

## **BUSINESS TRAVEL POLICY**

Your work may often require you to travel for business purposes to different cities and countries and we want to make it as comfortable and safe as possible. Let us worry about the travel plans and you can enjoy your work.

**Travel Indent:** Submit your travel indent in TallyHub under Business Travel a week in advance so we can book the suitable flight time and accommodation at reasonable fares. Travel desk will take care of this. Refer path to submit indent: TallyHub >>Applications >> Employee Travel >> Business Travel

**Claim submission:** Submit your claims with original bills at your convenience, within a month from returning from business trip.

**Corporate Credit Card:** To avoid you from spending your money, Tally provides Corporate Credit Card. Wherever possible use it only to cover all your redeemable expenses.

**Other Expenses:** They cover spends on food, laundry, tips etc. incurred during your business trip. Entitlement towards other expenses is INR 1,700 (Excluding GST) per day in India, and equivalent to USD 30 at International locations for MS, ML1 and ML2. They are at actuals for ML3 and ML4.

**Incidental Expenses:** Up to USD 10/day, paid for miscellaneous expenses during international travel outside India. No bills needed.

**Travel Advance:** You are encouraged to use corporate credit card. In case you foresee significant expense at places where the corporate credit card would not work, please feel free to seek travel advance. Travel advance can be availed while raising indent which will be processed by Finance team.

**Local Conveyance:** You are encouraged to use an appropriate economical choice of commute. For effective utilization of time and productivity of your trip, we encourage all employees to use multiple modes of transport (Cab, metro/local train, own vehicle)

**Shorter duration Business Travel:** For business travel location which are near, you may use your own vehicle or taxi as mode of conveyance and claim up to the applicable equivalent public transport cost. Your safety is important to us, hence we discourage travel by own vehicle or taxi for total round trip beyond 300kms (home to home).

### **Entitlement for accommodation, per day:**

Category	Prime Locations (INR)				Other Locations (INR)				International Locations (USD)			
Career Level	MS	ML1/ML2	ML3	ML4	MS	ML1/ML2	ML3	ML4	MS	ML1/ML2	ML3	ML4
Entitlement	5000	6250	7800	Actuals	3600	4500	6000	Actuals	75	75	Actuals	Actuals

*Entitlements are excluding GST/Taxes.*

### **Please note:**

- Wherever a Tally Guest House is available (Kolkata, Mumbai, Delhi), please enjoy its hospitality. You may request guest house facility while raising travel indent and can reach out to respective Admin for more information. Click [here](#) to know more.
- Accommodation will preferably be booked by Admin team.
- You can opt to travel by flight if road/rail travel time is more than 8 hours. An exception can be approved by RM / Department Head if it is necessary to travel by air for a journey whose travel duration is up to 8 hours by road/rail.
- We encourage you to submit the travel claim within 30 days from return of the trip, failing which approval from respective Department/Zonal Head will be necessary.

<b>Prime locations in India:</b>	<b>International locations:</b>
The 4 Metros and Ahmedabad, Aurangabad, Bengaluru, Bhopal, Bhubaneswar, Kozhikode, Chandigarh, Cochin, Coimbatore, Guwahati, Hyderabad, Jaipur, Lucknow, Ludhiana, Patna, Pune, Raipur, Srinagar, Thiruvananthapuram, Visakhapatnam	100% more Entitlement provided outside India: Bahrain, Indonesia, Kenya, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates and United States of America

In the event that you are staying at a family or friend's place during your travel, you may incur some costs to make yourself a welcome guest. You may claim INR 1500 per day / \$60 per day, for India and International location respectively, to take care of the same, including food expense.

#### **Have travel / stay plans for more than 2 weeks?**

- If a Tally guest house is not available, you may arrange an alternate comfortable stay yourself.
- If your work requires you to be away from your home for more than 1 year. Consider it as a normal transfer as guided by the Relocation Policy

<b>Lodging/Stay</b>	<b>Other Expenses</b>
Comfortable stay arrangement in PG/Rented apartment	India: Actuals subject to 50% of "other expenses" entitlement International: Living allowance of \$1000/month

#### **Additional expenses:**

- Don't forget to claim money spent on visa cost, currency conversion fees, overseas travel insurance, baggage handling / porter charges, Parking, Toll charges, Office expenses (like photocopying, courier etc)
- Travelling overseas for the first time? Claim a one-time amount of up to INR 10,000 to take care of some personal belongings like suitcases/woollens etc.
- Expenses of personal nature or in personal control, like clothing, toiletry, magazines, cigarettes, alcohol, delay in cancellation, non-work-related extra baggage, are not covered

#### **Guidelines to opt for business class for international travel if continuous flight time is less than 8 hours:**

- During the scenario of an overnight direct or connecting flight, one can opt business class travel. We trust this will help to relax, take good rest, and arrive fresh. Overnight flight is defined as 5 hours or more of flight time between 10:00PM to 7:00AM
- If the overnight direct flight duration is between 3 to 5 hours, preference will be given to premium economy class of travel, if available
- If you have an existing medical condition that does not bode well with economy class travel beyond 4 hours, (even if it's not overnight flight) please keep Admin team well informed who will explore for premium economy or business travel within normal fares, if available
- It is also suggested that such pre-existing medical conditions are declared in TallyHub profile under Medical Condition section which will come handy
- It is recommended that requests for business class travel be intimated at least 30 days prior. You are advised to avail prior approval from Function Head keeping Admin informed if business class ticket is requested due to medical condition
- You can also avail half day/full day time off to rest or plan to work from hotel/guest house, as convenient, if arrival time at international business travel destination is between wee hours and noon. The same applies when flying back to base location also.

- Employees at ML3 and ML4 career level can opt for Business Class travel if flight travel time is more than 8 hours in a stretch.

**Important Note:**

- Safety and wellbeing is a top priority at Tally, and we urge employees to drive/ride safely and patiently at all times by wearing seatbelt/helmet, avoiding travel at odd hours, adhering to speed limits, maintaining safe distance from vehicles, not using mobile phones, and most importantly plan the trip well ahead to avoid unnecessary rush/delays
- We encourage women employees to plan business travel in such a way that you are able to reach the destination before 7 PM. If in case your travel extends beyond 7PM, please keep Admin team informed so that company provided cab can be arranged for transfers
- For queries on travel claims, please write to [accountspayable@tallysolutions.com](mailto:accountspayable@tallysolutions.com) quoting the travel indent number