



## Overseas & Domestic Travel Policy

### OBJECTIVE

The purpose of this policy is to provide the rules and procedures governing employees in their travel and business expense activities for Apar. Apar seeks to provide employees with efficient service, comfort and convenience at an economical cost while establishing adequate controls and compliance with travel expense regulations.

All travelers travelling on company business must abide by the overriding principles that;

- Travel arranged and executed must pertain to the legitimate business of the Company or Company's Clients
- All travel requests will only be executed by the authorized managers within the company
- Travelers must exercise the best judgment and the highest ethical standards of conduct in all Company business.

The Company considers violation of any provision in this Policy misconduct, and may result in an employee disciplinary action or rejection of reimbursement claim.

Any questions regarding this Policy should be directed to your local HR manager.

### SCOPE

This Policy will include all details (Transport, Accommodation, Allowance etc.) pertaining to an employee's travel for business purposes, both domestic and international.

### ELIGIBILITY

The policy is applicable to all Overseas and Domestic Business Travel to countries where Apar Technologies Private Limited and / or its customers have operations.

### BILLABLE PROJECT TRAVEL

Billable Travel is defined as employee travel to client sites where billable work will be performed and the client is paying for travel expenses.

All travel requests should be accompanied by the client manager's approval. The travel expenses will in most cases be governed by the client's travel policies. There could be cases where the client agrees to reimburse expenses as per Apar's travel policy.

Travelers are required to submit copies of all supporting documents for onward submission to the client.

### NON BILLABLE/ BUSINESS DEVELOPMENT TRAVEL

Non-Billable / Business Development Travel includes (but is not limited to) the following:

- Project based travel to/from the client site where the client is not paying for expenses.
- Prospective client visits
- Interviews with candidates
- Inter-office travel
- Travel to conferences
- Training, etc.

*All Non-Billable / Business Development travel must be approved by a Business Unit Head. It is the traveler's responsibility to obtain this approval before submitting the request.*

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## **VISAS**

- When traveling across international borders, a Visa may be required. Employees are not permitted to travel internationally for work without the appropriate documentation.
- If you are in need of a Travel Visa or are unaware of a Visa requirement, please contact your travel desk for assistance.

## **INTERNATIONAL TRAVELLER'S INSURANCE**

- Any employee traveling to any country should carry Overseas Medical Insurance Policy with the help of Travel desk, cost of which will be borne by the Company.

## **TRAVEL PURCHASE GUIDELINES**

- **TRAIN FARE:** This will include any travel required by train for business purposes
  - All bookings to be made through the official travel agent. All reservations to be made in not higher than Second AC.
- **AIR FARE:** This will include any travel required (domestic or international) by air for business purposes
  - All bookings to be made through the official travel agent only.
  - All travel bookings to be made in Economy class and in the most cost-effective airline.
  - Travelers may elect to use upgrades from a personal frequent flyer program; however, upgrades cannot be obtained if there is additional cost to the Company.
  - Employees are free to participate in frequent flyer/loyalty programs however; it is against company policy to select suppliers to achieve personal benefits when less expensive alternatives are available.

## **DAILY ALLOWANCE**

These are categorized into four components as given below.

### **i. GROUND TRANSPORT & CONVEYANCE:**

- This will include airport transfers and daily travel
- The conveyance expenses would be reimbursed subject to actuals 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.
- Automobiles should be rented only when public transportation and taxis are impractical. On projects with multiple employees, it is cost prohibitive and environmentally irresponsible to provide one car per employee. Employees are expected to try to coordinate travel schedules to enable sharing rental cars. It is reasonable for 2- 3 employees to share one cab.
- In case Domestic Travel, own conveyance may be being used, Reimbursement at Rs 10 Per Km.

### **ii. LODGING:** The hotel expense is inclusive of taxes and is subject to actuals.

- Original bills need to be submitted to claim the same.

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- Only hotels producing itemized bills including tariff, taxes and/or other service charges shall be considered as valid bills.
- The hotel will be within 10 km radius from the workplace.
- An Apar preferred hotel will be a 3 star budget hotel and will in all probability have Wi-Fi connection.
- Apar will pre-pay for Room, Tax & Internet charges only. All incidentals and room service charges are the Traveller's responsibility.
- Below options are available to Apar Employees, in order of preference;
  1. Accommodation as suggested by the client, if billable
  2. Apar Guest House if available
  3. Apar preferred Budget Hotel

**iii. PHONEREIMBURSEMENTS:**

- Original bills need to be submitted to claim for phone call reimbursements for official call only, which would be subject to approvals
- Apar would encourage its employees to use Viber/ Skype wherever possible.
- A one-time allowance of USD 25 will be provided at the start of the trip for the purchase of the SIM and activation.

**iv. PER-DIEM:**

- In case Client's policy is available, it will prevail. In case the client's policy is not available, Apar's Travel Policy will be considered.
- The per-diem will be given as per below;

| PER-DIEM             |                     |
|----------------------|---------------------|
| Domestic Travel      |                     |
| Within NCR           | Rupees 150          |
| Out of NCR           | Rupees 400          |
| International Travel |                     |
| Singapore            | Singapore Dollar 50 |
| Malaysia             | Ringgits 70         |
| Thailand             | Thai baht 1000      |
| USA                  | Dollar 60           |
| Europe               | Euro 45             |
| UK                   | GBP 40              |
| UAE                  | Dirham 50           |
| Qatar                | Dollar 50           |

**ITENIRARY CHANGE/ CANCELLATION REQUEST**

- Changes often incur penalties and fare increases. All itinerary change requests must be approved by the client and/or the employee's manager for non-billable travel.
- It is the traveler's responsibility to obtain this approval before submitting the change request to the original itinerary.
- For changes to your itinerary, please indicate the new dates and preferred flight times.

**Apar Technologies Pvt. Ltd.**

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- For flight changes, your revised itinerary should be on the same airline where possible.

#### **LEAVE WHILE ON TOUR**

- i. Employees shall not be entitled to any leave during the tour except in the case of medical exigencies, which will require a certificate from a registered medical practitioner.
- ii. If the employee still intends to take leaves on occasions other than medical exigencies, s/he shall not be paid any per-diem for the leave period. Employees should declare such leaves diligently while raising the expense claim failing which it shall be deemed as violation of Apar's code of conduct.
- iii. Compensatory off cannot be taken while on tour/client side, you can accumulate such comp offs and take them when you come back your country of origin.

#### **BUSINESS MEALS/ENTERTAINMENT**

Appropriate and reasonable business entertainment expenses are reimbursable only with the advance approval of Business Unit Head. These are classified as entertainment expenses only if occurred when a vendor or customer is present.

#### **POINTS TO BE NOTED**

- a. Travel desk shall organize the most cost-effective ticket and / or the shortest possible route and no direct bookings are to be given to the travel agent by the employee.
- b. Employees going onsite on Business Visa will not be entitled to take their families along with them and no reimbursement for the air tickets will be made to them in this regard
- c. For the period of the tour, apart from the allowances prescribed in this policy, employee shall be paid salary, in India as applicable.
- d. All employees shall follow the RBI guidelines related to foreign exchange while on overseas travel. You may refer the below link for this purpose:  
<http://www.rbi.org.in/scripts/FAQView.aspx?Id=53>
- e. All employees shall follow the tax guidelines as per applicable tax laws.
- f. All appropriate local regulations in the host country shall apply to all employees travelling.

This policy will be effective for all new projects that will start on or after 1<sup>st</sup> April 2017

**Apar Technologies Pvt. Ltd. reserves the right to alter, append or withdraw this policy either in part or in fully based on management's discretion.**

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