipuram, Nagarcovil, Karur, Krishnagiri, Madurai, Nagapattinam, Namakkal, Perambalur, Pudukkottai, Ramanathapuram, Salem, Sivakangai, Tiruppur, Trichy, Theni, Tirunelveli, Thanjavur, Thoothukodi, Thiruvallur, Thiruvarur, Tiruvannamalai, Vellore, Villupuram, Virudhunagar

District Head quarter in other States also.

**Other towns:** All other towns, not included in any of the above categories.

### **Annexure - 3**

#### **Local Field Work Allowance ( Non Sales Personnel )**

Employees other than sales, shall be eligible for Food Reimbursement during their out of office work (work at business associates etc., ) for spending more than 6 hours.

| S.No | Places              | Local Field Work Allowance – Non Sales |
|------|---------------------|--|
| 1    | HOD                 | 200                                    |
| 2    | Second Level Staffs | 175                                    |
| 3    | All Others          | 150                                    |

### **Annexure – 4**

#### **LOCAL CONVEYANCE REIMBURSEMENT – PERSONAL VEHICLE USAGE FOR OFFICIAL PURPOSE**

| Particulars  | Two Wheler | Petrol Car | Diesal Car |
|--------------|------------|------------|------------|
| Rate per KM. | 2.29       | 9.00       | 7.70       |

Note:

1. No official Travel by Personal Car must exceed 200 kms on any day by Self Drive for Safety Reasons
2. Beyond 200 Kms may be encouraged only for Group Travel – 3 or more people
3. No Driver Charges shall be paid for the above
4. No official Travel by Personal Bike must exceed 50 kms on any day.

### **Annexure – 5**

### LODGING & BOARDING ALLOWANCE - For SALES PERSONNEL

| S.No | Places                                | Manager – Sales |          | Team Leader |          | Sales Representative |          |
|------|---------------------------------------|-----------------|----------|-------------|----------|----------------------|----------|
|      |                                       | Lodging         | Boarding | Lodging     | Boarding | Lodging              | Boarding |
| 1    | Metros – Mumbai, Delhi, Kolkatta      | 1500            | 400      | 1200        | 225      | 900                  | 200      |
| 2    | Chennai/ State Capital/ Hills Station | 700             | 250      | 600         | 225      | 500                  | 200      |
| 3    | District Head Quareters               | 600             | 250      | 500         | 225      | 500                  | 200      |
| 4    | Other Towns                           | 500             | 250      | 500         | 225      | 400                  | 200      |

#### Annexure – 6

### DAILY ALLOWANCE – (Food & Fuel) – For Local SLAES PERSONNEL

| CATEGORY | Manager – Sales |                | Team Leader    |                | Sales Representative |                |
|----------|-----------------|----------------|----------------|----------------|----------------------|----------------|
|          | Food Allowance  | Fuel Allowance | Food Allowance | Fuel Allowance | Food Allowance       | Fuel Allowance |
| Local    | 200             | 0              | 150            | 1 ltr Petrol   | 125                  | 1 ltr Petrol   |

This policy with effect from 01<sup>st</sup> April 2014.

Prepared by

Approved by