

Domestic Travel Policy

The Policy defines the guidelines for domestic official travels and the entitlements for reimbursing the expenses incurred during the travel.

Eligibility

The Policy is applicable to all the ASPL executives.

Scope

The Classification of Locations within scope of the policy is as follows:

Class One City: Mumbai, Delhi and Bangalore

Class Two City : Kolkata, Chennai, Hyderabad, Madurai, Coimbatore, Kochi(Ernakulam), Visakhapatnam, Surat, Baroda, Ahmedabad, Pune, Nagpur, Bhopal, Indore, Ludhiana, Jaipur, Lucknow, Kanpur, Varanasi, Patna and Rajkot.

Class Three Cities : The rest of the locations not mentioned above will fall under this category.

The mode of travel varies as per the entitlement below:

Level	Entitlement
Upper Level Management	Up to 200 KMS by II Tier A/C Rail/Road; beyond 200 Kms Air Travel by Economy Class
Mid Level Management	Up to 500 KMS by II Tier A/C Rail/Road; beyond 500 Kms Air Travel by Economy Class
Low Level Management and Executive Level	II Tier A/C Railway Fare
Executive Level	III Tier A/C Railway Fare

- All Travel needs should be raised and approved by the Business Unit Head / Departmental Head and CEO on ASPL's ERP system.
- Self-booking will not be reimbursed by Finance.

Associate will also be eligible for miscellaneous expenses incurred while traveling by Train/Road as follows:

Duration	Amount
Journey upto 12 hours	INR 150/-
Journey Exceeding 12 Hours and upto 24 Hours	INR 225/-
Journey exceeding 24 Hours	INR 300/-

Hotel Expenses (Boarding and lodging) would be reimbursed as per the entitlement below:

Level	Class One Cities	Class Two Cities	Class Three Cities
Upper Level Management	Actuals; Subject to a Maximum INR 10,000 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 7,000 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 5,500 per day on Submission of Bills
Mid Level Management	Actuals; Subject to a Maximum Inr 7,000 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 5,000 per day on Submission of Bills.	Actuals; Subject to a Maximum Inr 3,000 per day on Submission of Bills
Low Level Management	Actuals; Subject to a Maximum Inr 5,000 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 3,500 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 2,000 per day on Submission of Bills
Executive Level	Actuals; Subject to a Maximum Inr 3,000 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 1,700 per day on Submission of Bills	Actuals; Subject to a Maximum Inr 1,200 per day on Submission of Bills

- Conveyance Expenses Incurred during official travels will be reimbursed on actuals and expense reports should be submitted by ASPL's Expense Management system.
- The expense raised will be reimbursed on 15th and 30th day of the month, Employee(s) failing to submit the expense report on or before the given date will have to wait for the next reimbursement date.
- Advance requests for the official trip can be raised from ASPL's Expense Management App, the employee(s) will get the money in an added bank account once the request is approved by the Business Unit Head / Departmental Head and CEO.
- If an associate makes their own accommodation and does not utilize company provided accommodation, then it would be reimbursed for boarding and lodging as per below eligibility. No bills would be required to claim this amount. Conveyance would be in addition to this at actuals.

Levels	Reimbursement Entitlement (INR per day)
Upper Management Levels	INR 2000
Middle Management Levels	INR 1200
Lower Management Levels	INR 1000
Executive Levels	INR 500

Usage of Personal Vehicle / Cabs for Business purposes.

This policy sets out the parameters relating to the usage of personal vehicles for business purposes to enable associates to claim reimbursements while traveling on official business.

Condition Precedent:

- All associates using their personal vehicles either a car or a two-wheeler, must have a valid driving license.
- The vehicle must be comprehensively insured including third party insurance cover. The company will not pay for the cost of insuring the vehicle.
- The vehicle must be appropriately registered and must comply with all the rules and regulations of the local Regional Transport Office. All taxes must be paid, and receipts kept safely.
- This policy is not applicable for travel from residence to office and vice versa and will be applicable exclusively for business travel purposes only.

Terms for Reimbursement:

- For cars in respect of petrol/diesel consumption, associates will be reimbursed INR 7.50 per kilometer.
- For two wheelers , associates will be reimbursed INR 3.50 per Kilometer.
- No further reimbursements will be paid on account of maintenance or repair or any other cost.
- This policy is not applicable to those associates who are eligible for cash in lieu of a car.
- The company reserves the right to amend the reimbursement rate in the event of a change in fuel prices.
- In order to claim reimbursement under this facility the associate must give details of place traveled from and traveled to, purpose of travel, and number of kilometers traveled, in ASPL's Expense Management System. The same must be approved by the head of department.
- The bills / Proof of travel details applicable should be raised in the Expense Management System within one week of travel.

This policy applies to all employees irrespective of their race, color, religion, national origin, caste, gender, gender identity, age, marital status, veteran status, disability status or any other characteristic that is not listed above but protected by law.