

Overseas Travel Policies/Guidelines

This document is applicable to all kind of foreign travel on revenue generating projects irrespective of grade, level and designation. This will be effective from 1st August, 2013.

The policy aims at providing guidelines related to allowances, benefits, general terms & conditions applicable to full time employees and direct contractors of Agnitio Technologies Private Limited, excluding domestic travel within India.

Foreign Travel General Rules

- Foreign Travel involving up to Three month period shall be termed as Short Term Business Travel; Three month to Six month shall be termed as Mid Term Business Travel and beyond Six month at single location as Long Term Assignment.
- In view of the kind of business in which Agnitio Technologies Private Limited is involved, the employees in the technical groups may have to travel to any place in the world for the desired period depending upon the business needs.
- The employees are expected to take up such assignment without any hesitation.
- Employees traveling abroad should make sure that they are covered by overseas travel insurance policy for their stay.
- In consultation with company, the employees traveling abroad shall ensure that they obtain the right type of visa, so as to undertake the assignment without violating the Govt. rules for the visiting country.
- Prior to departure, the employee will be paid foreign exchange commensurate with applicable PDA and expected expenditure. If this amount is not consumed, employee needs to return the foreign exchange within seven days of returning to India.
- If during the overseas travel the employee is likely to experience shortfall of foreign currency, he /she need to contact HR/immediate supervisor at Noida office, India ASAP.
- The visiting employee shall keep fully informed Human Recourse Department and her/his manager at Noida (India) about plans for their return and interim movement, if any. For actual schedule of return, prior confirmation shall be obtained from reporting manager, HR at Noida (India) and local supervising manager.
- Immediately after reaching the destination during onward journey from New Delhi (India), the employee shall inform HR, Noida (India) as well as her/his immediate supervisor about safe arrival per telephone/e-mail. An employee should also advice contact details from viewpoint of communications to this office.

Procedure For Foreign Travel

Start of travel

1. An Employee proceeding on business/work related trip is required to get recommendations from his/her Head of Department (HOD)/ Reporting Manager/ Project Manager on 'Overseas Travel Form'
 - International air tickets must be booked through the Company's Travel Desk/ Administrative Staff. Where this is not feasible, CEO approval is required.

- International air travel that is to be booked to a chargeable client project code and is positively recoverable from the client requires the PO to be mentioned by the Head of Department/ Reporting Manager/ Project Manager on the Overseas Travel Form.
 - All non-chargeable or non-recoverable international air travel requires HOD/HOF approval, if expense is budgeted, else CEO approval.
 - Tickets will be delivered after Travel Requisitions are approved. For urgent overseas travel, where it is not possible to get an approved Travel Requisition/ Overseas Travel Form in time, an email approval from the HOD as well as CEO, must be obtained.
2. Administration Department through authorized Travel Agencies will arrange Travel Reservations/Tickets and arrangements on Approved 'Overseas Travel Form'. Claims for travel without approval from concerned authorities will not be settled.
 3. Travel arrangements for International Travel should be requested 5 working days in advance.
 4. If for any reason travel plan has been cancelled or any changes in the travel plan, an Employee has to immediately notify in writing of such cancellation/changes in the travel plan to Administration Department. (Note: If an Air Travel Ticket is in the possession of Employee, it must be immediately returned to the Administration Department in case of cancellation or any changes in the travel plan).
 5. Administration Department will immediately communicate such changes in Travel Plan/Cancellation to Travel Agencies.
 6. The employee will collect Foreign exchange, travel tickets and visa from Travel Desk/ Administrative Department

Completion of travel

1. No advance/ reimbursement/ expense booking is allowed at any location other than the home country
2. The employee has to submit a Tour Report Form giving details of activities performed. The format of this report is attached in Annexure II. The report has to be countersigned by the reporting manager and should be sent to HR for records.
3. The employee has to submit the expense details by submitting Tour Expense Report on a monthly basis. All claims have to be cleared through Tour Expense Report with supporting bills at Home Country, on a monthly basis. The Reporting Manager is the approving authority.
4. The Tour Report Form approved by Project Manager/ Reporting Manager along with underlying expense receipts and self-declaration form signed by employee need to be submitted to Finance. The format of declaration is attached in Annexure III.

Documents for overseas travel

In order to secure visa for the country of deputation, it is mandatory that all the employees shall ensure that they are in possession of following documents with the current validity:

- Indian Passport with current residential address and ECNR (Immigration Clearance Not Required) stamp.
- Concerned employees must keep track of the expiry of the current validity of the Passport and renew well on time.
- Employees must ensure that their passports are valid for a minimum of 12 months when applying for visa.
- Like-wise, it is critical to ensure that adequate numbers of blank pages are available for stamping of the visas.
- Original Birth Certificate, with name of the employee as in the passport and in English Language.



- Degree Certificate in original and in English.
- Receipted copy of originals of Income Tax return filed for last 3 years and if the same is not available, then duplicates original copies of salary certificates for last 3 years in the Form 16A.

Transportation

- All the travel bookings shall be made through Company's official Travel Agent.
- Employees need to request for flight in economy class according to the approximate departure & arrival time.
- The selection of the airline will be done based on the lowest fare available. If the employee is not in agreement with the airline selected, he will communicate his choice to the HR/Admin. Dept, who in turn will put it up to the HOD for approval. Only on the approval of the HOD, will a change be effected.
- For local conveyance, employees are recommended to use local trains / other modes of public transport at all overseas locations, wherever available.

Accommodation

Lodging (Accommodation expenses) shall be arranged and paid for by the company, when an employee travels on deputation or training for short term, mid term and long term assignment.

- For entire deputation, Company shall arrange "Reasonable standard of hotel or shared furnished apartment type of accommodation".
- In case of shared apartment, it will be "furnished bedroom with attached bathroom and common furnished kitchen."
- The shared accommodation shall be only for same gender of employees.
- All employees require getting the signed form (Agnitio Technologies Private Limited-apartment clearance form) from the apartment reception/landlord which should include all the available items at apartment while checking IN & Out.
- Employee will be responsible for any kind of damage/loss of items mentioned in the "Apartment Clearance Form" during their stay.
- Also, it is expected from employees to maintain the hygiene standards during stay and apartment should be neat & clean.
- In case the accommodation is not arranged prior to departure then employees can make his/her own arrangements through the approval of HR/Admin and claim hotel room charges at actual, supported by the bills.

Family Accompaniment

- If an employee wishes to include his or her spouse or family on a short or mid-term business trip, the employee is responsible for any extra expense, including the air fare, visa charges and difference between single and double rates for the hotel room, meals, transportation, and all other incidentals.
- For employees stationed outside India on account of long term assignment and employees on continuous (back to back) short or mid-term business travel resulting in stay outside India for period or periods aggregating to more than six continuous months, the, Company shall provide once in a period of 12 consecutive months *a return air ticket, visa charges, furnished apartment for accommodation and medical Insurance for spouse & 1 child. The accommodation for spouse and 1 child will be provided from the date of entry in the foreign country till the date of completion of project. Should the spouse and 1 child wish to return to India earlier, the relevant employee may inform the Company in advance (i.e., prior to booking

of return tickets). Any changes (alterations, cancellations, rescheduling etc) to tickets once booked will be to the account of the employee and not borne by the Company.

- Spousal accompaniment with a bona fide business case must be approved in advance by the President or CEO and appropriately documented with an Expense Report to verify the business case.

*12 consecutive months will be calculated from the date of joining of employee.

Bank Account on Long Term Assignment

In case of overseas deputation for continuous six or more month, an employee shall open account in a Bank of repute and shall provide following information to accounts dept. for the purpose of remittances of foreign exchange from India, whenever applicable:

- Full Name & Address of the Bank
- Telephone & Fax No.
- Bank's Swift Code No.
- Routing No
- Account No.

Per Diem Allowance

- Per Diem Allowance (PDA) applicable and payable to the touring employee, will be provided in advance a day before his/her travel.
- PDA is meant to cover boarding i.e. breakfast and meals, laundry, internet, telephone bill, tips and out of pocket expenses.
- An employee is eligible to claim PDA for the days he/she was on official duty in the respective country and for the day he/she crosses international border during onward and return journeys.
- In case of any type of holiday break, "per diem allowance & local conveyance expenses shall not be payable from the starting date of the break in the country of deputation until the date PDA shall not employee returns to that country and resume duties on the following day.
- In case of unavoidable Casual & Sick Leave, granting per diem allowance shall be at the discretion of Management.

Salary in India

- For the period of the tour (short term and mid term), the employee shall be paid full Indian salary, including all allowances, and reimbursements in India as applicable.
- For long term assignment, the employee shall be paid basic salary, E.P.F. and medical reimbursement.

Conveyance

The conveyance expenses would be reimbursed subject to actual for the most cost-effective mode of travel (tube / bus / shared cab / cab) and where cost and convenience justify the expense. This would be based on the statement of the places visited for official work by the employee.

Non-Allowable Expenses

The Company's policy is to reimburse its employee for all reasonable and necessary expenses incurred while transacting the affairs of the Company. However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable. This includes:

- Extra baggage charge.
- Bank charge for conversion of currencies.
- Personal entertainment including movies in a hotel room.
- Barber, manicurist and shoe shine.
- Repairs on personal automobiles damaged while on company business.



- Traffic violations and court costs.
- Membership fees in airline clubs.

Leave during onsite assignment

- The employee on overseas deputation is advised not to take any leave, unless and until it is completely unavoidable.
- In the event of sickness, an employee is entitled to take Sick Leave during deputation. However, it must be taken as per the bare necessity. Kindly refer “Leave Policy” for detail.
- In each case, local Supervising Manager and reporting manager-Agnitio Technologies Private Limited and HR-Agnitio Technologies Private Limited must be informed in writing (e-mail) and sanction obtained.
- This clause applies to Short, Mid & Long Term Assignments.

Holiday Break during overseas deputation for one year or more

An employee shall be allowed for holiday break to come to India and return back to place of deputation, subject to the following:

- The duration of the deputation is one year or more.
- The employee has already completed 6 months of deputation at the time of holiday break.
- Under exceptional situation, management may grant the said holiday break earlier than 3 months.
- The holiday break shall not exceed 10 days, inclusive of days of departure and return.
- The supervising manager in the country of deputation is agreeable for the holiday break, without affecting the purpose/objective of deputation.
- The holiday break from the date of departure until the date of return to the country of deputation shall be treated as Earned Leave and prior sanction of local supervising manager, reporting manager-Agnitio Technologies Private Limited should be taken for the same.

Per Diem Allowance (PDA) entitlement

S.No.	Country	Short Term	Mid Term	Long Term
1	South East Asia	40 USD	40 USD	
2	Middle East Countries	45 USD	45 USD	66 USD*
3	U.K.	40 Pound	45 Pound	
4	Southeastern Europe	45 USD	45 USD	
5	U.S.A.	40 USD	40 USD	
6	Nepal/Bangladesh/Sri Lanka	30 USD	30 USD	

*PDA for long term is depending on employee's current salary, level & other factors.

Per Diem typically includes the following reimbursable expenses

Settlement of all Rupee and Foreign currency advances

- Employees are expected to provide the bill of all onsite expenses whether it is paid by company or employee itself.
- Employee shall settle Per Diem Allowance through Tour Expense Report on monthly basis without fail, while on overseas assignment.
- If the employee fails to settle the advance, company shall adjust the outstanding amount against his/her salaries.
- If the specific advance has been granted to the employee prior to the deputation, the same shall be adjusted against his/her future per diem allowance in the coming months.
- Foreign Exchange entrusted to an employee is an expense limit and must surrender the balance foreign exchange to the company.
- Employees should mention exchange rate where currency is converted to account for +/- if any. Employee should submit the expense statement within 10 days of his / her returning from foreign travel in the prescribed form through department head to accounts dept. for verification and approval.
- The employee will not be given any Per Diem Allowance in advance if the earlier account is not settled.

Other Conditions for Foreign Travel

Employee would agree to abide by all the rules and regulations of the company and shall not resign from the services of the company, while on deputation outside of India. However, if he/she does so, the company shall take following actions:

- To ask the employee to refund full to and fro fare granted to him/her for his/her spouse or for official break as also overseas travel insurance expenses and to refund his/her return journey ticket to India.
- To hold the payment of his/her whole salary, till final clearance of his/her account is done.
- The company will not pay incentive or bonus amount, if due during his/her notice period of resignation.
- To reserve the right to levy any such further penalty, which company management deems appropriate.

Use of Customer Facilities

It is possible that the client with whom the employee is allocated would have provisions for Internet / telephones /Fax etc. facilities. One has to be extremely judicious and careful in utilizing these facilities and under no circumstances should they be misused. The employee should be aware that clients routinely check on the usage of these facilities. Any misuse of the facilities would mean instant recall to India, and the employee would face severe disciplinary action.

Loss of Money/ Baggage/passport on travel

Company accepts no liability for the loss of money or the belonging of the employee.

If the employee loses any asset of the company entrusted to him/her, a police report (FIR) should be lodged forthwith at the local police station having jurisdiction over the area of the incident. A copy of the report so lodged is required to be submitted to the finance department on completion of the tour to initiate necessary insurance claims or asset writes off procedures.

RBI Guidelines

All employees shall follow the RBI guidelines related to foreign exchange while on overseas travel.



Policy Review

This Policy is non-contractual in effect and does not form part of normal terms and conditions of employment.

The company reserves the right to alter, withdraw or change the terms and conditions from time to time without prior notice or procedure.

The interpreting of this policy rests exclusively with the Management. The decision of the Management is final and binding.