

TRAVEL & ACCOMODATION POLICY OF FLIPCARBON

1. Preamble

This Travel Policy is established to streamline and regulate the process of business travel for employees of Flipcarbon. It aims to ensure efficient utilization of resources while providing necessary support for employees during their business trips.

2. Objective

The objective of this policy is to define the guidelines and entitlements for business-related travel undertaken by employees of Flipcarbon, ensuring their safety, comfort and adherence to budgetary constraints.

3. Scope

This policy applies to all employees, consultants, interns who are required to travel for business purposes. It covers domestic travel arrangements, including air travel, local conveyance, accommodation, daily allowances and reimbursement procedures.

4. Eligibility

All employees authorized by CEO/ Partners for business-related travel are eligible to avail of the benefits outlined in this policy.

5. Local Conveyance

Employees are eligible to claim local conveyance if travelling to client location in the base location.

5.1 Local Transportation Cost

Employees can use their own transport or local taxi services for their commute. The local conveyance incurred during business trips will be reimbursed on actuals, subject to approval by the respective Partner or Manager. Employees have the option to utilize their personal vehicles for local transportation, with reimbursement rates as follows:

- **Two-Wheeler Travel:** Employees opting for two-wheeler, travel will be reimbursed at a rate of Rs. 7.5 per kilometer traveled.
- **Four-Wheeler Travel:** Reimbursement for car travel will be reimbursed at a rate of Rs. 11 per kilometer traveled.

5.2 Guidelines for local travel

Employees are encouraged to utilize cost-effective modes of transportation such as public transport or company-provided vehicles whenever feasible. Reimbursement for taxi fares will be allowed only for official business purposes and supported by valid receipts.

6. Outstation travel

Outstation travel refers to travel outside the base location of the employee for business reasons. Any travel outside the base location requires prior approval from the supervisor at least one week in advance of the scheduled travel date.

6.1 Mode of travel

6.1.1 Air travel

- Employees are required to book economy class tickets for domestic flights unless authorized otherwise by CEO / Partners.
- Employees have to submit the copy of boarding pass while requesting for reimbursement.
- Employees are advised to avoid Air travel during 10 am to 6 pm, this enables them to effectively utilize their time at the place of visit.

6.2 By Road Travel

- Employees have the option to utilize their personal vehicles for outstation travel:
 - Two-wheeler travel will be reimbursed at a rate of Rs 7.5 per kilometer.
 - Car travel reimbursement will be reimbursed at a rate of Rs 11 per kilometer.
- A rental or daylong booking of a cab can be booked only with prior approval from the Manager.

6.3 By Train Travel

For employees traveling distances under 500 kilometers, can opt for train travel.
Employees will be eligible for AC second class travel.

6.4 Accommodation

- Employees are encouraged to book their hotel them self and claim reimbursement as per entitlement.
- Reimbursement of hotel charges will be as under on production of hotel bills.
- If employees are staying with their family or friend, they can claim reimbursement of INR 1200 / night.

Level	Accommodation	
	Metro Cities	Non-Metro Cities
Leadership Team (Partner / Director / PC)	Upto INR 7000/	Upto INR 4000/
Other Employees	Upto INR 4000/	Upto INR 3000/

6.5 Daily allowance

- Daily allowance helps to meet out of pocket expenses when employee is away from base location for official purposes. It covers expenses such as meals and incidental cost incurred during the period of travel.
- Daily allowances cover all the expenses incurred during the travel, however it does not cover local travel bills for which employees are encouraged to take app based taxi and claim reimbursement as per actual.



Level	Daily Allowance	
	With Bill	Without Bill
Leadership Team (Partner / Director / PC)	INR 1500/	INR 750/
Other Employees	INR 1000/	INR 500/

7 Other Entitlements

Additional entitlements such as mobile phone allowance or internet charges incurred during travel may be provided based on the employee's designation and job requirements.

8 Procedure for Reimbursement

- Employees must submit their travel expense reports along with all relevant receipts before the 15th of every month, refer Annexure 1 for the format of reimbursement.
- Reimbursement for travel expenses will be processed in the same month if the bills/receipts are submitted before the 15th.
- Any bills/receipts submitted after the 15th will be processed in the subsequent month's reimbursement cycle.
- Reimbursements will be processed promptly upon verification and approval by the respective department head or manager.

Authorization

Any changes/amendments in the current policy are at the sole discretion of the management and Human Resource department.

The ultimate interpretation of this policy rests with the Senior Management. The decision of the Senior Management shall be final and binding.

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Effective Date: May 2024	Valid Till: December 2026
Last Modified:	

Annexure 1 – Expense Reimbursement

Expense Reimbursement				Period From	Period To
Employee Name:					
Reporting Manager - Approval					
Itemized Expenses					
Date	Client Name	Description	Category	Amount	Remarks
Total				0	
Don't forget to attach receipts					

*Category	Flight/Accommodation/Cab/Fuel/Local Conveyance/Subscription
*Description	Reason for travel
*Remarks	Bills Attached / Not Attached

*Reimbursement for own vehicle (*Kms Needs to be Mentioned)	
Two Wheeler	Rs 7.5 per Km
Four Wheeler	Rs 11 per Km

Note:
Reimbursement for the prior month, covering the period from 15 th to 14 th of current month must be submitted on or before 15 th of every month
Any delays will not be accommodated