

**Domestic Travel Policy (India)**  
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Your point of contact for this document						
Name	Susmita Kaushik					
Title	Associate Director – People and Culture					
Mailing Address	A-Wing, 8th Floor, Godrej Eternia C, Old Pune Mumbai Highway, Wakdewadi, Shivaji Nagar, Pune – 411005. Maharashtra, India					
Email	susmita.kaushik@blazeclan.com					
Phone	+91 7378665773					
Issue No	Date	Section/ Sub-section changed	Author	Reviewer	Approver	Summary of changes
A	31st October 2017	All Sections	Shweta Sharma	VeeraJ Thaploo	VeeraJ Thaploo	First Issue
B	1st February 2018	All sections	Shweta Sharma	VeeraJ Thaploo	VeeraJ Thaploo	Second Issue
C	9th July 2019	Exclusion	Susmita Kaushik	Mahesh Deodhar	Varoon Rajani	Third Issue
D	1 <sup>st</sup> April 2022	All Sections	Swamini Dumbre	Susmita Kaushik	Sanjay Bhat	Fourth Issue

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## Policy Statement

This document serves to clarify how travel should be arranged and the parameters that must be adhered for clanmates based in India only. All travel must be done in accordance with this policy. It is the intent of BlazeClan Technologies to allow adequate arrangements for individuals who are required to travel for business. It is also expected that these stakeholders will use discretion and good judgment in usage of travel related spends.

## Scope

- All clanmates (Permanent and interns) from based out of India only are eligible for this Policy.
- The updated policy is effective from 1<sup>st</sup> April 2022

## Objective

The objective of this policy is to govern the People Experience (PEx) aspect of travel security for our clanmates.

## Roles & Responsibilities

### Management

To ensure all support towards PEx functions in terms of giving suggestion, modification and approval towards processes.

### People Experience Team

The PEx team is responsible to update this policy as per organization needs. Review this policy from time to time to make relevant changes as and when need arises and get the policy document reviewed and shared with all concerned.

### Clanmate

This is responsibility of each clanmate to follow the procedure and guideline mentioned in the policy document.

## Policy Guidelines

All the Travel request should come under below mentioned categories [mentioned in Indian Rupees]:

Travel Duration	Travel Category
Cat 1 - from 1 to 90 Days	Deputation Travel
Cat 2 - from 91 Days & Above	Relocation

## Arrangements and Benefits applicable as per the Travel Category:

Benefits Category	Cat 1 - Deputation Travel (up to 90 Days)	Cat 2 - Relocation (More than 90 Days)	Details
Per Diem	Yes	Yes, up to 15 days	<ul style="list-style-type: none"> <li>Per Day Allowances <b>INR.750/-</b> will be granted for miscellaneous expenses on incidentals, food etc.</li> </ul>
Travel Allowance	Yes	Yes *this reimbursement will be valid only for one way ticket i.e. travelling to the base location (Pune/Mumbai)	<ul style="list-style-type: none"> <li>Travel Allowance <b>upto Rs.6,000/-</b> will be reimbursed to the clanmate only upon submission of valid documents/checks like Manager/SUH approval on Zoho Expense, travel ticket copy, GST invoice etc. in the name of the clanmate.</li> <li>This reimbursement shall be valid only if the reimbursement request is raised on Zoho Expense, not later than 30 days from the date of travel.</li> <li>The travel bookings can be made by the clanmate themselves or can be requested to Admin team.</li> <li>Please note, this reimbursement is applicable only to the employee and not his/her family or any other travel partner accompanying the employee on this travel.</li> </ul>
Hotel Accommodation	Yes, up to 90 days	Yes, up to 15 Days	<ul style="list-style-type: none"> <li>The hotel booking can be made by the clanmate themselves or request the Admin team.</li> <li>In case hotel booking is made by employees themselves, the reimbursement can be availed up to the following limits irrespective of the band/role: <ul style="list-style-type: none"> <li><b>Metro cities:</b> 3,000 - 5,000 INR</li> <li><b>Non-Metro Cities:</b> 2,500-3,500 INR</li> </ul> </li> <li>Following documents/checks will be required for reimbursement like Manager/SUH approval on Zoho Expense, hotel booking receipt, GST invoice etc. in the name of the employee.</li> <li>Please check - <b>Process for Travel</b> for more details.</li> </ul>

\*All other Benefits (PF, Gratuity, Insurance, and Bonus/Incentive) will remain same as per the Base Location.

## Exclusion

- This policy excludes clanmates (permanent) who are employed with Blazeclan on an agreement to get deputed on the client site permanently or any other base location as agreed via the Work From Home agreement (unless approved by the Manager/SUH for business reasons)

- This policy excludes clanmates working from Malaysia, Singapore, Australia, Canada or Europe location.

## Process for Travel

- For any business-related travel, as approved by Manager/SUH, one needs to raise a travel request on Zoho expense.
- Here's the Link: [New Trip | Trips | Zoho Expense](#)
- The approval flow will be as follows, once the Zoho Expense ticket is logged by the clanmate:
  - **International travel:** Requester- PM Approval - SU head Approval, COO approval, Finance head approval, PEx head approval and Admin approval.
  - **Domestic Travel:** Requester- PM Approval - SU head Approval, COO approval and Admin approval.
- The travel plan and related arrangements should be addressed to Admin ([admin.pune@blazeclan.com](mailto:admin.pune@blazeclan.com)) & Finance ([finance@blazeclan.com](mailto:finance@blazeclan.com)) teams at least **one week prior to the date of travel**. Any exception to this timeline, the clanmate will have to make his/her travel arrangements including hotel accommodation etc. This expense will later be reimbursed to the clanmate on submission of the valid documents, not later than 30 days from the date of travel.
- In case of any queries w.r.t this policy, you can raise a [Zoho Helpdesk Ticket](#) for the following categories:
  - **Admin Team:**
    - Making Travel & Hotel Arrangements
    - Zoho Expense related concerns
  - **Finance Team:**
    - Travel & Hotel Stay related Reimbursement

## Relocation Incentive and Relocation Allowance

Name	Definition and Details
Relocation Incentive – For Initial Stay	<ul style="list-style-type: none"> <li>• This is an employee benefit given towards relocation to the new joiners.</li> <li>• New Joiners (including clanmates who have joined since April 2020) getting relocated from their base location to the Pune/Mumbai office/Customer locations</li> <li>• Admin can book the initial stay for clanmates in our preferred hotels/guesthouses for initial 14 days</li> <li>• In case clanmates wants to arrange for initial stay themselves a one-time relocation Incentive of Rs.30,000/ (max capped) will be reimbursed on submission of relevant receipts having a valid GST invoice, not later than 30 days from the date of movement.</li> <li>• Miscellaneous expenses (like laundry, meals, telephone &amp; internet charges, or any other incidentals) are all included in this.</li> <li>• In this case, the employee is not eligible for <a href="#">Per Diem, Travel Allowance and Hotel Accommodation</a>.</li> <li>• Apart from this relocation incentive, they will also be eligible for the <a href="#">relocation Allowance</a>, basis submission of bills.</li> </ul>
Relocation Allowance – Movement of Commodity and Services.	<ul style="list-style-type: none"> <li>• Please refer <a href="#">Reimbursement Slabs</a> for the reimbursement slabs for travel and movement of commodity and services.</li> </ul>

## Notes:

- **Relocation Incentive – For Initial Stay of Rs.30,000/- is different from Relocation Allowance.**
- Relocation Incentive is a onetime benefit given to new joiners for moving to office/customer location within India for their stay arrangements in the new city.
- On the other hand, relocation allowance is a reimbursement component based on submission of relevant receipts having a valid GST invoice, not later than 90 days from the date of movement the base location i.e. Pune
- Both the relocation incentive and relocation allowance are recoverable, if the Clanmate has resigned or is serving the notice period within 1 year from the date of joining. The reimbursement amount shall be recovered from Full and Final settlement amount as defined in the Exit Policy of Blazeclan.
- For more details, please refer - [Thumb Rules for Reimbursement](#).

## Eligibility for Relocation Incentive and Relocation Allowance

- All permanent and full-time intern clanmates
- Contractors and Sub-Contractors are non-eligible for this Policy.
- Clanmates must have successfully completed the probation period at their base (home) location, where they are hired to be eligible for a relocation/transfer. An exception would be based on approval from COO/PEX.

## Travel

- Mode of travel can be any one of the following: Air Flight, Train, Bus, and Cab, upto the limits mentioned in the reimbursement slab, as per the band of the clanmate.

Travel Mode	Evidence Required (on the name of the employee)	Reimbursement Limit
Air	One-way flight ticket from departure location to joining location.  Boarding Pass and ticket	Please refer, the <a href="#">reimbursement slabs</a> for these travels which will vary based on the band of the clanmate
Train	PNR Copy	
Bus	Bus Ticket	
Personal Car/Cab	Cab Receipt with valid GST Number  *In case of travel by '4 wheeler, travel reimbursement can be done at the rate of 7 Rs. Per km (Cost of insurance, maintenance, toll, parking will not be borne by company. This is for both Petrol/diesel run vehicle)	



## Commodity and Services

- Definition: It means the movement/relocation of your personal/home belongings and related expenses including transport of this material, insurance etc. will be covered under this category. Please refer, the [reimbursement slabs](#) for this expense, which will vary based on the band of the clanmate
- These include the following expenses:
  - Packing, Freight & Insurance
  - Brokerage Charges
  - Transportation of Vehicle
  - Reimbursement of registration charges & road tax for 4 wheelers
  - House Deposit Advance
  - Reimbursement of Building Fund fee/ Donation
- This is a one-time benefit payable to the clanmate for moving from home location to joining location
- This reimbursement shall be made only on submission of relevant receipts having a valid GST invoice, not later than 90 days from the date of movement the base location i.e. Pune

## Reimbursement slabs

The reimbursement slabs for travel and relocation of commodity and services will vary based on the band of the clanmate as shown below:

Band	Travel Plan	Travel Reimbursement Upper Limit (INR) (Flight/Cab/Train/ /Bus)	Commodity & Services Reimbursement Upper Limit (INR)
CF/DE1/DE2/C1/C2	Travel Plan 1	15,000/-	30,000/-
P1/P2/P3/P4	Travel Plan 2	30,000/-	50,000/-
P5 and Above	Travel Plan 3	45,000/-	70,000/-

## Thumb Rules for Reimbursement

- The reimbursement can be processed through ZOHO Expense. Please refer to the [“Zoho User Guide Expense A01”](#) from **Quick Links of ZOHO People Page**.
- Reimbursement is subject to the verification of the supporting documents and approval process.
- Any reimbursement processed under this policy is subject to tax withholding.
- Clanmates can avail the benefits of this relocation allowance **within 90 days from Date of Joining** else, the reimbursement window will be disabled.
- If the Clanmate has resigned or is serving the notice period within 1 year from the date of joining, the reimbursement amount shall be recovered from Full and Final settlement amount as defined in the Exit Policy of Blazeclan.
- **All relocation requests must be approved by the Service Unit head and Head of Delivery prior to actual relocation or commitment to the clanmate.**
- The travel plan and related arrangements should be addressed to Admin ([admin.pune@blazeclan.com](mailto:admin.pune@blazeclan.com)) & Finance ([finance@blazeclan.com](mailto:finance@blazeclan.com)) teams at least **one week prior to the date of travel**. Any exception to this timeline, the clanmate will have to make his/her travel arrangements including hotel accommodation etc. This expense will

later be reimbursed to the clanmate on submission of the valid documents, not later than 30 days from the date of travel. Here's the link to raise the relocation cum travel request: [New Trip | Trips | Zoho Expense](#)