



# Travel Policy-Domestic

## TRAVEL POLICY-DOMESTIC

### OBJECTIVE

This policy should serve as a guideline to regulate and manage official domestic travel.

### SCOPE AND APPLICABILITY

This policy applies to all staff at the **HR Unit – ZIL Corporate Office, Gurugram (ZIL-CO.GGN)**, and covers all **Permanent Employees (PE)**, **Trainees** and **Full-Time Contractual Employees (FTCE)**, **Full-Time Consultants (FTC)**, **Part-Time Consultants (PTC)**, **Part-Time Contractual Employees (PTCE)** and **Advisors**.

### POLICY

#### 1. Travel Approval:

- 1.1 The staff shall obtain prior approval from the immediate manager and functional head (not below the level of 3A). If the functional head is below level 3A, the approval shall be obtained through the hierarchy until it reaches level 3A or higher.
- 1.2 The approval must have business justification, tentative travel duration, travel location and details of any policy exceptions. Once an exception is approved, no further approval shall be required to process the related claims for that exception.

#### 2. Travel Entitlements & Local Conveyance:

The following modes of travel shall be applicable as per the Company's impact level.

**Table 1 – Travel entitlements**

Impact Level	Mode of Travel	Local Conveyance
UC	Air: Business Train: 1AC / Executive Chair Car	Hired Taxi (Luxury Car)
Level 1	Air: Premium Economy/Economy Train: 1AC / Executive Chair Car	Hired Taxi (Standard AC Car)
Level 2	Air: Economy Train: 1AC / Executive Chair Car	Ride Hailing Service (Uber Sedan/Premium/Go or equivalent)
Level 3	Air: Economy Train: 2AC / Executive Chair Car	Ride Hailing Service Uber Go or equivalent)
Level 4	Air: Economy Train: 2AC / AC Chair Car	Ride Hailing Service (Uber Go or equivalent)
Level 5	Train: 2AC / AC Chair Car/ Public Transport: AC bus	Ride Hailing Service (Uber Go or equivalent) / Uber Auto or equivalent /Public Transport
Level 6	Train: 3 AC/Chair car Public Transport: AC bus	3-Wheeler/Public Transport

**Note:**

*Employees who have availed of the "Company Car Lease" facility are expected to use their leased cars for daily commute to primary place of posting and shall not be entitled to conveyance reimbursement. However, they will be eligible for conveyance reimbursement when traveling for official purposes outside their place of posting.*

**Table 2 – Hotel Room Rent & Reimbursement of Food expenses**

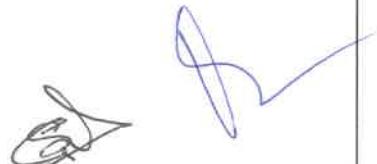
	Group A Locations		Group B Locations		Group C Locations		All Locations
IL	RR/ Night	Food / Day	RR/ Night	Food / Day	RR/ Night	Food / Day	IE/ Night
UC	Actual	Actual	Actual	Actual	Actual	Actual	Actual
1	Actual	Actual	Actual	Actual	Actual	Actual	800
2A-3A	Actual	Actual	Actual	Actual	Actual	Actual	600
3B-4A	8000	Actual	6000	Actual	5000	Actual	400
4B-5A	6000	1500	4000	1200	3000	1200	200
5B-6A*	4000	1000	3500	800	3000	700	200
6B-6C*	2500	600	2000	600	2000	500	100

*IL – Impact Level*
*RR – Room Rent (Including Laundry expenses)*
*IE – Incidental Expenses*
*\*On Twin sharing basis when travelling with equivalent levels.*
**Note:** Refer Clause 4 of the policy regarding cities/towns classification

- 1.3 Room rent and reimbursement of food expenses are the maximum permissible limits and are exclusive of taxes.
- 1.4 Food expenses are applicable for outstation travel with an overnight stay. Claims must be supported by valid bills. Food related expenses without a bill shall be covered under Incidental Expenses (IE).
- 1.5 When accommodation is provided in a guest house, only food expenses and incidental expenses shall be reimbursed.
- 1.6 Upon completion of the trip, the expense sheet along with all the supporting documents shall be submitted to Payroll team for processing and payment. Exceptions, if any, to policy conditions, shall require approvals as outlined below:
  - 1.6.1 Mode of Travel (for level 5 & 6) – may be approved by Functional Head/ Department Head (not below level 3A), based on work exigency
  - 1.6.2 Room Rent – deviation up to 15% may be approved by Functional Head/ Department Head (not below level 3A).
  - 1.6.3 Any exceptions beyond above limits must be approved by the MD.
- 1.7 Staff must stay in company guest houses wherever available.

**3. Other Rules:**

- 2.1 Cigarette and alcoholic drinks shall not be reimbursed.
- 2.2 Bills in originals for travel (train/ bus tickets and boarding pass in case of Air travel), hotel room & food must be submitted along with the expense account.
- 2.3 No bills will be required for 3 wheelers/metro rail, but the fare should be reasonable and less than non-AC taxis.
- 2.4 For cost efficiency, tours/travel should be planned, such that air tickets can be procured at least one (1) week prior to the actual date of the travel.



- 2.5 Staff are required to submit tour expenses within five (5) working days of return. Accounts should settle expense within seven (7) working days of receipt of the same.
- 2.6 Outstanding advance for more than three (3) weeks (by month end) will be deducted from staff's salary with intimation. Accounts shall forward the details of such deductions to be made to HR and payroll team before the payroll is processed.
- 2.7 Staff on residential training/ workshops/ events or otherwise where accommodation and food are included in the fee and arranged by the organizer or arranged by the company shall not be reimbursed for room rent and food.

#### **4. Classification of Cities/Towns:**

Group A	Mumbai (including Thane & Navi Mumbai), Delhi NCR (including Noida, Greater Noida, Faridabad, Gurgaon & Ghaziabad), Kolkata, Chennai, Pune, Bangalore, Hyderabad and Ahmedabad
Group B	All other State & Union Territory capitals, Goa, Agra, Cochin, Calicut, Coimbatore, Indore, Kanpur, Surat, Udaipur, Varanasi, Vishakhapatnam, Vijaywada, Ludhiana, Cuttack, Vadodara, Mangalore, Mysore, Hubli, Belgaum, Nagpur, Aurangabad, Allahabad, Gorakhpur, Amritsar, Jalandhar, Bareilly and Meerut
Group C	All other cities/ towns/ locations that are not covered in Group A and Group B

#### **Policy Administration:**

- Corporate HR handles policy clarifications and interpretations.
- Management reserves the right to revise this policy as needed.

<i>Proposed &amp; recommended by</i>	<i>Approved By</i>	<i>Date</i>
		14/10/25
<i>Group Head HR</i>	<i>Managing Director</i>	