



International Travel Policy

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1. Objective

This policy seeks to enumerate travel entitlements and provide guidelines for all employees who travel to International locations

2. Applicability

All employees with Bengaluru, India as their base location

3. Scope

Business Travel to the US and covers both Short term and long term travel

4. Definitions

- a. Short term travel** - Duration of travel is less than 10 business days
- b. Long term travel** - Duration of travel is more than 10 business days and less than 2 months

5. Business Trip Itinerary

- a. Requisition** - Employees should exercise prudence and raise the travel requestitions at least seven (7) business days in advance to ensure best fares are availed Only exception for seven (7) days is Important & Urgent Sales travel

b. Approval - Team/Department Heads after assessing the business need should approve all International business trip requests, Approvals should have details of total budget approved with breakup of approx. expenses (should include Air/Rail/Bus Fare, Local Cab, Per Diem, Client/ Business Expense)

c. Modification/Cancellation - Any modification/cancellation in the Itinerary should be approved by the Team/Department head and should be notified to the travel desk no later than five (5) business days from the date of first departure.

d. Personal Travel - In case an employee wishes to combine personal travel with business travel, prior approval from the team/department head is mandatory and an official leave needs to be applied in advance.

Expenses - During the portion of personal travel, expenses shall be borne by the employees themselves.

6. Travel Entitlements

All employees irrespective of Bands/Levels will be entitled to below defined limits

Particulars	Short term Entitlement	Long term Entitlement	Responsibility
Air Travel	Economy Class Air tickets		Travel Desk
Accommodation (Hotel / Service Apartments / Airbnb)	As per hotel list in the Annexure or \$150 per night incl. all taxes, fees and tips		Travel Desk to book; employees to book only in urgent condition and with confirmation from Travel Desk
Per Diem	NA	75\$ per day	Travel Desk to upload it in the Forex Card
Food Reimbursements (All meals)	On actuals, max.75\$ per day	NA	Travel Desk to upload it in the Forex Card
Local Travel (Within City)	On actuals		Employee to submit bills
International Mobile Roaming	On actuals with a 25\$ as max limit.	On actuals with 75\$ as max. monthly limit	Employee to submit bills
Visa & Insurances	To be borne by the company		Travel Desk

7. Modalities

a. Air Tickets

- Employees in their business trip approval should also mention their Itinerary including preferred flight times (both To & Fro)
- Basis the Itinerary the Travel Desk will book the best fare air tickets Basis the Itinerary the Travel Desk will book the best fare air tickets
 - With upto max. 1 halt/connecting flight

b. Accommodation

- Basis the Itinerary the Travel Desk will book the hotel accommodation considering the below five (5) points in the order of priority
 - Safety of the employee
 - Hotel Tariff & the entitlement
 - Travelling distance to the work location
 - Feedback collected from the previous travellers and
 - Facilities being offered by the Hotel
- Employee can also recommend Hotel stay options as long as they are within the prescribed entitlements
- For Long term travel - Travel team would be booking one of the preferred partners for Airbnb, Service/studio apartments.

c. Per Diem (Applicable for Long Term travel)

- Per Diem is given by the company with an intent to cover Meals and other incidental expenses such as Laundry, other utilities etc.
- Basis the Itinerary, entitled total Per Diem amount is calculated by the Travel desk team and is put inside the Forex Card as an advance payment.
- Calculation of Per diem is done based on the number of days of stay starting from the date/time of first departure from the home country to the date/time of arrival back to the home country. A few case scenarios:
 - Employee's departure date/time from the home country is 31st August 2022 at 01:00 am and will come back to the home country on 27th September 2022 at 11:30pm - Per diem will be calculated for **Twenty Eight (28) days**
 - Employee's departure date/time from the home country is 31st August 2022 at 11:30 pm and will come back to the home country on 28th September 2022 at 01:00 am - Per diem will be calculated for **Twenty Nine (29) days**
 - Employee's departure date/time from the home country is 31st August 2022 at 1:00 am and will come back to the home country on 29th September 2022 at 01:00 am - Per diem will be calculated for **Thirty (30) days**

d. Food & Other Reimbursement (Applicable for Short term travel)

- Employees can spend for food pertaining to Breakfast, lunch and dinner & other incidental expenses within the \$75 per day Limit

e. Local Travel (Within city travel)

- Local travel expenses are reimbursed on actuals by the company pertaining to the local business travel requirements in the home as well as the host country.
- Employees should make judicious decisions while deciding the mode of local transportation based on the below five (5) factors:

1. Availability | 2. Cost | 3. Safety | 4. Convenience | 5. Distance & Time to commute

- Recommended modes of travel is as follows in the order of priority
 - Public transport where available - Metro, Metro Rail, Bus
 - For shorter distances if public transport is not available - Uber, Lyft cabs
 - For longer distances - Renting a Car & its Insurance from the preferred vendors

f. International Mobile Roaming

- Based on the business need and the duration of the stay an employee should opt for the most cost effective plans/matrix phones to enable International roaming in their mobile phones. Upon return, employees can claim back up to the max. defined limit by submitting the bills.
- Any amount above the defined max. limits would need to have an exception approval from the Travel Desk.

g. Visa & Insurances

- Basis the Itinerary, the Travel desk team will support Visa and Insurances (Travel/Medical) basis the company's process.
- Any expense (if any) incurred by the employee to obtain a Visa for the Business travel shall be reimbursed by the company.
- It shall be the employee's duty to ensure that proper Visa and Insurances (travel and medical) are issued well in advance before the travel date.
- In case of personal travel clubbed with business travel - the company shall not be liable for travel/ medical insurance for the period when an employee is on his/her personal travel.

8. Client Meetings/Business Expenses

- A prior blanket cost approval should be taken from the Department/Team head of a ball-park estimate of the total amount which will most likely be incurred.
- A **Post Department Head approval** should also be taken upon return which should include a **Client Expense Sheet** - depicting client's name and the complete breakup of the expenses in terms of meals, travel and gift if any pertaining to that particular client.
- For expenses pertaining to purchase of client's gifts - A prior cost approval mentioning the cost of the gift item and client's name should be taken before the purchase of the gift.
- It's the employee's responsibility to retain the bills and submit them to the Finance team to ensure smooth settlement after the return from the business trip.

9. Business Travel Guiding Principles

- Each employee should be responsible to optimise Business Trip costs by asking a simple question to yourself "Is this a reasonable and proper use of my money?"
- Employees being the brand ambassadors of the company, their conduct reflects the culture of the company and any misconduct leads to a big damage to the company's brand reputation, hence it is the employee's responsibility to be thoughtful during the business trips.



Contact

Travel Desk

Queries pertaining to air tickets, visa, insurance, hotel stay, policy entitlements, health, safety or any emergency, settlement of bills

Email: roopeshyadav@sigmoidanalytics.com

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Management Rights

Management reserves complete rights to make any change to the policy and the final interpretation of the policy. Any changes made to the policy shall be notified to the employees.