



Transport and Travel Policy (India)

20th November 2024

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1. Purpose

The purpose of the policy is to provide and guide, Sigmoid India employees, the guidelines and reimbursements for domestic travel for employees of the company. It covers travel related to customer meetings, campus visits, remote office visits, and other such travel.

2. Scope

This policy applies to all full-time and part-time employees, consultants, and contractors who are required to travel for official business purposes.

It does not cover travel for personal reasons.

3. Types of Travel and their treatment

1. Employees Working from a Local Customer Office

(Ex - Sigmoid Bangalore based employees working from customer location in Bangalore)

Employees working from a local customer office are entitled to the following:

- **Daily Allowance:** INR 500 per day.
- **Reimbursement Process:** The daily allowance will be reimbursed through a declaration, based on the actual number of days an employee works from the customer office.
- **Exclusions:** No additional allowance will be provided for food or transport.
- All reimbursement requests must be raised before the 7th of the month for the previous month's expenses on DarwinBox.
- These requests must be duly approved by the manager before the 15th of the month.
- This will ensure that the amount is processed before the end of the month.
- Any claims raised after the 7th of the month for the previous month will not be allowed or processed in the future.

2. Employees Working from Company Office and Visiting Local Customer Office

(Ex Employees working from Sigmoid Bangalore office visiting customer bangalore office for business meetings)

Employees working from the company office and visiting a local customer office will be reimbursed as follows:

- **Cab Reimbursement:** Cab expenses will be reimbursed based on actuals by providing the invoices.
- **No Additional Allowance:** No daily allowance for food or incidental costs.

For cases where the person has to accompany the customer stakeholder for a business meal; full cost will be reimbursed as per actuals.

3. Employees Visiting Another City for Work

(Ex Sigmoid Bangalore based employees who are required to travel for campus visits, customer meetings, Visa applications, hiring drives, or other work-related activities in another city, including Hyderabad.)

Employees are entitled to the following:

- **Per Diem:** Up to INR 1500 per day for food and incidental expenses to be reimbursed as per actuals.
- **Cab Reimbursement:** Cab expenses will be reimbursed in addition to the per diem as per actuals.
- **Flights and Accommodation:** The company will book flights and accommodation.
- If the employee books the flight and accommodation on their own:
 - **Flight:** Upper limit of INR 10,000 for economy class direct flights (or any cheaper available option) per travel (INR 20,000 for a round trip). Reimbursement will require submission of a digital copy/photograph of the boarding pass.
 - **Hotel:** Upper limit of INR 3000 per night for accommodation. Reimbursement will be done as per actuals.



4. Remote employees visiting Sigmoid Bangalore Office

(Remote Workers in India or global employees visiting Bangalore office or employees working from Hyderabad office visiting Bangalore office)

Employees are entitled to the following:

- **Company-arranged Travel:** The company will cover all travel-related expenses, including flight, accommodation, and meals, based on the arrangements made at the Sigmoid office.
- If the employee books the flight and accommodation on their own:
 - **Flight:** Upper limit of INR 10,000 for economy class direct flights (or any cheaper available option) per travel (INR 20,000 for a round trip). Reimbursement will require submission of a digital copy/photograph of the boarding pass.
 - **Hotel:** Upper limit of INR 3000 per night for accommodation. Reimbursement will be done as per actuals.
- **Transportation:** If the company has arranged for pick-up and drop-off, no additional cab reimbursement will be provided.
- If the company has not provided a pick-up and drop-off cab reimbursement can be done as per actuals. This includes travel to and from the airport.
- **Meals on Weekends:** If meals are not provided by the company office during weekends, up to INR 500 per meal can be reimbursed, provided a valid invoice is submitted.

5. General Guidelines

- **Reimbursement Submission:** All reimbursement claims must be submitted along with proper documentation (receipts, invoices) and a declaration if applicable. Employees are expected to follow all the guidelines of the reimbursement policy.
- **Prohibited Expenses:** Expenses related to alcohol, cigarettes, or any other non-essential items will not be reimbursed under this policy.
- **Policy Adherence:** Employees are expected to adhere to the reimbursement guidelines and ensure expenses are within the stated limits.
- **Use of Judgment:** Employees are expected to apply good judgment and avoid unnecessary expenditure on the company's account. This includes choosing cost-effective travel and accommodation options where possible and minimizing expenses without compromising the objectives of the trip.
- **Exceptions:** Any exceptions to this policy require prior approval from the HR or Finance team.
- **Dependent Travel:** Employee's dependent/s traveling to airport and/or visa interviews, transport will be provided by the company if the travel is sponsored by the company.
- **Female Employee Transport:** Female employees leaving the office after 8.00PM are provided with company cab services for drop to their home location within city limits. This is governed as per the provisions made under the respective policy defined for this purpose.



4. Approval Process

For travel type 1 and 2 as defined in section 3 of this document, no prior approval is required from the employee's manager or supervisor.

For travel type 3 and 4, if the travel is pre approved by the manager or the concerned department (TA etc) , no separate approval is required for the provisions made under the policy. Company will not cover the cost if the travel is not approved by the manager or the concerned department (TA etc).

5. Exclusions

The following are not covered under this policy:

- Personal travel to non-client locations.
- Travel to the employee's local Sigmoid office. Ex - Sigmoid Bangalore employees coming to the Sigmoid Bangalore office.

6. Loss of personal belongings

Sigmoid transport team will not be responsible for loss of any kind of employee personal belongings such as phone/bag, etc., during travel time,

7. Non-Compliance

Failure to comply with this policy, including falsifying receipts or failing to secure prior approvals, may result in the denial of reimbursement or disciplinary action, as outlined in the company's Code of Conduct.

8. Policy Review and Updates

This policy will be reviewed annually or as necessary to ensure compliance with legal requirements and business needs. Any revisions will be communicated to employees in a timely manner. This policy supercedes any prior policy made for this purpose.

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