

## **TRAVEL POLICY & PROCEDURE**

### **Applicability: -**

These TA/DA rules will be applicable to all company employees who are traveling within India.

### **Scope:**

This policy covers expenses and entitlements of employees who travel on company's business, or deputed to attend conferences / workshops / training programs/ client meeting etc. within India. This policy shall highlight on the entitlements during domestic travel. viz;

- Mode and class of travel
  - Accommodation
  - Food and Local conveyance
  - Guest House Stay
1. All tour should be undertaken with the **prior sanction of the Head of department.**
  2. All expenses incurred on telephones, fax, e-mail etc. for company's work will be reimbursed at actual.
  3. Official receipt for the same must be submitted along with the tour bill.
  4. The employee should perform the journey in such a manner as would entail minimum expenditure to the company. In case of submission of false bills, the employee shall be liable for disciplinary action by the management.
  5. Ticket cancellation charges should be avoided and in unavoidable circumstance the ticket should be cancelled before 24 hours.
  6. If two or more employees go on tour at the same destination, they must share a common room to reduce the expenses.
  7. The employee should inform and take the approval from respective HOD 10 days in advance for all long tour i.e. 500+ km.
  8. If the Customer provides boarding, the employee shall be entitled only to Incidental and Conveyance expenses as applicable.
  9. For boarding & lodging arrangement, employees are required to **contact HR team.**
  10. For any stay more than seven days at specific location, employees would be required to arrange PG/rented apartment nearby office, company will not reimburse for hotel/ guest house.

**Lodging Allowance** will cover all normal bonafide expenses of lodging only required during the period of tour at various places. Lodging allowances will be paid at the specified rates; subject to maximum of actual expenses as per bill. Submission of bill is compulsory.

**Boarding Allowance** will cover all normal expenses while on traveling & at stay (Such as Meals, Refreshment, Laundry Charges, Local conveyance).

**Classification of Cities: -**

CLASS	CITIES
A+	Mumbai, Kolkata, Delhi NCR, Chennai
A	Bangalore, Hyderabad, Cochin, Ahmedabad, Pune, Indore
B	<p><b>North:</b> Lucknow, Jaipur, Agra, Allahabad, Ambala, Amritsar, Jammu, Srinagar, Kanpur, Lundhina, Shillong, Simala, Meerut, Udaipur.</p> <p><b>East:</b> Patana, Cuttack, Bhubaneshwar, Impal, Jamshedpur, Ranchi, Kohima, Gangtok, Guwahati, Agartala.</p> <p><b>West:</b> Gwalior, Bhopal, Gandhinagar, Rajkot, Baroda, Jabalpur, Aurangabad, Nagpur, Nasik, Panjim, Surat</p> <p><b>South:</b> Belgum, Hubli, Mangalore, Mysore, Coimbatore, Madurai, Trichy, Trivandrum, Vijaywada, Vizag &amp; all other State capitals</p>
C	All other cities not mentioned above.

**Rates of daily allowance**

Grade	Lodging Daily Allowance				Boarding Daily Allowance				Mode of Travel (within 500 km)	Mode of Travel (> 500 km)
	A+	A	B	C	A+	A	B	C		
G6 & Above	3000	2500	1500	1000	2000	1200	1300	1000	Flight, Economy class/Tra in 2-tier AC	Flight, Economy class
G2-G5	2500	1800	1200	1000	1000	800	600	600	Train 3-tier AC, Luxury Bus	Train 3-tier AC
G0-G1	1500	1200	800	800	800	600	500	500	Train Sleeper class/ Train 3-tier AC/ bus	Train 3-tier AC

Pls note that daily allowance/mode of travel can be changed anytime at the discretion of the management.

#### **Local Conveyance:-**

Employees may use their own vehicles for official meeting purpose within Delhi NCR & will be reimbursed on the following basis

- Two- Wheeler (Scooter, Motor Bike etc) @ Rs 3/- Per kilometer
- Car @ Rs 7/- Per Kilometer (including maintenance cost)

#### **Tour Advance**

- Due to personal security reasons it is advisable that expenses at a location should be settled through credit cards and tour advances should normally not be drawn if the travel is to destination/s where credit cards are accepted. However, if it is found that some amount of cash is absolutely necessary, the company expects the personnel to avail the minimum required advance, and in any case, not more than one-third of the total estimated tour expenditure.
- Tour advances will normally be given only two days prior to the commencement of the tour.
- Employee can collect the tour advance amount from HR department.
- An employee shall submit the approved travel expenses statement with necessary supporting /bills to the HR department within two days of return from the business trip

#### **General**

- Management shall reserve the right to modify / amend or withdraw in whole or part thereof as and when required.
- Management shall have the discretion to disallow any claim which is not justifiable or is unreasonable.
- Company 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 an FIR with the police under the jurisdiction of the area. A copy of the report so lodged shall be submitted to the finance department to initiate necessary insurance claims.

Approved by: Senior Management

**Applicable for all grades and designation and the policy is deemed to be accepted by employee.**