

Name of the Policy	Local, Domestic & International Travel Policy
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Travel & Stay

Principles for Travel & Stay Policy

- 1. Everyone who travels on company business must be safe, productive and comfortable
- 2. Travel will be driven by Band of the employee
- 3. Travel should only be undertaken when there is a business rationale
- 4. Every person must exercise sound business judgment to control spending on each trip

Sections in travel & stay policy

- A. Local Travel
- B. Domestic Travel
- C. International Travel

Travel & Stay
Policy

A. Local Travel:-

Local conveyance (within city) for employees for visiting places away from office in connection with official work shall be reimbursed as per following Table:-

Type of Vehicle	Rate / KM (Rs.)
Four Wheeler	9.00
Two Wheeler	4.00

Note:
Employees in Band SS & MC (Asst. Manager & Below) are eligible for reimbursement for travel by a two wheeler only.

Policy Details

- 1. Expenditure on maintenance/repair of own vehicle is included in the per km rate.
- 2. Any penalties/charges such as traffic violations/ vehicle damage during the use of own vehicle will be the responsibility of respective employee.
- 3. Employees should travel on their own vehicles for local travel. However, Taxi/Co Car requisition can be given under exceptional cases. This requisition needs to be approved by Division/ Department Head.

B. Domestic Travel:-

Objective

The objective of this policy is to help employees who travel on official work. This policy will be applicable for all tours within India

Coverage:-

- i. Domestic allowance (lodging & board exp) will cover the cost of meals, lodging charges, beverages, laundry, and refreshments.
- ii. Incidental expenses shall mean expenses towards tips on portage or any other expense incurred during the course of a journey or stay in a hotel (excluding lodging and boarding) while on tour. These expenses may be in addition to Domestic Allowance.
- iii. Business expenses shall mean expenses other than those allowed above, covering expenses such as telephone calls, postage, local conveyance and other expenses directly attributable to the Company's business. These expenses need to be supported by original bills or vouchers.
- iv. All the tour programs need to be approved by the President.

Eligibility & Entitlements

Bands	Designation	Mode of Travel	Local Travel	Domestic Allowance (Lodging and board Exp)	Incidental Exp.
MA1/	PRESIDENT	Business	Full Day Taxi	On Actuals	
MA	CXO's/ COO	Air(Economy class)/ AC- 2 tier	Full Day Taxi	12500	500
MB	Sr. VP	Air(Economy class)/ AC- 2 tier	<ul style="list-style-type: none">• App based Taxi (e.g. Ola/Uber) to be hired• Private taxi to be hired only in exceptional circumstances (when with client/guest)	8000	200
	VP	Air(Economy class)/ AC- 2 tier		7500	175
	AVP/ GM	Air(Economy class)/ AC- 2 tier		6000	150
	DGM/ RM	Air(Economy class)/ AC- 2 tier		4500	150
	Sr. Manager/ Branch Head	Air(Economy class)/ AC- 2 tier		4500	150
MC	Manager	Air(Economy class)/ AC- 2 tier		4000	125
	Deputy Manager	Air(Economy class)/ AC- 2 tier		3500	100
	Astt. Manager	Air(Economy class)/ AC- 2 tier		3000	100
	Sr. Executive	Air(Economy class)/ AC- 2 tier		2500	100
	Executive	AC – 2 tier/ Chair car/ Deluxe Bus		2500	100
SS	Supervisor	AC – 2 tier/ Chair car/ Deluxe Bus		2000	100
	Jr Executive	AC – 2 tier/ Chair car/ Deluxe Bus		2000	100

Travel & Stay Policy

Procedure:-

1. The employee is supposed to submit his T. A. bill along with all original bills. The complete details should be as per their eligibility and entitlement, (as mentioned in grid) within one week of completion of journey. Any advance towards tour expenses will be adjusted against original claims.
2. Any amount over and above the entitlement under this policy will need the approval of President.
3. In case an employee stays at the Company guesthouse the claim can be made @25% of the outstation allowance. No bill will be required to be submitted.
4. While on tour, in case the employee makes his / her own arrangement i.e. he / she wants to stay with relatives / friends. The employee may claim 25% of entitlement as per table. No bills would be required in this case.
5. For claim entitlements, any journey, which involves overnight stay, will be considered as full day. For any travel not requiring overnight stay / involving overnight journey, an employee would be entitled to claim 25% of outstation allowance on production of bills.

Procedure:-

6. Band MB members may engage taxi or private car on whole day basis, only if extensive traveling is involved. Bills are required for such reimbursements.
7. Employees in Band MA1/ MA to MB (VP) can entertain company guests, for business interests within reasonable amounts. Such expenses need to be approved by President / Managing Director with supporting bills, and must be a part of the approved annual revenue budget.
8. Incidental expenses can be claimed on per day basis (no bills required) as per grid in addition to outstation allowance.
9. Tours beyond 30 days will be treated as a temporary transfer.
10. Temporary Transfer can be for a maximum period of 3 months. Extension up to a maximum period of six months can be made with approval of President.

Other Important Points:-

1. All tours must be undertaken only after prior approval from the sanctioning authority.
2. Reservation of tickets shall be done by members directly through the Company's travel agent giving complete details for the billing division/ unit wise. The President shall approve exceptions if any.
3. All employees undertaking official travel (domestic/ foreign) shall submit a detailed tour report mentioning the purpose and outcome of the visit/ tour to Reporting Manager / Department Head. All tour bills/ claims must have a confirmation in writing from the claimant mentioning "tour report submitted". Accounts Department will not receive TA bills/ claims in the absence of such confirmation of the tour report.
4. Leave while on tour will not be allowed, without specific approval of the President. Employees will not be entitled to outstation allowance for holidays during the course of tours though this must be avoided, wherever possible. Outstation allowance, for sick leave during tour will only be allowed with the specific approval of President.

C. Foreign Travel Policy:-

APPLICABILITY: ALL REGULAR/FULL TIME EMPLOYEES / RETAINERS

Objectives

The objective of this policy is to bring clarity on entitlements provided to employees who travel abroad on official work. This policy will be applicable for all tours out of India.

Scope

The policy defines the following:

- A. Mode of travel to foreign destination
- B. Daily Allowance & Incidental entitlements for employees in different bands

Sanctioning Authority

All tour programmes of respective Departments / Division shall be approved by the President

Eligibility and Entitlement

Band	Designation	Mode of Travel	Daily Allowance* (US\$)	Incidental** (US\$ per day)
MA1	President	Business	On Actuals	100
MA	CXO/ COO^	Premium Economy	300	100
MB	Sr. Mgr – Sr. VP	Premium Economy	275	75
MC	Mgr – Exe/Trainee	Premium Economy	275	75
SS	Supervisor / Jr Executive	Economy Class	200	50

- ***Daily Allowance (maximum limit) shall cover the cost of meals, lodging charges, beverages, laundry, and refreshments, to be claimed with supporting bills.***

***** Incidental Expense can be claimed without any supporting bill.***

^ Employees in Band MA (CXO/ COO) shall be eligible to fly Business Class for travel to Europe, North & South America, Canada and Australia only, subject to approval by the President.

Procedure for Foreign Travel

1. Airport Tax at Indian Airports will be reimbursed in Indian Rupees. Airport Tax for Foreign Countries' Airports will be paid in advance in US Dollars on actual basis.
2. Visas obtained in India will be payable on actual in Indian Rupees. Visa charges, for visas to be obtained outside India will be paid in advance, in US dollars on actual basis.
3. For calculation purposes of Incidental expenses during the journey, the time shall start the day employee leaves for the destination foreign country and end time would be the day employee reaches the home country.
4. Foreign travellers need to ensure that they are covered under overseas travel insurance. Frequent foreign travellers need to ensure that they take Multiple Trip Overseas Insurance policy. Travel to the country of destination shall be through shortest possible route.
5. Employees who use company Guest House will eligible to claim 35% of entitlement as per above table.