

# Travel Policy

This policy and its appendices apply to all travel undertaken for official business purpose and paid for by the organization. The company does not expect the employees to spend their own funds while travelling for short-term postings. The eligibility & rules for the organization hierarchy. The Employees should need to understand that daily allowance, etc. on tour are provision for a smooth travel experience and should not be considered as a source of additional income.

Applicability: This policy is applicable to all employees who are on business tours for short term duration.

## Domestic Travel Policy

**Applicability: -** Travel Allowance / Daily Allowance rules will be applicable to all company employees.

#### Rates of Daily Allowance: -

Lodging & Boarding allowances will be payable to employees for tour within India for official work at the below mentioned rates: -

* **Lodging Allowance:** This allowance would cover all normal bonafide expenses of lodging required by an employee only for the period of official tour at various places. Lodging al- lowances will be paid at the specified rates subject to maximum of actual expenses as per bill. Employee would be eligible for a reimbursement only if they are able to furnish origi- nal copy of the bill.
* **Boarding Allowance:** This allowance would cover all normal expenses incurred for travel- ling & lodging (Such as breakfast, lunch, dinner). An employee can avail a fixed boarding allowance for which no bills are required for their complete outstation trip. For availing boarding allowances exceeding the fixed amount, proper bills are required from registered vendors for a maximum of three meals per day for the complete duration of stay.
* **Per Diem:** For Per Diem no bills will be required: It would include 3 meals and other day to day personal expenditure.

#### Personal Phone Calls While Traveling

Employees shall not be eligible to claim for reimbursements of costs incurred for making personal

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telephone calls while traveling for business purposes.

In all cases, employees are responsible for securing and utilizing the most reasonable long distance calling option available.

#### Lodging / Hotel

Bookings of maximum up to as per below employee category should be made only for stay that have been pre-booked and pre-authorized by the Head of Department. Hotel reservations should be done with the help of a Travel Agent to secure the best available rate at any given point in time. Employees are expected to use and book properties in the Moderate Category whenever possible. Following are the maximum rate list of stay for all category of employees.

| **Category** | **Amount per night** |
| --- | --- |
| HOD | 5,000 |
| Manager/Team Lead | 4,000 |
| Team Member | 3,000 |

In any case if an employee books the hotel himself, he will be reimbursed max up to above mentioned rates.

#### In case of cancellation:

* Employees will be held responsible for the same and shall not be reimbursed of "no-show" charges unless there are in possession of sufficient proof that the billing is in error OR that the circumstances were beyond the traveller’s/employee’s control.
* Employees should request for and record the cancellation number/ticket number/order number in case of billing disputes.

#### Note:

* Daily allowances shall cover expenses towards food, refreshments and local travel in the city travelled as per below limits:

| **Category of Employees** | **Tier – 1 Cities** | **Tier – 2 Cities** |
| --- | --- | --- |

| HOD | 2,000 | 1,500 |
| --- | --- | --- |
| Manager/Team Lead | 1,500 | 1,200 |
| Team Member | 1,200 | 1,000 |

\*Tier I cities are **Bangalore, Delhi, Hyderabad, Chennai, Ahmedabad, Kolkata, Mumbai, and Pune.**

\*\* Tier II – Cities not covered in Tier-1

Note: The reimbursement shall be done on actual basis and on submission of original bills for the same.

* The limits specified are maximum for respective grades mentioned.
* Employees are expected to utilize accommodation facilities offered/possessed by compa- ny/clients if any and whenever possible.
* In case an employee stays at a relative’s/friend’s place or has no lodging invoice for the stay, he/she shall be eligible for a fixed allowance **@ 25%** of his/her total eligible/allocated allowance amount mentioned above towards his/her lodging.
* Proper bills of Hotels/ Restaurants supported with TIN would be acceptable for reimburse- ment purposes.

## Conveyance

Local travel shall include travel that is undertaken at the time or during official duty. It shall include the following: -

* For travel apart in Punjab: In case of peak hours or in event of use of private Taxis, the em- ployee shall be eligible for a reimbursement of max up to Rs. 500/- (one way)
* Employees shall be eligible to claim for a reimbursement of travel to and from location dur- ing official travel using local transport or Uber/ Ola (only in case local transport is not available)
* In case of local travel through Ola/ Uber/ Private Taxi with-in Chandigarh or Punjab Area, a maximum amount of up to Rs. 8 per KM shall be reimbursed only if the employee is able to furnish a valid and original copy of the Invoice

### Inter-state Travelling:

* For interstate travel employees shall be eligible to claim for a reimbursement of travel to and from location during official travel using local transport or Uber/ Ola (only in case local transport is not available), original bills supporting the same must be submitted to be eligi- ble to claim for reimbursements on behalf of it.

#### Notes:

* All Local conveyance expenses shall be reimbursed on the actual accrued charges.
* All settlements should be supported by the submission of original bills/invoices.
* For all claims to be approved and reimbursed, the employee travel must be duly approved by the concerned authority.
* The employee is expected to perform the journey in such a manner that it would entail min- imum expenditure to the company. In case of submission of false bills, the employee shall be liable for a disciplinary action decided on by the management.
* If an employee misses his/her train/ flight, he/she shall be responsible for the same and would be liable to incur the cost of another ticket to the destination.
* Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it shall be done his/her expense.
* In case an employee is getting his /her own ticket booked, the reimbursement shall be made as per the preferred mode of transport corresponding to the employee grade.

### Reimbursement towards Petrol / Diesel Expenses (For use of Personal Vehicles)

* **Objective:** To administer and provide guidelines to employees using their personal vehicles for official work.
* **Scope and coverage:** All employees who are on Company Payroll will be covered under this policy.
* **Eligibility:** Employees are requested to avoid travel via personal vehicle. It should be con- sidered only if there is no public transport available.

| **Particulars** | **Reimbursements for** | |
| --- | --- | --- |
|  | Four wheelers | Two wheelers |
| Reimbursements of Petrol/ Diesel | Rs.8.0/KM | Rs. 3.0/ KM |

* Above rates are exclusive of Parking Charges, Toll Tax etc. which can be claimed on actual basis by submitting respective slips/memos.
* The use of airport shuttles and taxis upon arrival at the destination should be the preferred mode of transportation. Make sure to ask for a receipt if one is not offered. This documenta- tion aids in the expense tracking process
* Use of Metro train is encouraged in Delhi / NCR and other Metro cities
* In case one is taking a Taxi due to unavailability of public transport, employee is encour- aged to take an Uber or Ola only, without any extra charges.

Note: Exception for any employee shall be considered only with discretionary approval from respective HODs’.

# International Travel Policy

All employees should adhere to the travel and accommodation policy while travelling for business purposes. The objective of the travel and accommodation policy is to ensure that the employees reach the specified location for business with travel and stay arrangements that are comfortable, practical, and economical which further ensures that the employee endures no discomfort when he/she is required to travel or stay away from home.

#### Process

Employees who travel for business requirements are requested to submit their transport and food bills **(Not including alcohol)** within one week of coming back from the trip. The amount can be refunded or claimed depending upon the production of bills.

#### Lodging / Hotel

Bookings should be made only for stay that have been pre-booked and pre-authorized by the Head of Department. Hotel reservations should be done with the help of a Travel Agent/Travel Desk to secure the best available rate at any given point in time. Employees are expected to use and book properties in the Moderate Category whenever possible.

#### Daily Allowances (for Asia Pacific Countries):

* A Daily Allowance of **USD 35** is given to each employee travelling to Asia Pacific Coun- tries
* Specified allowance must not include expenses incurred for purchase/consumption of alco- hol and hence must be subtracted from the total bill.

#### Daily Allowances (US and Australia):

* A Daily Allowance of **USD 35** is given to each employee travelling to the US and Australia
* Specified allowance must not include expenses incurred for purchase/consumption of alco- hol and hence must be subtracted from the total bill.

#### Daily Allowances (Europe):

* A Daily Allowance of USD 35 is given to each employee travelling to Europe considering the inclusion of Breakfast in the Hotel Lodging charges. In case breakfast is not included in the same then the per diem charges can be USD 45. **This includes food/snacks/local trav- el**. The given allowance must not include expenses incurred for purchase/consumption of alcohol and hence must be subtracted from the total bill.
* For transportation, only local transport is to be used (local Buses or trains). No taxi or Uber should be taken unless public transportation is not available.

**Note:**

* **The Per Diem amount shall be applicable from the date of an employee landing in the destination country till the date of departure from that country.**

**Mobile Reimbursement:**

### Business Phone Calls

Employees are eligible to claim for reimbursement of their mobile bills as of when they use their personal cellular telephone, calling cards or home phone for business related phone calls:

* Reasonable cards can be purchased necessary for conducting business.
* Employees are expected to use Skype Accounts/Wi-Fi for making calls.

#### Personal Phone Calls While Traveling

Employees shall not be reimbursed for any personal telephone calls done while traveling on business. In all cases, employees are responsible for securing and utilizing the most reasonable long-distance calling option available.

#### Local Travel:

* In case of local travel, which includes travel from hotel to Client site/ onsite office, the trav- el amount to be availed on Per Diem basis.
* Local travel should be done via the available public transport.
* Any personal travel for entertainment or leisure will solely be borne by the employee.

#### Travel from Chandigarh till Delhi Airport:

* Employee are expected to book the same through the company’s available Travel Desk. In case, an employee is required to book the tickets themselves, he/she shall be provided with an allowance of Rs.1000/- one way.

#### Approval Process:

All business travel should be pre-approved by the Department Head/ CEO.

Note: Exception for any employee shall be considered upon approval from respective HODs’/CEO.