

# Aimlay Travel Policy



## Purpose:

This policy covers the parameters for the reimbursement of the expenses occurred on any business/official local Visit or Outstation Official Trip.

## Eligibility:

1. All the employees moving out of the office for business/official purposes are entitled to get reimbursement.
2. Reimbursement of expenses and selection of means depends on the bifurcation of cities into 4 tiers according to the employees' Annexure and grades.
3. Reimbursement of the following should be considered:
  - o Accommodations
  - o Food
  - o Conveyance
4. All expenses must be supported by bills/ invoices.
5. Excess amount paid from the entitlement requires prior approval of the Senior Management Team. Candidates must submit a request with a valid explanation including reasoning.

## Procedure to reimburse the expense:

1. The business visit should be planned and well informed to all the Concerned. Authorities.
2. All the defined business expenses like Admission Fee, Support Charges to the external support team should be planned prior leaving the office premises
3. One should be assigned as Business visit Leader for the Business Trip. This Leader must be from the team going for outstation business trips or local official visits.
4. The Business visit Leader must submit the request for advance payment along with the expected expense details.
5. Once an advance payment request is submitted by the Leader, Management & Accountant must review the request for appropriate commercial involvement and approve accordingly.
6. This is to be calculated as per activities planned for the upcoming business trip.
7. Advance payment will be issued against the voucher with the signature of the Receiver, the Approver, and Issued person. Please follow the Impress voucher procedure for the same.
8. The accounts team will issue the approved amount in the form of Cash or Account Transfer as an advance payment whichever is applicable or available.
9. During the business visit, the Leader must maintain the details of expenditures along with invoices/bills.
10. Once the Business visit is completed, the Leader must submit the expenditure details through the Expense Claim Form within 5 days of trip completion.
11. If the business visit leader is unable to submit the bills or they have their own arrangement at destination location, only 50% of the entitled amount as per grade will be paid.
12. S/he must enclose all the bills or proof of expenditure along with the [Expense Claim Form](#). Below are the examples for the same:
  - a. Paid Food Bills
  - b. Paid Toll Receipts
  - c. Accommodation invoices
  - d. Local transport receipts
  - e. Fuel receipts
13. This Expense Claim Form must be submitted for approval. Below is the level of same:
  1. **HR Manager** – The business visit Leader must submit the claim form along with proof of expenditure to HR Manager first. The HR Manager must review the form and verify the submitted documents.

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2. **Accounts Manager** - Calculation and tax components must be verified by the Accounts Manager. Apart from this, the Accounts Manager will identify the amount which is to be paid to the business visit Leader or needs to recover from him.
3. **Director Sir** – Management will provide the approval on the claimed expense, post reviewing the submitted facts and documents
14. submitted claim amount is higher than the advance paid, Business visit Leader will get the difference from Accounts Team
15. Or if submitted claim amount is lesser than the advance paid, Business visit Leader must handover the balance amount to Accounts Manager
16. Those benefits are provided by Company, Business visit Leader cannot include in the expense claim for payout

## Bifurcation Of Grades as Per Designations

Grade	Designation
1	Director, CEO
2	GM, AGM
3	Division Head, Senior Manager, Manager
4	Deputy Manager, Assistant Manager
5	Team Leader, Senior Executive, Executive
6	Associates, Support Staff, Field Executives

## Payout on the Conveyance – as per grades

1. The permitted modes of transport are flight, train, taxi, bus, auto and rickshaw.
2. Selection of the mode of conveyance will be subject to the nature and urgency of work and distance.
3. The category for reservation will be according to the grades and allowance permitted shall be according to the ANNEXURE of TIER of Cities.
4. **Rapid Taxi:** Selection of taxi will be subject to number of members going for outstation visit and distance.
5. **Use of personal vehicle for official purpose:** All employees shall be entitled to claim the given amounts towards usage of their personal vehicle for official work
  - Rs 10.00 per KM for Four-Wheeler
  - Rs 3.00 per KM for Two-Wheeler

Grade	Flights	Train	Bus
1	Business Class	1st AC	Volvo
2	Economy Class	2nd AC	Volvo
3	Economy Class	3rd AC	A/C Deluxe
4	Economy Class	3rd AC	A/C Deluxe
5	Economy Class	Sleeper	Deluxe
6	Economy Class	Sleeper	Deluxe

## Reservation for Accommodation – as per grades

Grade	Category Of Accommodation
1	4 Star
2	3 Star



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3	2 Star / 3 Star
4	2 Star / 3 Star
5	2 Star, Guest House
6	Guest House

Grade	Facility	City Category			
		Tier 1	Tier 2	Tier 3	Tier 4
Grade 1 (Director & CEO)	Food	1500	1500	1500	1500
	Accommodation	2500	2000	2000	2000
Grade 2 (General Manager & Ass. General Manager)	Food	1200	1200	1200	1200
	Accommodation	2000	1500	1500	1000
Grade 3 (Senior Manager, Division Head & Manager)	Food	900	900	900	1200
	Accommodation	1800	1800	1500	1000
Grade 4 (Deputy Manager & Assistant Manager)	Food	800	800	800	800
	Accommodation	1500	1500	1500	1000
Grade 5 (Team Leader, Senior Executive & Executive))	Food	700	700	700	700
	Accommodation	1200	1200	1200	1000
Grade 6 (Associates, Support Staff, Field Executives)	Food	500	500	500	500
	Accommodation	1000	900	800	800

**NOTE-** If Two employees visit, they'll have to share a single room, and the charges for that room will be based on the accommodation of the senior employee.

**For Example-** If the Team Leader and Division Head are on visit then they should take one room and according to the above table: -

Division Head Accommodation – Rs. 1800/-

Team Leader Accommodation- Rs. 1200/-

The stay amount needs to be between Rs. 1800 or less then.

## Reporting Time:

1) If the employee reaches home by 09:30 PM – No relaxation for the next day Punch In

If the employee reaches home between 09:30 PM to 10:30 PM – 1 hour relaxation will be provided to the employee for the next day.

- 3) If the employee reaches home after 10:30 PM – 2 hours relaxation will be provided to the employee on the next day

## DO's:

- 1) The Business Trip Leader will be responsible for leaving home on time on the first day of the Business Trip.
- 2) Business Trip Leader must submit daily reports through MIS/Available option during the trip.
- 3) Every submitted document/receipt should be signed and mentioned with the name and employee id of the claimant/ Business Trip Leader.
- 4) A Business Trip Leader must relate to his Reporting Manager.

## Don'ts:

- 1) Any kind of entertainment-related bill will not be acceptable. Reimbursement will not be made on such amounts.
- 2) Any kind of visit apart from the already defined business trip route is strictly prohibited and the violation will lead to strict disciplinary action and will lead to termination of employment.
- 3) Any kind of unprofessional behavior or using abusive language with Candidate or staff in any condition during a business trip is not allowed and will lead to termination of employment.
- 4) Smoking, Drinking or any psychometric drug is not allowed during Business trips and will lead to termination of employment.
- 5) Extra payment for any kind of demand from the customer is not allowed and will lead to termination of employment.
- 6) Different routes from the University and the Business trip are not allowed. Reimbursement will not be made on such amounts.
- 7) In the business trip provided, vehicles will not be stopped/halted for religious or entertainment activity. Reimbursement will not be made on such amounts.
- 8) Any misleading bills and Invoices will be considered as misconduct under the ZTP and will lead to termination of employment.

Office assets carried during the business trip should not be damaged or left behind. Failing this will lead to a penalty on the Business Trip Leader and the person concerned.

## ANNEXURE

Tier 1 cities in India	
States	Tier 1 cities in India
Delhi	Delhi
Maharashtra	Mumbai, Pune
Karnataka	Bengaluru
Gujarat	Ahmedabad
Tamil Nadu	Chennai
West Bengal	Kolkata
Tier 2 cities in India	
States and Union Territories	Tier 2 cities in India



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Andhra Pradesh	Guntur, Kakinada, Kurnool, Nellore, Rajamahendravaram, Vijayawada, Visakhapatnam, Warangal
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh
Chhattisgarh	Durg-Bhilai, Bilaspur and Raipur
Gujarat	Ahmedabad, Bhavnagar, Jamnagar, Rajkot, Surat, and Vadodara
Haryana	Gurugram, Faridabad, Karnal
Himachal Pradesh	Hamirpur, Shimla
Jammu and Kashmir	Jammu and Srinagar
Jharkhand	Bokaro Steel City, Dhanbad, Jamshedpur, and Ranchi
Karnataka	Belgaum, Hubli-Dhanbad, Mysore, and Mangalore
Kerala	Kannur, Kollam, Kozhikode, Kochi, Malappuram, Thrissur, Thiruvananthapuram, and Vijayapura
Madhya Pradesh	Bhopal, Gwalior, Indore, Ratlam, and Jabalpur
Maharashtra	Amravati, Bhiwandi, Jalgaon, Nagpur, Nanded, Aurangabad, Kolhapur, Sangli, Vasai-Virar and Ujjain
Odisha	Bhubaneswar, Rourkela and Cuttack
Punjab	Amritsar and Jalandhar
Pondicherry (Puducherry)	Pondicherry (Puducherry)
Rajasthan	Ajmer, Bikaner, Kota, Jaipur, and Jodhpur
Tamil Nadu	Coimbatore, Erode, Madurai, Thanjavur, Tiruppur, Tirunelveli, Tiruvannamalai, Tiruchirappalli, Vellore, and Salem
Uttar Pradesh	Agra, Bareilly, Firozabad, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Moradabad, Noida, Prayag raj (Allahabad), Gorakhpur, Varanasi
Uttarakhand	Dehradun
West Bengal	Asansol, Durgapur, Purulia, Siliguri

## Tier 3 cities

Aligarh	Nashik	Ludhiana	Solapur	Meerut
Baroda	Rajkot	Madurai	Trichy	Vijayawada

## Tier 4 cities in India

Banswara	Chilakaluripet	Gangtok	Kapurthala	Nagda
Bhadreswar	Datia	Kalyani	Kasganj	Sujargarh

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EXPENSE CLAIM FORM								
Name: _____								
Emp ID: _____								
Designation: _____								
Claim Period:		From: _____			To: _____			
(a) CONVEYANCE								
S.No	Date	Invoice no.	Time	From	To	Mode	Distance	Amount
Sub Total								
(b) FOOD								
S.No.	Date	Invoice no.	No. of Employees	Meal	Outlet	Amount		
Sub Total						0		
(c) ACCOMODATION								
S.No.	From	To	Hotel Name	No. of Pax	No. of Rooms	Amount		



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Date of Submission:						Sub Total	0
						Total(a+b+c)	0

## Approving Authorities Section

Mr. Robin Thomas  
(HR-Manager)

*Robin Thomas*  
26/5/24

Mr. Sahil Chopra  
(Division Head - Support)

*Sahil Chopra*  
26/5/24

Mr. Jai Prakash  
(General Manager)

*Jai Prakash*  
26/may/24

Mr. Gitesh Gupta  
(CEO)

*Gitesh Gupta*  
26/5/24

Mr. R. K. Gupta  
(Director)

*R.K. Gupta*  
26/5/24  
5:40 PM

## Acknowledgement Section

S. No.	Name	Designation	Department	Signature
1	Sanjeev Kumar	Assistant Manager	HR	<i>Sanjeev Kumar</i> 24/05/2024
2	Varun Jha	Assistant Manager	Accounts	<i>Varun Jha</i> 24/5/24
3	Varunesh Shukla	Team Leader	Audit	<i>Varunesh Shukla</i> 24/05/2024
4	Shashank Jain	Team Leader	Audit	<i>Shashank Jain</i> 27/5/24
5	Sumit Malik	Sr. Executive	HR - Payroll	<i>Sumit Malik</i> 24/05/2024

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6	Chirag	Executive	HR-Payroll	<i>Chirag</i> 24/may/24
7	Ajay Choudhary	Executive	Accounts	<i>Ajay Choudhary</i> 21/may/2024
8	Muskan Yadav	Executive	Protocol Unit	<i>Muskan</i> 21/may/24