

# Revision of Domestic Travel Rules – Expense Limit Table

#	Levels	Expense Head	City A+	City A	City B	City C
1)	<b>PLSIND Board Member</b>	Hotel	16000	12000	10000	8000
		Daily Allw.	Actual	Actual	Actual	Actual
		Travel Mode	Air-BC	Air-BC	Air-BC	Air-BC
2)	<b>RCO MD / CXO / Directors / AD</b>	Hotel	12000	9000	7600	6700
		Daily Allw.	Actual up to 6000	Actual up to 6000	Actual up to 3500	Actual up to 3500
		Travel Mode	Air-Eco	Air-Eco	Air-Eco	Air-Eco
3)	<b>Sr.GM / GM</b>	Hotel	8700	8100	6600	6000
		Daily Allw.	2200	2200	2100	2000
		Travel Mode	Air-Eco	Air-Eco	Air-Eco	Air-Eco
4)	<b>DGM / AGM / SM</b>	Hotel	8000	6700	5800	5300
		Daily Allw.	1700	1700	1600	1500
		Travel Mode	Air-Eco	Air-Eco	Air-Eco	Air-Eco
5)	<b>Manager / DM / AM</b>	Hotel	7000	5400	4800	4400
		Daily Allw.	1300	1300	1300	1300
		Travel Mode	Air-Eco/Train	Air-Eco/Train	Air-Eco/Train	Air-Eco/Train
6)	<b>Sr.Exec / Exec.</b>	Hotel	5100	4700	4100	3800
		Daily Allw.	1100	1100	1100	1100
		Travel Mode	Air-Eco/Train	Air-Eco/Train	Air-Eco/Train	Air-Eco/Train

**Note : 1) Tax will be over and above the defined limit.**

**2) If the above standards are exceeded due to circumstances, explain the reasons to RCO MD or Division Director & CHRO and obtain approval.**

## Revision of Overseas Travel Rules – Accommodation

Destination	Levels	Guideline (Maximum)
Japan	PLSIND Board Member	200 USD (Tokyo)
		160 USD (Kawasaki, Yokohama)
		140 USD (Other Cities)
	RCO MD / CXO / Directors / AD	140 USD (Tokyo)
		110 USD (Kawasaki, Yokohama)
		100 USD (Other Cities)
	Sr.GM and below	120 USD (Tokyo)
		90 USD (Kawasaki, Yokohama)
		80 USD (Other Cities)
China	PLSIND Board Member	200 USD (Beijing, Shanghai, Guangzhou, Shenzhen)
		160 USD (Other regions)
	RCO MD / CXO / Directors / AD	140 USD (Beijing, Shanghai, Guangzhou, Shenzhen)
		110 USD (Other regions)
	Sr.GM and below	70 USD (Beijing, Shanghai, Guangzhou, Shenzhen)
		60 USD (Other regions)
Other countries	PLSIND Board Member	200 USD
	RCO MD / CXO / Directors / AD	140 USD
	Sr.GM and below	120 USD

**Note :** 1) These guidelines are calculated by adding some amount to each region's travel expense guidelines.

2) If the above standards are exceeded due to circumstances, explain the reasons to RCO MD or Division Director & CHRO and obtain approval.

3) PLSIND Board member is eligible for BC travel.

# Revised City Classification

City Type	List of Cities
City A+	Delhi, Gurgaon, Mumbai, Bengaluru, Pune
City A	Kolkata, Chennai, Hyderabad, Ahmedabad, Surat
City B	All State Capitals, Aurangabad, Nagpur, Panjim, Indore, Baroda, Varanasi, Agra, Nainital, Udaipur, Jodhpur, Shimla, Cochin, Ludhiana, Vizag, Coimbatore, Vijaywada, Darjeeling, Shillong, Port Blair, Guwahati
City C	Cities & town which are not covered in above City Types

**Note :** Though Policy will be effective from 1<sup>st</sup> June 2024, its configuration in Concur will take another 15 days. Please note that all the claims prior to 1<sup>st</sup> June will be processed as per the previous policy only.