

SIGMA SOFT INFO TECH (SSIT)



## Domestic Travel Policy (India)

Business Function: Finance

## Table of Contents

1. PURPOSE.....	3
2. APPLICABILITY .....	3
3. ACRONYMS .....	3
4. TRAVEL CATEGORIES .....	3
5. TRAVEL ELIGIBILITY .....	3
6. CONVEYANCE .....	4
7. TRAVEL APPROVAL.....	4
8. SHORT TRIP- ENTITLEMENTS RELATING TO STAY.....	5
8.1 GUEST HOUSE STAY .....	5
8.2 HOTEL STAY.....	5
8.3 SELF ARRANGED STAY (WITHOUT BILLS).....	6
9. TRAVEL FOR VISA PURPOSE.....	6
10. CANCELLATION OF TRIP .....	7
11. LONG TRIP/ DEPUTATION.....	7
12. SUBMISSION OF CLAIMS.....	8
13. CHARGEABILITY .....	8
14. GENERAL PROVISIONS.....	8
15. AIRPORT TRAVEL (OVERSEAS ASSIGNMENTS) .....	9
16. POLICY AMENDMENTS / REVIEW .....	9
17. DOCUMENT HISTORY .....	9

## 1. PURPOSE

Associates may be required to undertake outstation tours within India for business purposes. The provisions below have been formulated to facilitate such travel.

## 2. APPLICABILITY

The provisions of this policy are applicable to all associates in India including associates deputed to India. It also extends to associates on direct contractual agreement with SSIT who may be required to undertake outstation travel for business purposes.

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

## 3. ACRONYMS

Term/ Acronym	Explanation
DU	Delivery Unit
SF	Support Functions
CR	Corporate

## 4. TRAVEL CATEGORIES

- **Short Trip:** Up to a maximum of 30 days
- **Long Trip / Deputation:** More than 30 days but up to a maximum of six months.

## 5. TRAVEL ELIGIBILITY

The table indicates the highest mode of eligible travel.

Travel Distance	DU	SF	Corporate
Travel to locations within 500 kms.	Ind AC	Ind AC	Air Economy
Travel to locations between 500 and 1000 kms.	Air Economy	Air Economy	Air Economy
Travel to locations >1000 kms.	Air Economy	Air Economy	Air Economy

- Associates in grades DU/SF and above may travel by their own car to locations up to a maximum distance of 500km. Reimbursement towards such travel will be as per the Conveyance Policy- India.
- Associates in Corporate may avail hired car/taxi for travel between Mumbai and Pune alone. In such case expenses that may be claimed for one-way travel will be limited to Rs.2500/- (exclusive of toll expenses). Toll expenses will be additionally payable subject to production of receipts.
- Associates are requested to use the tele/video conferencing facility to keep travel to a minimum.

- All associates, irrespective of their entitlements, are advised to travel by train wherever they can reach the destination by overnight journey.
- Where the place of visit is not connected by the eligible mode of travel, the associate shall use a lower mode of travel.
- All air ticket bookings shall be done only through the travel desks of CS to get the benefit of credit as well as discounts.
- Associates to book their rail tickets and reimburse the expenses as per the eligibility mentioned in this policy.
- Ticket booking will not be done if settlement of any previous travel has not been initiated by the associate by raising a travel expense report.

- Associates will be eligible for Travel advance for travel more than 7 days. Please find the recovery process as mentioned below:

In case, an Associate does not submit the TER and / or supporting documents / bills within 15 days of completion of travel / end of month (for Associates on Long Trip), the Company reserves the right to recover the Travel Advance from Associates salary in the ensuing payroll. However, if the associate produces the bills / charge slips within 30 days of such a deduction, the same would be accordingly reimbursed to him / her.

The Company reserves the right to deny any reversal of the deducted amount after the above period of 30 days.

## 6. CONVEYANCE

Local Conveyance eligibility at the location travelled from as well as location travelled will be as per the Conveyance Policy- India.

## 7. TRAVEL APPROVAL

- All travel should be against pre-approved budgets for the Financial Year.
- Only in a rare scenario, will travel outside budget be approved by DU/SF Unit Head.
- If travel is reimbursed by the customer, eligibility will be as per this policy.
- If travel is paid for directly by the customer, eligibility would be actual expenses, even if higher than the entitlement.
- In order to undertake an official travel, a Travel Request needs to be raised in system and the same needs to be duly approved by the competent authority in the order as given below:
  - a) Domestic billable travel can be approved by the supervisor in min P2 grade.
  - b) Domestic non-billable travel to be approved by the supervisor in min P2 grade and the DU/SF Unit Head..
  - c) Domestic Travel undertaken by Corporate can be self-approved.

## 8. SHORT TRIP- ENTITLEMENTS RELATING TO STAY

### 8.1 GUEST HOUSE STAY

It is mandatory for associates to book company provided Guest House or Hotels only through System. Stay, while on tour will be at the Company Guest Houses. Hotel stay will be booked by Travel Agent if Guest House and service apartments are not available. Wherever the Associate stays at the Company paid Guest house, s/he shall not be eligible for lodging allowance. In such case boarding expenses may be a maximum of 25% of the lodging + boarding eligibility stated in Table 1 under clause 8.2. The same will be inclusive of taxes and subject to production of bills.

Even if accompanying Customers, Associates, shall stay in company guest houses only.

### 8.2 HOTEL STAY

- In locations where the Company does not have guest house facilities, the associate's stay may be booked in a hotel by Travel Agent.
- If hotel stay is booked by the associate for any reason at a location where the Company has guest house facilities/service apartments, it will be reimbursed only if supported by a written confirmation from Travel Agent regarding non-availability of guest house/service apartment.
- It is expected that the associate makes payments directly to the hotel and submits a claim for reimbursement which will be subject to the grade specific amounts specified below.

**Table I: SHORT TRIP ENTITLEMENTS (Per day)**

Location travelled to	Expense Type	L-3	L-4	L-5	L-6	Corporate
Delhi (including NCR), Mumbai, Bangalore, Chennai	Lodging + Boarding (with bills) (inclusive of tax)	2700	4050	4400	5350	7150
Kolkata, Pune, Hyderabad	Boarding expenses cannot exceed 40% of the eligibility	2150	2900	3550	4200	5100
Other cities		1750	2250	2900	3600	4400
Incidental Expenses (all cities-without bills)		100	150	200	250	300
Laundry Expenses (all cities – with bills)		At actuals for stay exceeding 2 days				

- Allowances for Incidental Expenses cover Shoeshine, Toiletries, Personal telephone, Personal tips, Hotel tips, Porter charges, Newspapers, Magazines etc. The same may be claimed without supporting documents subject to the amounts specified in Table-I.
- Shared accommodation will be provided in the company guest house for associates in L3-6 . Where two or more associates share a hotel room, the eligible tariff may be the combined eligibility of all those associates. For example, if two associates with per diem lodging entitlements of Rs. 2000/- each share a single room, the total eligibility shall be Rs. 4000/-.
- Lodging entitlements/allowance would be permissible only if the associate spends the night at the place of visit.
- Where an associate reaches a place after a night journey by rail / road and spends the day at the place of visit and commences the return journey on the same day, s/he can claim 50% of the consolidated per diem applicable to self-arranged stay (without bills). The associate may opt to claim lodging expenses as per entitlements with bills.
- Where the associate is to return to the base station on the same day, out of pocket expenses upto a maximum of Rs.300/- may be claimed against bills. Local conveyance expenses as per the Conveyance Policy-India will be additionally applicable.

### 8.3 SELF ARRANGED STAY (WITHOUT BILLS)

Where an associate makes his/her own arrangements for stay, s/he may claim a consolidated amount towards 'stay' subject to the travel requiring stay at the place of travel. The amount applicable is as specified in Table-II, and may be claimed without supporting documents. This is an all-inclusive entitlement covering all expenditure towards boarding, lodging, laundry, incidental and other miscellaneous expenses.

**Table II: SELF-ARRANGED STAY (WITHOUT BILLS)**

Consolidated Per diem for stay -(all cities)	L-3	L-4	L-5	L-6	Corporate
	400	500	550	650	750

### 9.Travel for Visa Purpose

The guidelines specified in the previous sections will be applicable when an associate or the immediate family is required to travel for visa purposes. However, when an associate is traveling with family, the boarding & lodging entitlement will be 125% of the policy defined limits.

**10. Cancellation of Trip**

- Where after an air ticket has been booked, the proposed travel is cancelled or a segment of travel is cancelled, the Associate should promptly intimate the travel desk, raise a cancellation request in PACE and send the unused tickets to Travel desk for cancellation and claiming refund.
- In case an associate does not return the unused tickets in a timely manner resulting in a loss, the same shall be borne by the associate. Any loss on account of no shows will also be charged to the associate.
- All costs on account of cancellations initiated by the associate owing to personal reasons will be charged to the associate. In all other cases related costs of cancellation will be borne by the concerned unit.

**11. Long Trip / Deputation**

- The associate can stay in the Company Guest House for the first 7 days, else in a hotel if CS gives a written confirmation regarding non-availability of company guest house. The eligibility for hotel/Guest House stay will be as per the Short Trip guidelines.
- Long Trip / Deputation Allowance will be as per the table below:

Location	Monthly Allowance (INR)
Delhi (including NCR), Mumbai, Bangalore, Chennai	16000
Kolkata, Pune, Hyderabad	14000
Other cities	12000

- Long Trip Allowance will be calculated effective the associate moving out of the guest house/hotel or after 7 days, whichever is earlier.
- This allowance is 'all inclusive' and includes all expenses towards Stay, Food, Conveyance and Miscellaneous requirements. However, for the purpose of claim, boarding, conveyance and miscellaneous expenses (collectively referred to as 'other expenses') together may be a maximum of 50% of the monthly allowance.
- "Lodging Expenses" where claimed should necessarily be substantiated with supporting documents. "Other Expenses" referred above, can be claimed against a 'self-declaration' by the associate concerned. However, in the event of any query raised by the IT Authorities, the associate concerned may have to substantiate the expenses claimed under 'self-declaration'. Any

tax liability arising out of this will have to be borne by the associate and Company will have the right to deduct the same.

- In case the accommodation is provided by the company / client, the associate will be eligible for 50% of the long trip allowance amount.
- Settlement of claim should be done through Self-service module by submitting Travelexpense report.

## 12. SUBMISSION OF CLAIMS

Reimbursement claims should be made via the Self service module with approval by the concerned approving authority. All reimbursement claims will need to be supported by relevant bills/receipts unless otherwise specified.

Claims should be submitted within 5 working days of completion of travel.

## 13. CHARGEABILITY

Where the travel is billable to a client, all expenses would be charged to the client account. The Finance In charge shall inform the Billing Department to raise an Invoice on the client.

## 14. GENERAL PROVISIONS

- It is imperative that the associates carry their identity card with them at all times so that in the event of an emergency during travel, the company will get immediate and priority information.
- Entertainment of a customer would be governed by the Business Entertainment Policy.
- All costs relating to travel undertaken for business purposes will be debited to the concerned IBU/ Unit which the associate is part of. It is suggested that such travel for business purposes is planned, budgeted and tracked by each DU/SF.
- For the purpose of calculations "a day" is to be computed on the basis of twenty-four hours or on midnight-to-midnight basis, as may be appropriate. The "duration" should include the time spent at the outstation location as well as the time taken for travel and should be specified in terms of number of hours. Payments in respect of a 'part of a day' except in case of hotel room tariffs will be at the following rates:

Duration of stay at the outstation location	Rate
Less than 12 hours	Half the applicable amount
More than 12 hours	Full amount



### 15. AIRPORT TRAVEL (OVERSEAS ASSIGNMENTS)

Where associates are required to undertake travel for overseas assignments, the expenses towards travel within India, between the associate's residence and the airport, will be as per clause 5 of this policy. Refer entitlements stated under 'Mode of travel' (for inter-city travel) or 'Conveyance Policy-India' (for intra-city travel).

For travel by taxi between Pune- Mumbai/Chandigarh-Noida expenses for one-way travel will be limited to Rs.2500/- (exclusive of toll expenses)

### 16. TRAVEL ADVANCE (DOMESTIC & OVERSEAS ASSIGNMENTS)

The travel bills or expenses sheet will be submitted to Finance within 30 days of travel to close advance in the system.

Non-closure of travel advances in the stipulated period will be subject to payroll deduction.

### 17. POLICY AMENDMENTS / REVIEW

Modifications, amendments, suspension of operation of any/all the main policy statements specified here will be announced by the HR Department. However, any department involved with the implementation of these rules (e.g. CS/Finance) may have suitable administrative instructions or changes implemented in consultation with HR from time to time, for compliance by all associates.

### 18. DOCUMENT HISTORY

Version	Amendment	Date of Amendment
V1.0	Policy updated	31-Jul-0222

### Travel Expenses Form:

#### TRAVEL EXPENSES CLAIM FORM

Name of Emp.:		Designation:	
Employee Code:	Department:	Division:	
Location:		Date:	

#### Travel Details:

Places visited:						
Objective of Visit:						
	Date & Time			Date & Time		No.of Days on tour
Start from Head office			Reach to Project			
Start from Project site			Reach to HO			

#### Abstract of Expenses:

Travel cost:	Rs.
Lodging / Hotel:	Rs.
Boarding / Food:	Rs.
Local Conveyance at Corporate office / Project site:	Rs.
<b>Total</b>	Rs.
<b>Less Advance Amount:</b>	Rs.
<b>Balance due to/from employee:</b>	Rs.

**Declaration by the Employee:**

I hereby declare that the details furnished and the bills submitted along with tour report by me are true to my knowledge and are as per Company's Travel Policy and submitted within the stipulated time.

**Signature of the Employee:**

**Date:**

**Details of Itinerary (Travelling Expenses)**

Date	From (Station)	To (Station)	Mode of Travel	Amount Paid*	Departure Time	Arrival Time	Remarks

\*(Original Tickets/Boarding pass to be enclosed without fail)

**Details of Tariff Paid at Lodge/Hotel**

Date	Name of the Hotel / Lodge and Name of the Town / City	Amount Paid (Actual Bills to be enclosed without fail)

**Details of Local Conveyance Expenses at Corporate office / Project site:**

Bills where available to be attached with the claim form without fail. (Attach Separate sheet if the place is not sufficient to furnish complete details)

Date	From (Name of starting Place)	To (Name of place Visited)	Mode of Conveyance	Amount	Remarks

**Details of Boarding / Food**

Date	Breakfast/Lunch / Dinner	Amount Paid (Actual Bills to be enclosed without fail)