

**Standard Operating Procedures – Business Travel Reimbursement Policy**  
**Ajit Industries Pvt Ltd.**





Ajit Industries Pvt Ltd

Standard Operating Procedure – Business Travel Reimbursement

SOP No: HR/2022-23/001

## 1. Document Control Information

Particulars	Details
Standard Operating Procedure Number	HR/2022-23/001
Effective Date	March 01, 2023
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SOP Revision Records						
Number of Revisions	Reason of Revision	Revision in Clauses	Date of Revision	Revised By	Reviewed By	Approved By
Revision-1						
Revision-2						
Revision-3						
Revision-4						
Revision-5						

**Note:** This SOP can be revised maximum five times. If further revision required, new SOP will be drafted.

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## 2. Introduction and Purpose

The Company believes that robust policies and procedures are critical to its long-term sustainability and growth. The purpose of this Standard Operating Procedure ("SOP") is to facilitate the employee, who travel locally or outstation for official assignments and to clearly define the limit for reimbursement of all necessary work related expense incurred by them.

The intent of this document is to standardize the Expenses Reimbursement Process at company level to clarify roles, responsibilities, and ownership of activities.

The document provides ready information in a systematic manner. The Company places utmost importance on adherence to the provisions of this document and any deviation from the laid down procedures would require requisite approvals.

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### Local Conveyance Policy

#### Eligibility:

All employees can claim the local conveyance as per their entitlement described below:

1. Conveyance expenses include all those expenses of local travel at the point of destination for market visits / customer visit etc.
2. For visit to company locations for plant visit/ office meeting or training session, location administration shall organize the accommodation, food and transport facility. In such cases only incidental expenses may be claimed as per eligibility.
3. Any local commuting for official purpose can be claimed as per the following:
  - In case personal vehicle used, you are entitled to reimbursement as per below matrix:

Grade	Mode of Travel	Reimbursement rate per Km. (Rs.)
G-9 & Above	Car	As per actual
G-4 to G-8	Car	CNG: Rs. 6
		Diesel: Rs. 7.5/ Rs. 8*
		Petrol: Rs. 8.5
G2 to G-3	Bike	Rs. 4
G-1	Public Transport	-

\*If the diesel rate is between Rs. 90 to 95 per litre, then eligibility will be Rs. 7.5 per Km and in case of rate is more than Rs. 95 and up to Rs. 110 the eligibility rate will be Rs. 8 per Km.

\*If the petrol rate is between Rs. 90 to 95 per litre, then eligibility will be Rs. 8 per Km and in case of rate is Rs. 95 and up to Rs. 110, the eligibility rate will be Rs. 8.5 per Km.

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- 4.** The sales person has to mention the KM. travelled customer wise in the DAR, and the conveyance will be reimbursed basis on that only.
- 5.** The Admin department will cross-verify the number of Km travelled mentioned in DAR with the help of Google Maps and Km detail provided by TruMe app. In case of any employee claims excess Km reimbursement, in such a situation Admin team reserve the right to issue show cause notice to the employee and to hold the reimbursement claim until they satisfied with the response submitted by the employee.
- 6.** In case the HOD gives exceptional approval on any expenses claimed by the employee, in that scenario, proper reasoning should also be attached to the approved claim form.
- 7.** The employees will be entitled to claim Toll charges and Parking charges, to the extent supporting documents available with them.
- 8.** Reimbursement shall not include the travel from residence to Office & back.
- 9.** The employees will be eligible for conveyance reimbursement only if the RC book of the car or the two-wheeler is in the name of the employees.
- 10.** If the employee is using any vehicle, however the RC book is on any other person name, in that situation, he/she will be eligible to claim reimbursement after the approval of respective HOD and HR department only.
- 11.** Reimbursement shall be done after the approval of the respective reporting manager/HOD only.
- 12.** Travel Advance: Travel advance taken by the employees should be settled within 30 days from the date of advance. If the refund of the unutilized advance is not given within 30 days, the same will be recovered from salary.

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**13.** In case any employee travelling for 200 Km or more in the same day, however, not availed the hotel facility, in that situation, he/she will be entitled for food allowances mentioned as per his grade.

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**Domestic Business Travel Policy****Eligibility:**

The employee is entitled to Hotel, Food and TA/ DA as mentioned below:

Grade	Expenses allowed	Class of Cities			Overnight Travel Allowance <sup>1</sup>	DA <sup>2</sup>
		Metro	A	B		
G-1	Hotel	1000	900	700	100	100
	Food allowance <sup>3</sup>	350	280	240		
G-2	Hotel	1500	1200	1000	150	100
	Food allowance	600	500	400		
G3-G4	Hotel	2000	1800	1500	200	150
	Food allowance	700	600	500		
G5-G6	Hotel	3000	2500	2000	300	200
	Food allowance	800	700	600		
G7-G8	Hotel	4000	3500	2800	400	300
	Food allowance	1000	800	700		
G9-G10	Hotel	4500	4000	3000	500	500
	Food allowance	1200	1000	800		
G11	Hotel and Food Allowance	On actual	On actual	On actual	On actual	On actual

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The employees on tour shall be allowed modes of travel as given below: -

Grade	Flight	Train	Bus
G-10 to G-11	Business Class	1 Tier AC	Deluxe AC
G-8 to G-9	Economy Class	1 Tier AC	Deluxe AC
G-5 to G-7	Economy Class	2 Tier AC	Deluxe AC
G-2 to G-4	Economy Class <sup>4</sup>	3 Tier AC	Deluxe AC
G-1	-	Sleeper	Without AC

Classification of Cities	Name of City
Class Metro:	Delhi NCR (Gurgaon / Noida / Ghaziabad) / Mumbai - New Mumbai / Bangalore / Chennai / Pune / Hyderabad / Kolkata
Class A:	Ludhiana / Jalandhar / Amritsar / Agra / Kanpur / Varanasi / Allahabad / Bhopal / Indore / Dehradun/Jodhpur / Goa / Surat / Vadodara / Rajkot / Nagpur / Nasik / Bhubaneswar / Cuttack /Lucknow / / Ahmedabad /Vishakhapatnam / Coimbatore / Trivandrum / Faridabad/Greater Noida/ Patna / Ranchi / Guwahati / Pimpri-Chinchwad / Vijayawada / Madurai / Other State Capital cities
Class B:	All other towns

<sup>1</sup> In case of employee travelling during the night and no hotel stay expenses is claimed i.e. One-day hotel stay is saved, then they will be eligible for overnight travel allowance.

<sup>2</sup>The employees will be eligible for DA for the number of days stayed outside base location. For DA, Start and End Day of travel will be considered as one day. All miscellaneous expenses will be treated as DA as per the grade or unsupported claims will be treated as DA.

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<sup>3</sup>In case of non-availability of supporting bills against food expenses, the company will reimburse only 50% of amount for which employee is eligible as per Metrix mentioned in above table.

<sup>4</sup>Subject to the approval of Reporting Manager.

<sup>5</sup>Amount indicated in above table is excluding of GST.

## **2. Procedure for Ticket Booking:**

**2.1** If you are travelling in the cities, where the facility of online cab service provider like Ola or Uber is available, then it is advised to book the ride through that for the ease of reimbursement of expenses.

**2.2** In case hired Cabs/Cars: The Kms cost shall be on actual usage for outstation travel only.

**2.3** Flight tickets should be booked in advance through administration team at HO.

**2.4** Tickets should be booked at least 7 days in advance as last minute tickets normally involve paying a premium. Every effort should normally be made to take advantage of discounts and saver tickets.

**2.5** All the flight ticket shall be booked through the head office only. The employee who is going to travel by flight is required to send the request at [hrd@ajitindustries.com](mailto:hrd@ajitindustries.com) and [reception@ajitindustries.com](mailto:reception@ajitindustries.com) for ticket booking to head office Administration team.

**2.6** Admin team is required to obtain flight ticket quotation from 3 vendors each time and compare the same to proceed for booking with L-1 vendor.

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**2.7** The employees are allowed to book train or bus ticket by their own and claim reimbursement for the same.

**2.8** In case of urgency, when train tickets are not available, the employee has to contact the Administration team at head office for ticket booking through agent.

**2.9** The employee will, as far as possible, stay at suitable hotel nearest to place of work.

**2.10** In case the employee is booking the travel ticket by their own, then always mention the GST number of Delhi location (07AACCA4913D1Z6) only while booking, so that company can claim the benefit of GST paid on such bookings. Failure to comply with this clause will lead to deduction of GST amount from reimbursement claim.

**2.11** In case, the employee booking hotel by their own in any of the state in which the company is having its own office (Delhi, Maharashtra, Chennai, and Haryana) then make sure to give the GST number of the respective state to the hotel. Failure to comply with this clause will lead to deduction of GST amount from reimbursement claim.

### **3. Late sittings & Working on holidays**

**3.1** If you stay late beyond 8:30 pm on any working day (provided the employee has logged in the office before 9:45 a.m.), you will be entitled for reimbursement of food expense as per the grade mentioned above and in case of sitting beyond 10:00 PM you will be entitled for a local conveyance to your residence.

**3.2** In case of female employees, if they stay beyond 8:00 pm then you will be entitled for reimbursement of food expense as per the grade mentioned above and for local conveyance to your residence.

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The reimbursement of above 3.1 and 3.2 clause is subject to the approval of concerned HOD.

#### 4. Claiming and Reimbursement of Expenses:

- 4.1** All Tour Bills should be accompanied with detailed Tour Reports, indicating purpose, parties met, outcome / results, etc., without which Admin and Accounts Department will not settle the expenses. However, in cases of absolute confidential nature, the Functional Heads will certify, in the bill, for having received the reports by them.
- 4.2** Upon completion of travel and within 15 working days thereafter, the employee should submit a statement in the approved format together with all supporting documents like Boarding Pass, Tickets Hotel / Restaurant Bills, Receipts, etc. along with the duly filled form to Admin Department.
- 4.3** If an employee has claimed expenses for a particular period, then he/she would not be eligible to claim any type of expenses for that period again.
- 4.4** In case the employees travelling any outside location the distance of which is more than 300 km one side, in such situation it is not allowed to travel using a personal vehicle and are advised to use the public transport only. Exception to this clause is allowed subject to the approval of the concerned HOD with proper reasoning.
- 4.5** All travel claims shall be approved by the Reporting Manager before being sending it to the Admin Department for reimbursement.
- 4.6** After the Reporting Manager's and Administration team verification and approval, the same should be forwarded to the Accounts/Audit department and the payment will be released subject to verification by Account/Audit Department. Expenses claimed without bills and payment invoices will not be reimbursed.

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**4.7** The company reserve the right to get the reimbursement of the expenses audited through the audit team and to ask for necessary clarification, whereas required.

## 5. General Guidelines:

**5.1** Guest houses have been set at few locations of the company. Employees travelling to these locations should stay in the company Guest houses. Employees must make advance reservation with the location admin department. Only in the case of non-availability of accommodation at the company Guest House, an employee can stay at the hotels.

**5.2** Expenses in nature of gifts, entertainment are not permissible, unless specifically approved by Reporting Manager, CFO and CMD.

**5.3** Business or company representation expenses such as cost of meeting customers, telephones, mobile expenses, medical, stationery, photocopy, courier, internet or any such expenses etc. shall be indicated separately in the Travel Claim and needs due approval of the Reporting Manager.

**5.4** Employees shall use the sim card provided by the company. Hotel phones should be avoided for making STD/ ISD calls.

**5.5** Laundry charges shall be reimbursed only if the employee is on tour for more than two nights.

**5.6** No show cancellation charges for both fare and accommodation are not reimbursable. The employee is responsible for cancelling the reservation within the required timeline to avoid the same. However, for genuine justifiable reasons beyond the control of the employee, the same shall be allowed after special approval of the Management.

**5.7** Expenses for excess personal baggage will be borne by the employee concerned.

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**5.8** Expenses for liquor, tobacco, cigarettes, and personal nature are not permissible and shall not be reimbursable.

**5.9** For 2 or more employees travelling together to the same destination within the city, travel should be undertaken in a single vehicle. The respective location administration will facilitate arrangement of the same.

**5.10** The company is not responsible to reimburse maintenance charges in case of employees using their own vehicles and challan fees in any instance.

**5.11** The company shall not be responsible for any loss of belonging during travel.

**5.12** Non-compliance with the provision of this policy will invite disciplinary action at the discretion of the management.

**5.13** Management reserves the right to modify, revise and update the policy as per the requirement of the organization. Suggestion from employees shall be evaluated and incorporated in the policy, as deems fit.

**5.14** This policy is designed to allow employee good comfort so as to enable them to carry out his or her official duties. Employees are expected to uphold the dignity of the company at all times and ensure it is not compromised by downgrading the travel modes and hotels etc. Employees are expected to maintain the highest norms of conduct consistent with the company's code of conduct and image.

## **6. Safety Measure:**

**6.1** Where employees represent a significant part of the total expertise available to the company in any critical area of business, it is advised they should not travel together in the same aircraft, train or car.

**6.2** Before travelling, employee must keep their Reporting Manager and their team, well informed of their travel plans and contact details.

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**6.3** During travel, it is advised not to use the General Taxi services / Hired / Shared Cab / private Taxi other than online cab service provider during night times viz 10:00 pm to 06:00 am.

**6.4** Women employees undertaking business travel recommended applying extra discretion and seeking all assistance from their location administration team to make their travel safe and pleasant experience.

**6.5** Reimbursement towards travel to Factories for official purposes will be as per Local Conveyance entitlement.

## **7. Exception Clause**

**7.1** Exception means bypassing any of the work procedure/Approval mechanism laid down in this document due to urgent/unplanned circumstance.

**7.2** If anyone seeking to the exception to the rules set forth under this policy document, then he/she needs to obtain prior approval from CMD / CFO in the form of "Note for Approval/ E-mail correspondence."

**7.3** Note for approval will contain the reasons of not complying with the document.

**7.4** Only CMD / CFO have powers to sanction exception approval.

**7.5** Approved "Note for Approval/ E-Mail correspondence" will be referred by the concerned person in future communication. This approval document also forms a part of working papers of such activity performed.

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## 8. Annexures

- A. Expenses Reimbursement Form
- B. Conveyance Claim Form
- C. Grade Matrix

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Expenses Reimbursement Form

Employee Name \_\_\_\_\_ Employee Code \_\_\_\_\_

Date of filing Claim \_\_\_\_\_ Claim Period \_\_\_\_\_

Date	Place of visit	Local Conveyance (A)	Fare - Train/Taxi/Flight (B)	Hotel Expenses (C )	Food Allowance (D)	Overnight Travel Allowance (E )	DA (F)	Other (G)	Description of Others (H)	Total (A to H)
Total		0	0	0	0	0	0	0		0

Prepared by \_\_\_\_\_ Approved by \_\_\_\_\_

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Conveyance Claim Form

Employee Name \_\_\_\_\_ Employee Code \_\_\_\_\_

Date of Filing Claim \_\_\_\_\_ Claim Period \_\_\_\_\_

S.no.	Date	Mode of Travel	From	To	KM START	KM STOP	Total KM	Rate	Amount
Total									
							Gross Total		

Employee Signature \_\_\_\_\_ Checked By \_\_\_\_\_ Approved By \_\_\_\_\_

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Grade	Designation
G-1	Peon, Sweeper, Security Guard, Driver, Carpenter, Electrician, Gardner
G-2	Executive, Engineer, Management Trainee, Sales Coordinator, Assistant, Secretary, Junior officer, Clerk, Steno Typist
G-3	Sr. Executive, Sr. Engineer, Sr. Assistant
G-4	Area Sales Manager, Assistant Manager
G-5	Manager (HR, Branch, Finance, Planning, Store, BD, Product, Account & Finance, Taxation, Marketing, other)
G-6	Regional Manager, Key A/c Manager, Sr. Product Manager
G-7	ZSM/ DGM/ Sr. RSM
G-8	GM/ Sr. Manager (Finance/ Sales/ Marketing/ Finance/ HR)
G-9	Vice President (Finance/ Sales/ Marketing/ Finance/ HR)
G-10	CFO, COO, Director
G-11	CMD

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