



Travel Policy – Domestic /International

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Document History

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Domestic Travel policy

1.0 Objective:

This Policy sets forth the framework, guidelines, and procedures for travel and other eligible expenses incurred by Bhavna Corp employees traveling within India on business needs. Travelers and their managers are required to comply with the policies defined herein.

2.0 Preamble:

This policy establishes the procedures an employee has to go through while travelling for Business purposes, client/project/training requirement. Guidelines to be adhered by employee and fair understanding on expenses to be incurred.

3.0 Scope:

This policy covers expenses and entitlements of employees who travel on the company business or deputed to work at other offices in India/ client locations within India. This policy shall highlight on the entitlements during domestic travel. viz;

- a) Mode and class of travel
- b) Accommodation
- c) Food and Other expenses
- d) Local conveyance
- e) Guest House Stay / Stay with friends and relatives

4.0 Eligibility:

This Policy applies to all the permanent employees of Bhavna Software India Pvt Ltd who are traveling on business needs within India.

5.0 Process:

The business requirement travels have to be approved by the CEO, prior to the Travel.

- Manager should raise a request with travel Desk team minimum 3 weeks in advance for logistics arrangements. Adhoc travel requests will be accommodated on exception basis and approval from the CEO is mandatory.
- Travel desk will make necessary travel arrangements as furnished below:
 - ✓ Travel Tickets
 - ✓ Per Diem and Travel allowance if eligible(TA/DA)
 - ✓ Accommodation
 - ✓ Complete travel orientation
 - ✓ Cab requirement as per company policy

6.0 Entitlements:

- Air Fare – All the employees are eligible for Economy class.
- Accommodation – Employees have to avail the Bhavna Corp service apartment/any other accommodation that company has tied up.
- Cab - On actuals from home to airport and airport to home subject to maximum of Rs 2000. If more than one employee is travelling together, only one employee can claim the cab expense. Bills to be submitted post travel.
- Per Diem(TA/DA):
 - ✓ Employees are eligible for Rs 650 per diem.
 - ✓ This can be utilized for Food, Laundry, etc. Alcohol and cigarettes, shall not be claimed from the Per Diem. Per diem will be paid as per the number of days traveling. It is applicable from the start date of travel till the end date of travel. Any extension of travel needs CEO approval.
- An Employee has an option to stay with friends or relatives during the business trip. They shall be entitled to Per Diem as mentioned above. Supporting vouchers/bills are not required to be submitted, and shall not be entitled to any other expenses.
- The period of travel to compute the Per Diem shall be based on the departure and arrival dates.

AIR FARE	ACCOMMODATION	CAB	PER DIEM	EXCEPTIONS	FORMS
Economy Class	Company Provided Accommodation	Airport Transfer Cabs – On actuals(Uber/Ola/Blue cabs preferred)	Rs.650 Food and local conveyance	Any exceptions or deviations - need approval from CEO	Travel Advance form

7.0 Guidelines:

- Employees are expected to spend based on the Pre-Approval Budget or as per the guidelines shared by the Operations team.
- Submit expenses within 10 days post travel in adrenal tool, to process in a timely manner and reimburse promptly. In case of non-submission of original bills the claims will not be processed.
- The Organization shall have the discretion to disallow any claim which is not justifiable or is unreasonable.
- The Organization shall accept no liability for the loss of money or the belonging of the employee. If the employee loses any asset of the organization, he/she shall file a FIR with the police under the jurisdiction of the area. A copy of the report so lodged shall be submitted to the finance department.
- In Case if there is a requirement for business meeting – lunch /dinner, employee has to take prior approval from CEO and can get that amount reimbursed. Approval is mandatory.

8.0 Baggage:

To and fro check in baggage will be limited as per the airline's authorization. Any additional baggage requirements need to be approved by operations head.

9.0 Leaves:

- Earned leave may be availed as per Bhavna Corp leave policy and eligibility.
- Per Diem Allowances are not applicable when the employee is on a personal vacation.
- The leave date will be considered from next day of business being completed
- Employees can take medical emergency leave during the travel if such needs occur
- Employees need to get approval from the CEO if the stay is extended

10.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment/amendments and other social reason which are in control of the Organization.

11.0 Exception Handling:

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the Business needs and priorities of the Organization.

Please [click here](#) to see the travel request form in detail.

International Travel policy

1.0 Objective:

This Policy sets forth the framework, guidelines, and procedures for travel and other eligible expenses incurred by Bhavna Corp employees traveling within India on business needs. Travelers and their managers are required to comply with the policies defined herein.

2.0 Preamble:

This policy establishes the procedures an employee has to go through while travelling for Business purposes, client/project/training requirement. Guidelines to be adhered by employee and fair understanding on expenses to be incurred.

3.0 Scope:

This policy covers expenses and entitlements of employees who travel on the company business or deputed to work at other offices in India/ client locations within India. This policy shall highlight on the entitlements during domestic travel. viz;

- a) Mode and class of travel
- b) Accommodation
- c) Food and Other expenses
- d) Local conveyance
- e) Guest House Stay / Stay with friends and relatives

4.0 Eligibility:

This Policy applies to all the permanent employees of Bhavna Software India Pvt Ltd who are traveling to USA or other country on business trips.

5.0 Process:

The business requirement travels have to be approved by the CEO, prior to the travel.

- Manager has to share the below details with immigration and travel desk team
 - ✓ Is the travel billable or non-billable
 - ✓ Commercial details for finance to process the invoice
- Post approval, Operations team will initiate the visa process as per the immigration guidelines.
- Upon confirmation on the visa approval, Manager should raise a request with travel Desk team along with CEO approval for further process. Minimum 3 weeks in advance operations team should be informed. Adhoc travel requests will be accommodated on exception basis and approval from the CEO only.
- It is mandatory for all the employees to show the documents they are carrying with them to Operations team and get their clearance before they travel. Post which travel desk will make the necessary travel arrangements as furnished below:
 - ✓ Travel Tickets
 - ✓ Travel Insurance for the duration of Travel
 - ✓ Per Diem and Travel allowance if eligible
 - ✓ Accommodation

- ✓ International Mobile Roaming
- ✓ Complete travel orientation

CEO should approve the reschedule (if any) of the travel for travel desk to proceed further.

6.0 Entitlements:

- Air Fare – All the employees are eligible for Economy class.
- Accommodation –Employee visiting client location, travel Desk shall make arrangements to the extent necessary, or shall co-ordinate with the client/Partner for arrangements.
- Airport Transfers – The airport transfers amount can be reimbursed on submission of actual bills.
- Per Diem:

Employees are eligible for the below mentioned Per Diem as per country.

COUNTRY	PER DIE M	PER DIEM CAN BE AVAILED FOR	COMPANY	EXCEPTIONS
USA	\$75	Food and local conveyance	Accommodation, Airport Transfers and Travel	Any exceptions or deviations - need approval from CEO
EUROPE	€70			
UK	£60			
Other Countries	\$50			

- ✓ This can be utilized towards Food, Commute, Laundry, etc. Alcohol, Cigarettes, shall not be claimed from the Per Diem. Per diem will be paid as per the number of days traveling. It is applicable from the date of landing to the date of departure. This option can be availed by simply providing a declaration to the effect that the amount has been spent. Supporting bills are not required for fixed per diem claim. However, supporting bills need to be submitted for exceptional expenses incurred on clearance from the CEO at the time of making the travel claim.
- An Employee has an option to stay with friends or relatives during the business trip. They shall be entitled to Per Diem as mentioned above. Supporting vouchers/bills are not required to be submitted, and shall not be entitled to any other expenses
- The period of travel to compute the Per Diem claim shall be based on the departure and arrival dates.
- Employees are advised to utilize the allocated per diem in the country which they are travelling, The per diem which is not utilized can be withdrawn in the once they back to the home country.

AIR FARE	ACCOMMODATION	AIRPORT TRANSFERS	MOBILE EXPENSES	PER DIEM	EXCEPTIONS	FORMS
Economy Class	Company Provided Accommodation	On Actuals the amount will be reimbursed	Rs.3000 for entire duration	As mentioned above	Any exceptions or deviations - need approval from CEO	Travel Advance form; Foreign exchange form

7.0 Baggage:

To and fro check in baggage will be limited as per the airline's authorization. Any additional baggage requirements need to be approved by operations head.

8.0 Guidelines:

- Submit expenses within 10 days of post travel in adreanalin along with all the original bills to process in a timely manner and reimburse.
- The Organization shall have the discretion to disallow any claim which is not justifiable or is unreasonable.
- The Organization shall accept no liability for the loss of money or the belonging of the employee. If the employee loses any asset of the organization, he/she shall file a complaint with the police. A copy of the report so lodged shall be submitted to the finance department to initiate necessary insurance claims.
- In Case if there is a requirement for business meeting – lunch /dinner, employee can get that amount reimbursed.
- Employees need to upgrade their mobile plan for international roaming and the maximum amount to reimbursement would be INR 3,000/- for the entire duration. The amount will be reimbursed by providing an actual Invoice or up to a maximum of INR 3,000/- whichever is lesser.

10.0 Reimbursement Process:

- Settlement of all Per Diem claims will be as per the limits defined under the Policy only.
- Fill up the travel claim form, get it signed by your manager and submit to finance team along with the:
 - 1.Air tickets & boarding passes
 - 2.Accommodation bills
 - 3.Cab bills
 - 4.Mobile Bills
- In case the duration of travel is less than the planned travel then the Per Diem provided for those days should be returned back to the Finance team.

11.0 Leaves:

- Earned leave may be availed as per Bhavna Corp leave policy and eligibility.
- Per Diem Allowances are not applicable when the employee is on a personal vacation
- The leave date will be considered from next day of business being completed.

12.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment/amendments and other social reason which are in control of the Organization.

13.0 Exception Handling:

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the Business needs and priorities of the Organization.

Please [click here](#) to see the travel form in detail.

Undertaking Document From Employee

You may be selected and sponsored by the Company for training/assignments with the company's client or other institutions. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such assignment, for a minimum period of twelve months, if you leave the company eighteen months after such assignment, the company may reserve the right to recover the expenses incurred on any such training/assignment/diligent knowledge transfer from the dues accrued from full and final from your side.

Before proceeding on-site assignment you will be required to dedicated services to the client, complete the work/project assigned and timely return to resume work in India. Also, do the sharing of knowledge with the concerned team within 10 days upon return for effective performance.

This is a position of continuous responsibility and does not entail payment of extra time or overtime.

While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.