

DOMESTIC TRAVEL RULES

1. PRINCIPLE

Travel shall be restricted to what is necessary and consistent with the Company's business requirements and permitted by the authorized sanctioning authority as per the latest Authority Matrix / Structure Document of the company.

2. SCOPE AND COVERAGE

2.1 The Travel rules are applicable to all levels of Employees of the Company who are required to travel on Company's business within India. These rules shall cover:

- I. Normal Business Travel
- II. Transfers
- III. Joining travel of new recruits

2.2 All tours which commenced earlier and which would extend beyond effective date will be governed by the travel rules existing prior to this revision.

The rules will be effective from 1st January 2019.

3.1 DEFINITION

3.2 OFFICER

In these rules the term 'Officer' wherever used shall refer to those working in Bands IX C, IX B, IX A, VIII, VII, VI, V, IV, III, II, I and Trainees.

3.3 TRANSFER

When a permanent change in Head Quarter is effected it shall be known as a "TRANSFER".

4.1 RULES FOR NORMAL BUSINESS TRAVEL

The rule for Normal Business considers the following points:

- a. Fare
- b. Incidental Expenses
- c. Local Conveyance
- d. Trunk-call/Telegram/Fax/Telex expenses
- e. Journey Allowance
- f. Halting Expenses

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4.2 PROCEDURE

4.1.1 FARE

The officer will be reimbursed actual fare incurred as per the mode and class specified in **Annexure II**.

Travel expenses claim should be supported by original air ticket (and Boarding Pass)/ jacket / railway / bus tickets. Photocopy of these tickets will not be accepted. It is the responsibility of the officer claiming the expenses to preserve the original tickets for submission with the claim form.

Whenever the travel booking is not available for the entitled class, the officer should try to travel by the next lower class and claim for the same.

In case due to urgency of work if an officer has to travel by higher category than which is specified in **Annexure II**, it should have prior sanction of the sanctioning authority.

4.1.2 MISCELLANEOUS EXPENSES / INCIDENTAL EXPENSES

Miscellaneous expenses are expenses incurred towards payment of tips and such other expenses where it is not possible to get bills. Miscellaneous Expenses may be claimed subject to maximum shown in **Annexure II**.

Miscellaneous Expenses are not applicable when flat rate is charged or for the same period journey allowance is charged.

4.1.3 LOCAL CONVEYANCE

The officers are entitled for the local conveyance within the place of posting and intra city conveyance as specified in **Annexure II**.

4.1.4 TRUNK-CALL / TELEGRAM / FAX / TELEX EXPENSES

All expenses incurred on above items for official work only will be reimbursed provided the official receipt of the same together with the names of persons contacted is submitted.

4.1.5 JOURNEY ALLOWANCE

During the duration of travel, other than Air, only journey allowance is applicable / can be claimed by the officer as given below and Miscellaneous expenses and Halting expenses are not applicable:

For Journey upto 3 hours	-	Nil
Between 3 to 6 hours	-	Rs. 75/-

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Between 6 to 12 hours	-	Rs. 100/-
Between 12 to 18 hours	-	Rs. 125/-
Between 18 to 24 hours	-	Rs. 150/-
For day beyond 24 hours	-	For every additional hour or part there of shall be governed as above.

4.1.6 HALTING EXPENSES

This shall be calculated on per day basis from the time the officer reaches his destination until he leaves it. In other words, halting expenses is divided into two categories :

a. Actual :

The officer may claim the actual halting expenses incurred subject to the maximum rates per day as specified in **Annexure IV**. While claiming actual expenses the officer must submit all relevant bills / vouchers etc in support of those expenses for boarding / lodging. If no bills / vouchers are produced / available TE claims will be passed on the basis of FLAT RATE.

Expenses on toiletry items, sweet purchases, alcohol, cigarettes and any other personal effects is inadmissible.

b. Flat Rate :

If an officer is on tour for 10 days or less and if he is not staying in the company Guest House or any other facility provided or paid by the company, then to cover his lodging and boarding expenses which will be arranged by him, he will be entitled to claim the 'Flat Rate' as mentioned in **Annexure II**. But, it is understood that the officer who is on tour / temporary transfer will first avail company Guest House facility. If the said facility is not available, the concerned Admin. Dept., will try to arrange an alternate economical facility. Only in the circumstance that the above facilities are not made available to the officer, he will make his own arrangement and will be entitled to claim Flat Rate. For any reason, if the stay is more than 10 days, then whether to sanction the flat rate and it's amount, etc., shall be decided jointly by General Manager - HR and the concerned Head of Department. While sanctioning such flat rate and its amount, for beyond 10 days stay, reason for such extension of stay, the exigencies of work, residence of the officer, etc., will be taken into consideration. The concerned traveling officer should get such clarification in writing in advance.

Metro cities shall mean Mumbai, Delhi, Calcutta, Chennai and all state capitals.

4.1.7 If the company has provided the accommodation facility and the officer for any reason, does not want to use that facility and makes his own arrangements then the FLAT rate will not be applicable and no amount will be

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paid.

4.2 EXPLANATORY NOTE:

- 4.2.1 When claiming actuals: For the entire tour, there may be a deviation from day to day, while on day one, a person may spend less than the entitlement but on day two, he may go beyond the entitlement but the total limit should not exceed the maximum entitlement for the entire tour.
- 4.2.2 Officers should avail the facility of company guest house wherever the guest house or company accommodation is available. Officers availing the facility of guest house cannot claim lodging and boarding charges as specified in Annexure II. However, during such stay the officer can claim the Miscellaneous Expenses as per Annexure II provided the stay is upto 10 days only. In case of non-availability of guest house or company accommodation the officers can stay in hotel, but the boarding and lodging charges not to exceed as specified in Annexure II.
- 4.2.3 Wherever possible the officers traveling by Air should take the first flight out from place of Head quarters and should return by the last flight in order to save on halting expenses after completion of work.
- 4.2.4 Actual & Flat rates can be combined for the same travel in the same city for different days.
- 4.2.5 Expenses on Gifts, if any, to be claimed under separate voucher and not under the T.E. Bill. However, the expenses on the Gift are to be pre-approved by the Directors.
- 4.2.6 The T.E. bill should be sanctioned by the sanctioning authority as mentioned in point no. 4.4.
- 4.2.7 The officers should submit the claim along with hotel bills in original with all charge slips.
- 4.2.8 While submitting the T.E. Bill, officers are incorporating expenses like Stamp Charges, Expenses incurred in Court, Misc. Purchases, etc. It is clearly understood that T.E. Bill should consist only the following items and nothing else:
- Incidental Expenses
Local Conveyance
 - Trunk calls / Fax / Telex etc.
Journey Allowance
 - Halting Expenses

4.3 HALTING EXPENSES IF THE VISIT TO OUTSTATION IS LESS THAN A DAY

- 4.3.1 For the purpose of calculating the halting expenses, a day shall mean a period of 24 hours commencing from the time the officer reaches the destination and the time he leaves from the destination.

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4.3.2 In case of partial day, the basis of calculation will be adopted as specified in **Annexure IV**.

4.4 TOUR AND TRAVEL EXPENSES SANCTIONING AUTHORITY

There shall be an advance planning done for all tours and travel which shall be done as under:

Planning & Budgeting - By the end of every calendar year latest by December 15, all the HODs & Executives reporting to the CEO shall submit a detailed tour plan for the next year (January to December) for their own self as well as for all the Officers in their function and take approval on the same. Format for the same is provided at **Annexure VII**.

Traveling - Before proceeding on tour preferably one week in advance the concerned Officer must inform his/her superior by Email.

Monitoring - All the HODs & Executives reporting to President shall self monitor (on quarterly basis) the expenses made against the budget. In case, the expenses exceed by more than 10% of the plan, the concerned HOD / Executive shall take further approval.

T.E. bills shall be sent to Accounts Department for verification and entitlement along with **Annexure I** regarding tour approval and completion form.

Bills should be submitted and cleared within a week from receipt of the same by Accounts department.

For any deviation from the policy the sanction should be taken by the officer who has traveled from competent authority.

4.5 TOUR ADVANCE

An advance for undertaking the tour will be sanctioned equivalent to the entitlement of actual / flat rate and the estimated number of days the employee is likely to be away. In the case of those entitled to credit card facilities, the tour advance shall normally not be taken unless the journey involves hire of cars, etc.

4.6 SUBMISSION OF TE BILLS & TOUR REPORTS

On completion of tour, the concerned officer shall inform the time office and accounts department in the prescribed format as per **Annexure I**.

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Those going on tour must submit their travel expenses bills in the prescribed format as per **Annexure V** together with their tour report within week from the date of return to the Head Quarters to Accounts Department. Any delay in submission must be justified by the sanctioning authority. If the bills are delayed by more than one month, the entire advance will be recovered from next month's salary and also the traveling expenses claimed shall stand forfeited.

The balance advance amount not utilized shall be returned to Accounts Department within 7 days on return from tour as otherwise the same shall be recovered from the salary of the following month. The receipt obtained from Accounts Department should be enclosed to the travel expense bills in proof of having returned the balance advance amount. Advance paid for a particular tour cannot be carried forward and shall have to be settled against the tour for which advance is taken.

All expenses on boarding & lodging, tickets, for onward / return journey etc., should be borne by the visiting officer. In exceptional cases where the visiting officer is short of funds an advance may be given by the branch / head office being visited. The branch / head office will intimate to the head-quarters of the visiting officer by raising a debit note within a week for recovery of such advance.

All the above advances and expenses including fare should be indicated and claimed in the traveling expenses bill.

4.7 CANCELLATION OF JOURNEY

The journey should normally be well planned so as to avoid cancellation. However, in case cancellation has to take place, the following should be followed:

Air ticket / Train Ticket (In original) should be submitted to COS Department for Refund.

Train ticket - Photocopy / or number of the ticket, train no., sector and date of journey and cancellation charge money receipt should be attached. Cancellation charges shall be reimbursed by the Company if the journey is cancelled due to business or any reason beyond the control of any employee and duly specified by him.

5.1 TRANSFER

The Travel rule during the time of transfer is applicable to all levels of Executive. These rules shall cover.

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- a. Joining Time
- b. Fare for self & family
- c. Personal luggage transfer

5.2 JOINING TIME

Officers who are going on transfer will be allowed special leave of 3 days with full pay to enable them to make suitable arrangements for shifting their families, household goods, luggage etc. This special leave may be availed by the officer as per their convenience any time within three months of the date of their transfer. Such special leave is allowed only once for each transfer. Besides this leave, the employee will be allowed the journey time at actuals including visit to native place if he is required to leave his family at his native place.

5.3 FARE FOR SELF & FAMILY

On permanent transfer, the officer is entitled to take his family with him and each member in the family is allowed to travel by same mode and class as applicable to the transferred officer in accordance with the specification as given in **Annexure II**, and local travel as specified in **Annexure III**. His family is regarded as those members declared by the officer as family while joining, not exceeding four members including the officer.

In case the officer has joined the place of posting without his family, in such case while getting his family to the place of posting the officer will not be paid traveling charges again for himself.

In case the officer is transferred to other branch and relieved to report immediately and there being no family accommodation, the company will reimburse travel expenses i.e. fare of his family members to the home town including expenses for self for native place. When the officer is provided with family accommodation at new place of posting, the company will reimburse travel expenses to his family members including for self as and when they join him.

5.4 PERSONAL LUGGAGE TRANSFER

Personal luggage transfer means shifting of all household items from the place of service to the place of new posting or to native place. He can claim the transfer charges only once during such transfer. The claim shall be made as specified in **Annexure V**.

5.5 INSURANCE FOR LUGGAGE

The Company shall reimburse actual transit insurance premium paid by the officer on permanent transfer for their luggage subject to production of bills /

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receipts.

6.0 JOINING TRAVEL REIMBURSEMENT FOR NEW RECRUITS

Officers newly appointed by the Company will be reimbursed joining expenses to join his first Head quarters as under:

- a. Fare for self & family by the mode and class indicated in Annexure II. In case the family joins the officer later than his joining, the officer will be paid fare for self only.
- b. Personal luggage transfer including shifting of household items will be as per rule specified in personal luggage and Annexure VI.
If however, an officer leaves the services of the company within one year from the date of his joining, the above joining expenses paid to him shall be recovered from his final settlement.

7.0 INTERPRETATION OF RULES

In case of ambiguity in any of these rules, clarification or interpretation by the Management shall be binding and final.

- 8.0** This policy/ scheme shall be in effect from 1st January, 2019 onwards till further revisions/ notification.

NOTE:

THIS POLICY SHALL BE EFFECTIVE FROM 1ST JANUARY, 2019 AND SHALL BE APPLICABLE TO ALL EXISTING CASES WITHOUT EXCEPTION.

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For HIGHBAR TECHNOCRAT LTD.



Arijit Dey

HR - Head

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