**TRAVEL & LOCAL REIMBURSEMENT POLICY**

1. **Objective:**

To provide support to the employees and lay down guidelines for them as they travel within India for Episent business, encouraging judicious use of resources and facilities.

1. **Applicability:**

All full-time employees at Episent.

1. **Process Owner:**

HR & Admin Department.

1. **General Guidelines:**
   1. All employees can choose their mode of transport (Two wheeler/Car/Bus/Metro) for the travel locally as per their eligibility mentioned in table below.
   2. Team Lunch/Dinner needs to be pre-approved by CEO.
   3. All claims as per this policy will be approved by respective departmental heads and the same shall be sent directly to admin for processing, checking and payment (Need not to send to HR / HQ).

# Outstation Travel Policy

**Grades:** The following will be the grades and designation of employees who are covered in these grades:

|  |  |
| --- | --- |
| Grade I | Director, Chief Technical Officer, Department Heads |
| Grade II | General Manager, Assistant General Manager |
| Grade III | Regional Manager, Senior Manager, Manager, Sales Manager, Area Sales Manager, Team Lead |
| Grade IV | Assistant Manager, Sr. Executive, Developer, Designer |
| Grade V | Executive, Associates |

**Limits:** All employees Accommodation and Mode of Transport will be arranged by company itself and the following shall be the limits for Food Expense:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grades** | Grade I | Grade II | Grade III | Grade IV | Grade V |
| **Food allowance per day** | Rs.2000 / Actual whichever is less. | Rs.1000 / Actual whichever is less. | Rs.750 / Actual whichever is less. | Rs.550/ Actual whichever is less. | Rs.400 / Actual whichever is less. |

**Local Reimbursement Policy**

* Only employees in Grades I, II & III are authorized to use a car for local travel for official purposes. It can be claimed @ Rs. 8.00 per KM uses.
* For all other grades, authorized employees are advised to judiciously use Metro/bus or two wheelers. It can be claimed as per actual or @ Rs. 4.50 per KM respectively.
* No expenses shall be claimed for travel to/from residence to office place.
* **Direct visit to client’s Location from home:** It is not encouraged, however, in case of any urgent work it shall be allowed only with the prior approval of Head of Department. The following allowances shall be paid to employees:

1. **Conveyance:** Can be claimed based on the kilometers runs as per below calculations:

* **Not coming to office:** Lowest Distance from home to office/ home to client’s location.
* **Coming to office:** Distance from home to client’s location and from client’s location to office should be added and distance from home to office shall be reduced.

1. **Food Allowance:** Allowed if moved early as per requirement of work. It can be claimed as per below:

* Maximum Rs. 300 / actual expenses whichever is less.
* **Late Sitting:** It is not encouraged, however, in case of any urgent work it shall be allowed only with the prior approval of Head of Department. The following allowances shall be paid if employees stay after 8 pm:
* **Conveyance** – Rs. 200/-
* **Food –** Rs. 200 / actual expenses whichever is less.

(**T. David**)

Chief Executive Officer