

DIPTAB VENTURES PRIVATE LIMITED



Travel and Reimbursement Policy

Note: The management reserves the right to modify/change this policy as deems fit. Any change in the guidelines mentioned below will be communicated to all employees.

1. Purpose:

- 1.1. The objective of this policy is to provide the employees of LetsTransport with comprehensive information regarding their eligibility for travel-related expenses such as accommodation, meals, and incidentals during business trips.

2. Scope:

- 2.1. This corporate policy applies to employees of LetsTransport, third-party employees, interns, and contractors traveling on behalf of LetsTransport across the country. It is the policy of the company to reimburse expenses for necessary and reasonable travel expenses when directly connected with or pertaining to the company's business.

3. Booking for transportation during business travel (Traveling Inland expenses):

This is for travel related expenses that are being incurred outside the working city.

- 3.1. An email communication is to be sent to the Central Admin for booking the travel at least 72 hours before the time of travel for Bus and Train and 7 days for Air travel.
- 3.2. Before traveling, the detailed travel plan needs to be mentioned in the mail along with the expenses that might occur during the business trip. Admin will be confirming the bookings, whichever is applicable from his end. For the rest of the expenses during inland travel, an employee can claim reimbursement as per prescribed limits with supporting documents.
- 3.3. All employees must write to Central Admin and obtain prior approval from their Functional head or the Regional head wherever applicable.
- 3.4. Cancellations will be considered only on an exceptional basis and must be supported with an appropriate justification.

- 3.5.** In exceptional cases where the booking is not done due to the unavailability of the transportation, an employee can pay after receiving the confirmation from the Central Admin via email and can claim reimbursement as per prescribed limits with the supporting documents. The below-mentioned transport options must be adhered to:

Distance	Transportation
City Outskirts	Cab, Train, or Bus
1-400 KM	Train or Bus
More than 400 KM	Flight, Train or Bus

- 3.6.** In instances where public transport is unavailable, especially in non-metro or remote locations, employees are permitted to independently arrange their transportation, opting for the most cost effective mode. It is mandatory to promptly notify Central Admin of such arrangements.

4. Eligibility matrix per diem for food:

- 4.1. Outstation:** Employees can claim for reimbursement with supporting documents subject to the overall limits of

Particulars	Limit (in INR)
Metro cities	INR 800 per day
Non-metro cities	INR 600 per day

- 4.1.1. Metro cities:** Employees traveling to NCR, Bangalore, Chennai, Mumbai, and Hyderabad can claim under the limits of the metro cities mentioned above.

- 4.1.2. Non-metro cities:** Employees traveling to any other place except for the above-mentioned cities fall under the non-metro cities category.

- 4.2. Within the City:** No food allowance will be considered for a day visit.

5. Booking for accommodation during business travel (Boarding and Lodging expenses):

- 5.1.** This is applicable only for planned business trips with prior approval from the Functional head or the Regional Head wherever applicable, and the same is to be communicated to the Central Admin 48 hours prior to the travel.

In exceptional cases where the booking is not done due to unavailability of the rooms, an employee can pay and get it reimbursed and claim with supporting documents subject to overall limits of

Designation	Per day limit (INR) for Mumbai and Gurgaon	Per day limit (INR) for other cities
Executive - Sr Lead	Upto 2500	Upto 2000
Assistant Manager	Upto 3000	Upto 2500
Operations Manager, Sr Manager, Regional Manager, Regional Head	Upto 4500	Upto 3000
Director, Associate Director, Associate Vice President, Vice President and Functional Head and above levels	On actual	On actual
Interns and Contractors	Upto 2500	Upto 2000

5.2. Cancellations will be considered only on an exceptional basis and must be supported with an appropriate justification.

6. Local travel within the city limit (Fuel Expenses or Local Conveyance Expenses):

This is for travel that is required for business purposes within the city limits.

6.1. If an employee wishes to travel by public transport, an employee can pay and claim reimbursement with supporting documents subject to overall limits of

Designation	Per month Limit (INR)
Executive - Sr Lead	2000
Assistant Manager	3000
Manager, Sr Manager, Regional Manager, Regional Head	4000
Director, Associate Director	6000
Associate Vice President, Vice President and Functional Head and above levels	As per actuals
Interns and Contractors	2000

6.1.1. In exceptional circumstances where expenditures are anticipated to exceed the specified limit, prior approval from Functional Head or Regional Head whichever is applicable is mandatory. This approval documentation(screenshot of approval mail) must be uploaded onto Darwinbox as part of the claim process.

- 6.2.** If the own vehicle is used for business travel, the conveyance reimbursement shall be considered as per the outlined per km limit for two wheeler and four wheeler along with per month limit

Designation	Bike (INR)	Car (INR)	Per month Limit (INR)
Executive - Sr Lead	INR 6 per KM	Not applicable	3000
Assistant Manager	INR 6 per KM	INR 12 per KM	3500
Manager, Sr Manager, Regional Manager, Regional Head	INR 6 per KM	INR 12 per KM	4000
Director, Associate Director, Associate Vice President, Vice President and Functional Head and above levels	INR 6 per KM	INR 12 per KM	On actuals
Interns and Contractors	INR 6 per KM	Not applicable	2000

6.2.1. In exceptional circumstances where expenditures are anticipated to exceed the specified limit, prior approval from Functional Head or Regional Head whichever is applicable is mandatory. This approval documentation (screenshot of approval mail) must be uploaded on Darwinbox as part of the claim process.

6.2.2. The amount in the attached document should match the claim amount. For example, if a claim of INR 1000 was made on May 2nd without proof being shared, and another claim of INR 2000 was made on May 10th, the attached document should reflect a total of INR 3000 (INR 1000 from the first claim + INR 2000 from the second claim).

6.2.3. The Reporting Manager of an employee will be responsible for the above-mentioned travel distance and supporting document verification.

7. Parking and Tolls:

7.1. An employee can pay and claim for reimbursement as per actuals with the supporting documents subject to an overall limit of INR 1000 per month.

8. Business Promotions:

This pertains to the expenses incurred for business growth and promotion

8.1. Prior to initiating any Business Promotions, approval must be obtained from the Functional head or the COO or the Business Head, and the same should be communicated to Central Admin.

8.2. An employee can pay and get it reimbursed as per actuals with supporting documents.

9. Mobile bill reimbursement:

9.1. This provision is given to the employees who use their personal number to interact with clients, customers or vendors on a regular basis.

9.2. An employee can pay and get it reimbursed with supporting documents, and is subject to an overall limit of INR 350 per month.

9.3. The eligibility criteria for mobile bill reimbursement are outlined below table,

Designation	Limit (INR)
Executive - Sr Lead	INR 350 per month
Assistant Manager	Not Applicable
Manager, Sr Manager, Regional Manager, Regional Head	Not Applicable
Associate Director, Associate Vice President, Vice President and Functional Head	Not Applicable
Interns and Contractors	INR 350 per month

9.4. In cases where the mobile number is recharged for more than a monthly pack, the employee would be eligible for a one-time claim until the expiry of the pack. For instance, if the mobile number is recharged for 3 months, the employee can make a single claim for the entire 3-month period and would not be eligible to claim reimbursement for individual months within the 3-month period.

10. Staff welfare expenses:

This is implemented for the benefit of employees of LetsTransport.

10.1. Staff welfare expenses should be in the form of non-monetary value like refreshments, lunch, offsite, and/or any cost that is incurred for the well-being of the employees of LetsTransport. Following process needs to be followed:

10.1.1. If any staff welfare event is planned, the Functional Head and/or Regional Head needs to send an email to the concerned People & Culture team member.

10.1.2. In relation to each event, specific budgets will be assigned according to the number of participating employees in the staff welfare program. The concerned Functional Head seeking approval for these budgets can contact the People & Culture team, which is authorised to provide guidance.

11. Postage and Courier Expenses:

11.1. All employees of LetsTransport are eligible for reimbursement of Postal or courier charges incurred for official business activities. This provision aims to facilitate smooth operations and ensures timely communication and delivery of documents or packages.

11.2. Covered Expenses: The following expenses are eligible for reimbursement:

11.2.1. Postal charges for sending official documents or packages.

11.2.2. Courier charges for urgent deliveries related to official business.

11.2.3. Submission Process: To claim reimbursement for postal or courier charges, employees must submit the original receipt or invoice along with a brief description of the purpose of the postage or courier on darwinbox and can claim as per actuals.

12. Relocation assistance:

This is given to an employee who gets transferred to the new city or to a new joiner in the organisation

12.1. Transfer - Can refer to LetsTransport's Transfer Policy.

12.2. New Joiner - The prospective employee should qualify for the following criteria.

12.2.1. The prospective employee should be from a city which is different from their job location.

12.2.2. Approval from the Functional Head is required for relocation assistance at the time of the offer.

12.3. Process flow:

11.3.1. The People & Culture team must obtain approval from the Functional Head during the hiring process.

11.3.2. HRBP to send an email to the Central Admin team with the Name, Contact information, Location, and DOJ of the prospective for the necessary arrangements.

13. Reimbursement cycle:

13.1. Bills for a particular month must be submitted by the 5th of the following month

Example: If a claim was incurred in September 2024, it should be submitted by the 5th of October 2024.

13.2. Disbursement will be done on or before 20th of the following month.

14. Terms and Conditions:

14.1. All employees must ensure that they travel in an economical way wherever possible, adhering to the limits mentioned, and the same will be verified by the Admin team at regular intervals.

14.2. In case of outstation travel required by the business, employees need to get prior approval from the Department Head via email for their travel plan.

14.3. Carryforward of the bills will not be considered without the approval of Business Head or the COO

14.4. The aforementioned policy is subject to change based on the decision of the management as and when required for the benefit of the employees of LetsTransport.

14.5. The Head of People & Culture may decide what course of action is necessary if the procedure specified under the Travel and Reimbursement Policy is not followed.

14.6. There is zero tolerance for fake and fraud claims; if such a claim is found, strict action will be taken against the employee and the reporting manager.