



## Travel Policy -

### 1. Purpose

This Travel Policy aims to ensure business travel is efficient, cost-effective, safe, and aligned with company guidelines. It defines travel entitlements, approval processes, booking channels, and reimbursement norms for all employees travelling for official work.

### 2. Applicability

This policy applies to all full-time employees, contract employees, and trainees traveling on behalf of the company across:

- Client sites
- Vendor visits
- Training programs
- Inter-city business meetings

### 3. Definitions

Term	Meaning
On-Site Travel	Travel within 50 km radius of the base location
Outstation Travel	Travel beyond 50 km radius or requiring overnight stay
Band / Grade	Employee level (Executive, Senior Executive, Assistant Manager, Manager, Senior Manager, Head/VP etc.)
TOC	Corporate Travel on Call Portal for bookings

## BENZ Packaging Solutions (P) Ltd.

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#### 4. Travel Eligibility & Approval Workflow

All business travel must be pre-approved through the Travel Request Form on the HRMS/Email Workflow.

##### Approval Flow

1. Employee → Reporting Manager → Department Head → HR (for record) → Finance

2. For travel exceeding cost limits or urgent travel:

**Skip-level approval** (one level higher) is required.

#### 5. Band-wise Travel Entitlements

##### 5.1 Local Travel (Within City / Factory / Client Visits)

Band	Mode of Transport	Daily Limit
Executives / Operators	Auto, Bus, Shared Cab	₹300/day
Senior Executives / Assistants	Auto, Cab (Ola/Uber), Bus	₹500/day
Assistant Managers	Cab (Ola/Uber)	₹700/day
Managers & Senior Managers	Cab, Personal Car (Fuel Reimbursement @ ₹7.5/km) (Bike @ ₹5/KM)	₹1,000/day
AGM / GM / Plant Head / VP	Cab / Personal Car	Actuals with justification

#### 6. Outstation Travel Entitlements

6.1 Travel Mode (Flight / Train / Road) Band	Mode Allowed	Notes
Executives / Senior Executives	Sleeper / 3AC (Train), Bus (Volvo)	Flight only if > 800 km & urgent
Assistant Managers	3AC (Train), Volvo, Economy Flight (Case-to-case)	Manager approval mandatory
Managers / Senior Managers	Economy Flight / 2AC	Must be booked via TOC
AGM / GM / VP	Economy Flight, 2AC	Need FH approval

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## 7. Hotel Stay Entitlements

All hotel bookings must be done via Corporate Make My Trip (CMMT). Band	Hotel Category	Nightly Limit
Executives / Sr. Executives	Budget (3-Star, Standard Rooms)	₹2,000
Assistant Managers	3-Star / Business Hotels	₹3,000
Managers / Sr. Managers	3-4 Star Hotels	₹3,500
AGM / GM / VP / CXO	4-5 Star Hotels	₹4,000

## 8. Food & Daily Allowance (DA)

Applicable for travel beyond 50 km or requiring overnight stay.

Band	Food Allowance	Notes
Executives / Sr. Executives	₹600/day	No alcohol reimbursed
Assistant Managers	₹800/day	Bills mandatory
Managers / Senior Managers	₹1,000/day	
AGM / GM / VP	₹1,500/day	

## 9. Miscellaneous Allowances

Expense	Limit / Rule
Laundry (if stay > 3 nights)	Max ₹300 / day
Internet / Connectivity	Actuals with bill
Toll / Parking	Actuals
Local SIM (international travel)	Pre-approved by FH

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## 10. Non-Reimbursable Expenses

- Personal entertainment (movies, minibar, spa, etc.)
- Alcohol (unless approved for client dinners)
- Fines, penalties, damages
- Room service luxury charges
- Flight upgrades, extra baggage (unless business-related)

## 11. Travel Booking Process

**All bookings must be completed through TOC:**

1. Employee submits Travel Request (Objective, dates, location, estimated cost).
2. Reporting Manager approves.
3. Employee logs into Corporate TOC and selects travel options within entitlements.
4. Confirmation sent automatically to:

- Employee
- Manager
- HR
- Finance

**Note: Last-minute or emergency bookings must still be logged in within 24 hours.**

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## 12. Reimbursement Process

- Submit expense claims within 7 days of travel completion.
- Approved travel claims for employees other than the Sales department will be processed and paid between the 10th and 15th of every month.
- Upload:
  - Tickets
  - Boarding passes
  - Hotel bills
  - Fuel receipts
  - Food bills
  - Local travel bills
- **Finance to process payments on the next payroll cycle.**

## 13. Safety & Compliance

- Employees must follow all safety guidelines during plant/warehouse visits.
- Wear PPE if visiting vendor or client manufacturing sites.
- Women employees should avoid late-night travel unless unavoidable.
- Company may provide escort or cab based on situation.

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#### 14. Exceptions

Any exception must be approved by:

1. Department Head
2. HR Head
3. Finance Head

All listed employees are required to sign the acknowledgement copy confirming they understand and accept the terms of this Travel Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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