

GLOBAL MOBILITY POLICY – ASIA

Frequently Asked Questions (FAQs)

2nd December 2014

Ques 1. What will be the conversion rate for the purposes of lodging claims?

Ans 1. The currency conversion rates will be per published circulars and notifications issued by Finance semi-annually

Ques 2. While booking hotels, what factors need to be borne in mind?

Ans 2. Traveling employees should book per the published hotel list for each location; standard room (entry level) and which meets other criterion such as like Wi-Fi, Working Desk etc. at these facilities/hotels.

Ques 3. Will email receipts for hotel bookings done over internet be accepted/ recognized for claims?

Ans 3. A confirmation in any form which establishes booking and determines cost, is acceptable.

Ques 4. What should be done in case the hotel list is not provided for the place of travel?

Ans 4. Employees should find and book hotels that fall within the range bearing cost, quality and standard in mind, proximity to the office or client site, in collaboration with Administration. The current Hotel list given is first cut and will be refreshed frequently. This is intended to be a collaborative exercise between all stakeholders. Hence please do send in your suggestions to Admin for inclusion in the list for all other cities where we undertake assignments.

Ques 5. Is there any categorisation of limit for Per Diem or is it uniform for all irrespective of the level/ band of the employees in MicroSave?

Ans 5. It is uniform at all level of employees at MicroSave.

Ques 6. If an employee is travelling from Lucknow to Nairobi, which region's policy will be applicable on him/her?

Ans 6. Destination policy is applicable, hence in the above case it would be the Africa Global Mobility Policy.

Ques 7. As per the policy, employee is entitled to claim 10% of the total of Meals and Transport component of per diems. Is there any breakup of per diem into Meals and Transport or is it 10% of total Per Diem Amount?

Ans 7. Destination policy applies. Its 10% of Meal & Transport Allowance (Asia). 10% of Meals at Africa locations.

Ques 8. What is the process of availing advance? Who is the contact person for the same?

Ans 8. Please contact Finance department to avail travel related advances.

Ques 9. In case of small cities there will not be any receipt. Would vouchers signed by vendor work in that case?

Ans 9. The employee should endeavor to procure valid bills / obtain authentication from the vendor - else these would be covered under the Incidentals provision. Reimbursements based on self-declaration will no longer apply.

Ques 10. How does one accommodate for the boarding and transportation expenses incurred during Transit stay?

Ans 10. Transit costs, in cases of connecting flights, at hotels pegged to the same level as for that specific location will be covered. Meals will be covered under the per diem section, again as applicable for that location. Within means and reason, use of transit accommodation within the airport terminal premises is encouraged

Ques 11. What are the applicable Fee norms for travel on a working day (i.e. Monday to Friday), especially with regards to International assignments?

Ans.11 With respect to full-time consultants, fees are only paid for working days. This policy remains unchanged. However since International Fees has been done away with, in the new structure all working days shall be paid at one uniform rate. Hence, there is no difference between domestic and international assignments now in so far as fees is concerned.

Ques 12. Can we use another hotel which we find more convenient and closer to the airport while staying overnight to catch a flight the next day?

Ans 12. It should be okay so long as such hotel is within the range of listed/approved hotels for that location, and meets our other criterion as specified in the ppt that was sent along with the policy release (safety, cleanliness, hygiene etc). Currently sometimes there are such hotels/facilities even inside the airport. In such case do please inform Admin.

Ques 13. Incase expenses exceed specified limits but for valid business reasons, will the same be reimbursed?

Ans 13. The extra amount can be reimbursed subject to validation by the project lead.

Ques 14. We have to travel by an Auto to client site, for which we don't get bills - how to get the reimbursement done for the same.

Ans 14. In case using Auto, you can claim through the section on Incidentals (for which receipts are not required), else use Taxi and procure a receipt (which is then claimable under/within the Meals & Transport Per Diem limits for that location).

Ques 15: Can I claim Per Diems if I go on multiple field visits at my home/base location?

Ans 15: Meal and local transport will be reimbursed, for expenses incurred during field visits undertaken towards business requirements. The amount reimbursed will be limited per the specified limits for that location

Ques 16: How are Per Diems for meals & incidentals calculated when looking at the total length of travel duration?

Ans 16: Per Diem for (Meals, Transport & Communication) are calculated on per day basis, Incidentals are calculated on per night basis.

Ques 17: What happens in case I have lost my receipts?

Ans 17: Payments will be made only against submission of actual bills.

Ques 18: Can an employee claim extra baggage if there is domestic flight associated with an international destination flight (and the international flight allows more baggage)?

Ans 18: In case there is a domestic flight associated with an international flight, then the normal baggage rules of the international carrier will apply for the round trip - and the traveling employee can claim excess baggage, if any, for the domestic sector - limited to the international carrier normal baggage allowance.

Ques 19: When is the allowance for laundry applicable?

Ans 19: Laundry allowance is applicable for business trips to an extent of USD 20 per week (i.e. 5 days)
