

# **Travel Due to Work Policy**

## **1. Purpose**

This policy outlines the official protocol to be followed when employees are required to travel for work purposes on behalf of Antier Solutions. It ensures that all business travel is planned, approved, and executed in a structured, cost-effective, and compliant manner while maintaining transparency and accountability.

## **2. Scope**

This policy applies to all employees of Antier Solutions who are required to travel for business purposes, including but not limited to:

* Client meetings
* Conferences or events
* On-site deployments
* Inter-office transfers or team visits
* Vendor visits
* Other business-related obligations as assigned by managers or leadership

## **3. Policy Guidelines**

### **A. Prior Approval is Mandatory**

Employees (applies to all levels) must obtain **prior written approval** before undertaking any travel for official work.

### **Approval Process:**

1. Send a formal email request clearly stating:  
   * **Purpose of travel**
   * **Destination**
   * **Expected dates and duration**
   * **Estimated costs (if applicable)**
2. Address the email to the following stakeholders:  
   * **Team Lead (TL)**
   * **Project Manager (PM)**
   * **Technical Project Manager (TPM)**
   * **Delivery Head**
   * **Department Head (if different)** **CC:** hroperations@antiersolutions.com
3. Wait for **explicit email approval** from at least one of the authorized approvers before proceeding.

**Important:** Do **not** proceed with any travel plans unless formal approval has been received. Verbal or assumed approvals are not considered valid.

### **B. Travel Without Approval**

In cases where an employee travels for work **without following the approval process**, one or more of the following consequences will apply:

* The days taken for travel will be marked as **Leave Without Pay (LOP)** or deducted from the employee’s **leave balance**.
* Any work claims (like reimbursements or travel-related support) will **not be entertained**.
* Repeated violations may lead to **disciplinary action**, including formal warnings.

## **4. Responsibility of Employees**

* Plan your travel to allow time for approvals.
* Communicate proactively with all concerned authorities before finalizing travel.
* Maintain records of travel duration, purpose, client engagement, and any deliverables or outcomes.
* If any **emergency travel** is needed, explain the situation over email as soon as possible and ensure retrospective approval is sought.

## **5. Responsibility of Approvers**

* Review requests promptly.
* Evaluate the business need, cost impact, and employee availability.
* Provide a **clear Yes/No reply** to the travel email to avoid ambiguity.
* Ensure compliance with this policy and inform HR if exceptions are granted.

## **6. Related Policies and Compliance**

* This policy should be read in conjunction with:  
  + **Travel Reimbursement Policy**
  + **Attendance and Leave Policy**
  + **Workplace Conduct Guidelines**

Any employee planning work travel must ensure compliance with **attendance marking** via HRMS or biometric if reporting to the office or a client site during travel.

## **7. Escalation and Support**

For any doubts or assistance related to travel planning or policy, please contact:

* 📩 **HR Operations**: hroperations@antiersolutions.com

**Policy Violations:** Failure to adhere to this policy may result in:

* Denial of travel reimbursements
* Loss of pay
* Disciplinary measures based on internal HR guidelines