



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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