

Smartworld Developers Private Limited	Tour & Travel Policy	Policy No.: SW-HR/0010
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# Tour & Travel Policy

Date	Prepared by	Reviewed By	Approved by
01-Oct-22	HR	CEO	

## **Tour & Travel Policy**

### **1. Objective**

The objective of travel policy is to ensure that the travel expense of the company is controlled by establishing certain standards. Employees must control business travel expense by making the sound judgment with respect to use of company funds. Travel is an important aspect for carrying out the business, it is expected from employees that they will follow the "travel guidelines for employees "while travelling and would provide documentation in support of the same. It is also meant to reimburse the amount spent by an employee when on international or domestic travel.

### **2. Scope**

The policy is applicable to all employees of Smartworld Developers Private Limited. For the purpose of this policy, all employees on rolls (either on probation or confirmed) of the company and its subsidiaries, full time retainers shall be eligible to claim business tour expenses as per the level at which they are mapped within the company. Any deviation must be explained on the expense report alongwith the approval of HOD.

### **3. Entitlements**

This policy covers expenses and entitlements of employees who travel on company's business both within and outside the country. This policy highlights the entitlements during domestic and international travel viz.-

- Eligibility
- Boarding/Lodging
- Local conveyance while Travelling
- Food/ Other Costs

### **4. Guidelines**

- i. All business travel has to be duly approved by approving authority prior to commencing the tour. Approving authority for approving International & Domestic travel is:-
  - Domestic Travel: HOD, CEO & Head HR
  - International Travel: CEO & Head HR
- ii. All bookings shall be done through Admin Representatives only.
- iii. The 'Travel Expense Statement' (Annexure A) must be filled in and submitted with the Administration representative.
- iv. Travel on company's business shall be need based and shall be undertaken only after prior written approval from the Reporting manager /HOD through "Travel Expense Statement'.
- v. Business Tour' for the purpose of the policy would be deemed to start from the time of leaving of Residence/office of posting for departure to the business destination. Business trip ends upon the employee arriving at the residence/office at their location of posting on their return from the business trip.
- vi. Employee undertaking travel should submit the 'Travel Expense Statement' and settle their account within ten working days of completion of the travel or within the same month & it is mandatory to submit the Travel expense statement post every Business Tour, even when the arrangements of

travel/lodging have been borne by the company.

- vii. The Company shall have the discretion to disallow any claim which is not justifiable or is unreasonable.
- viii. Any expense accruing to excess baggage may be reimbursed if incurred due to the requirement to carry company documents and equipment's necessary for the business trip. Approval of the CEO or concerned HOD would be required for the same.
- ix. The Company shall not reimburse expenses of personal nature on items such as tobacco, liquor, books or other such items.

#### **5. TOUR ADVANCE:**

- i. Tour Advance shall be provided where it is deemed that carrying some amount of cash is absolutely necessary. The company expects employee to avail the minimum required advance, and in any case not more than 2/3rd of the total estimated tour expenditure.
- ii. To avail this prior approval would be required from HOD, Head - Finance & Head-HR along with travel approval.
- iii. Employee is expected to refund the residual Tour Advance amount at the earliest, latest within ten working days of return from travel.
- iv. No new advance shall be provided, till the old ones have been settled.
- v. All employees undertaking travel should submit the 'Travel Expense Statement' to accounts and settle their accounts within ten working days of completion of travel.
- vi. The Company shall have the discretion to recover the pending tour advance from the employee's payroll, if the employee fails to settle their account beyond 30 working days of completion of the travel. Finance shall intimate HR for recovery post two reminders to the employee for account settlement.
- vii. Also, all the bills in original are to be submitted to claim any reimbursement during tour. In case of bills missing, the claim amount shall not be eligible for reimbursement.

#### **6. BOOKING & CANCELLATION:**

Travel related bookings and cancellations of hotel/stay arrangements have to be done only through the Administration representative. The employee is expected to ensure that any cancellation of travel is done with due notice and least financial outflow on Smart world developers. Charges incurred due to failure to timely cancel travel or on personal grounds may not be reimbursed by the company.

#### **7. LEAVE POLICY WHILE ON TRAVEL**

- i. While on travel, the employee is covered as per the leave policy.
- ii. An employee is not expected to avail leave, when on business travel. However, only under unusual Circumstances (emergency/sickness), can the employee avail leave, after duly informing his reporting Manager. His/her leaves would be deducted as per the leave policy.
- iii. Information on travel/ 'on duty' must be received by HR prior to proceeding on business tour to regularize Attendance. The mail should be marked to the reporting manager.

#### **8. SPOUSE TRAVEL/GUEST/PERSONAL TRAVEL COMBINED WITH BUSINESS**

- i. Travel expenses for family members or guests are not reimbursable.
- ii. Only in cases, where the company invites or requests spouse/partner to accompany an employee on a business trip, to a meeting or to an achievement award event, the company shall reimburse the employee for spouse travel expenses.

#### **9. DOMESTIC TRAVEL:**

**9(a). TRAVEL ENTITLEMENTS:**

- i. The mode of travel would be as per below mentioned entitlements, according to the level in which the employee is.
- ii. Deviation in travel norms shall need prior approval. All such cases would need **CEO** approval.

DOMESTIC TRAVEL ENTITLEMENT		
Band	Designations	Mode of Travel
Band 1	CEO, CFO, President	Economy
Band 2	SVP, VP	Economy
Band 3	AVP,SGM, GM	Economy
Band 4	DGM,AGM,Sr. Manager	Economy
Band 5	Manager, DM, AM	Economy
Band 6	AM & Below	Economy

- iii. Employees must ensure that Business tour by Cab is restricted for destinations where the travel time is less than 6 hours and when 3 or more employees are travelling to the same destination. Any exception needs due justification.
- iv. For Band 4,5 & 6 any travel by Air needs to be approved by HOD, HR Head and CEO.
- v. If the travel distance is less than 300kms, then travel has to be by Volvo / Train mandatorily. In case of exception, the same shall be approved by HOD, HR Head & CEO.

**9(b). BOARDING/LODGING:**

- i. All employees should stay at business class hotels ONLY, where rates have been negotiated by the Company. The list of the negotiated hotels shall be available with the Administration team. Before deciding on the business class hotel, employees are advised to check the rates of few suitable business class hotels and try to book those where the expense may be the lowest and within their entitlements.

The entitlements are as mentioned in Table below:

Band	Accommodation	"A" Class City (Rs.)	"B" Class City (Rs.)	"C" Class City (Rs.)	Accommodation Entitlement
Band 1	Business Class Hotel	At Actual	At Actual	At Actual	Single
	Food	At Actual	At Actual	At Actual	
	Own Arrangement(D.A)	8000	6000	4000	
Band 2	Business Class Hotel	At Actual	At Actual	At Actual	Single
	Food	At Actual	At Actual	At Actual	
	Own Arrangement(D.A)	5500	4500	3500	
Band 3	Business Class Hotel	6000	4000	3000	Twin Sharing
	Food	2000	1500	1200	
	Own Arrangement(D.A)	4000	3000	1500	
Band 4	Business Class Hotel	4000	3000	2500	Twin Sharing
	Food	1500	1200	1000	
	Own Arrangement(D.A)	2500	2000	1200	
	Business Class Hotel	3000	2000	1500	Twin Sharing

Band 5 & 6	Food	1500	1200	1000	
	Own Arrangement(D.A)	1200	1000	750	

- In case of seasonal increase in lodging the same shall be considered upto 20% of the rate in Table 1
- All lodging, boarding & food charges are exclusive of taxes
- All lodging, boarding & food claims would be supported by original documents
- Laundry charges shall be considered additional if the stay is >3 days
- All above entitlements shall cover incidental expenses on water, tips, newspaper etc.

City Categorization	
A	Delhi/NCR, Mumbai, Pune, Kolkata, Chennai, Bangalore & Hyderabad
B	All state Capitals
C	All other cities which is not mentioned in the above categories

- The cost of the lodging, boarding & food would be reimbursed as per the actual or entitlements whichever is less.
- Expenses incurred in excess of amount entitled for lodging shall be borne by the employee. No Booking of suites shall be considered for business travel.

#### **9(c) . Local Transportation**

- Employees can claim reimbursement for using own vehicles for local travel undertaken on account of official out-door duties.
- The reimbursement amounts are as follows:
- Band 1 & 2:
  - Four Wheeler (Car): Rs 10.00 / km
  - If the employee uses his/her own car or company owned car for outstation travel, Driver allowance may also be claimed at Rs. 600 for overnight stay and Rs. 200 if returning on same day. The employee shall have to sign an undertaking, whether the driver was used or not to claim this Reimbursement.
- Band 3 and below:
  - Four Wheeler (Car): Rs 10.0 / km (As per local conveyance policy)
  - Two Wheeler (Scooter/ Motorcycle): Rs 5.50 / km(As per local conveyance policy)
  - If the employee uses his/her own car or company owned car for outstation travel, Driver allowance may also be claimed at Rs. 300 for overnight stay and Rs. 150 if returning on same day. The employee shall have to sign an undertaking, whether the driver was used or not to claim this reimbursement.
- In order to claim the Local Travel Conveyance, all employees would be required to log the opening and closing reading of the vehicle.
- The format for Local Travel Claim is Annexure B along with this document.

#### **10. INTERNATIONAL TRAVEL:**

International travel guidelines pertain to official travel undertaken by employees outside of India.

#### **10. (a) TRAVEL ENTITLEMENTS:**

- i. The mode of travel would be as per below mentioned entitlements, according to the level in which the employee is.

INTERNATIONAL TRAVEL ENTITLEMENT		
Grade	Designations	Mode of Travel
Band 1	CEO,CFO,President	Air (Economy)/(Business)
Band 2	SVP,VP	Air (Economy)/(Business)
Band 3	AVP,SGM,GM	Air (Economy)
Band 4	DGM,AGM,SM	Air (Economy)
Band 5	Manager,DM,AM	Air (Economy)

- ii. Band 1 & 2 shall be eligible for Air (Business class) travel in case of distress travel ie. Overnight travel or where travel time exceeds 6 hours or where office work needs to be attended the next morning at the reporting destination.
- iii. Deviation in travel norms shall need prior approval of the CEO.
- iv. The company shall organize company cabs only if the arrival time of the flight at home destination is post mid night. However, women employees shall be provided company cabs for pick and drop. Employee shall use taxi for this purpose which shall be reimbursed along with travel claims.

#### 10. (b) BOARDING/LODGING/FOOD:

- i. All employees should stay at hotels identified by Administration. Before deciding on the hotel, employees are advised to check the rates of few suitable hotels and try to book those where the expense may be the 'lowest' and 'within their entitlements'. The entitlements are as mentioned in Table below:

Grade	Lodging/Day	Boarding/Food
Band 1	300 USD	125USD
Band 2	275 USD	100 USD
Band 3	250 USD	75USD
Band 4	225 USD	75 USD
Band 5	200 USD	50 USD

- In case of seasonal increase in lodging the same shall be considered upto 15% of the above table rate
- For London/Paris/New York/Tokyo/ Los Angeles, additional upto \$ 100 for lodging would be allowed.
- Laundry charges shall be considered additional if the stay is >2 days
- The cost of the lodging would be reimbursed as per the actual or entitlement whichever is less.
- Twin sharing accommodation for Band 3,4,5 for employees travelling to the same destination.
- Expenses incurred in excess of amount entitled for lodging shall be borne by the employee. No booking of suites shall be considered for business travel.
- Requisition for foreign exchange exceeding the entitlement shall require approval of the CEO & Finance Head.

#### 10.c LOCAL CONVEYANCE

- i. Company shall not organize taxis for pick and drop for airport. Employee shall be required to arrange taxi themselves.
- ii. Point to point taxi should be used only in case where public transport not available.
- iii. During International Travel public transportation and metered taxi should be used as far as possible. Car rental is allowed only for Band 1 & 2 level.
- iv. Expenses for local transportation at the travel destination shall, wherever applicable, be reimbursed at actual, upon submission of supporting vouchers or point to point details.

**10. d OTHER BENEFITS:**

- i. Travel advance shall be given only as per entitlement employee going on International Business Tour.
- ii. When travelling abroad employee shall be required to get matrix / international cards issued from the Administration department before they travel.
- iii. Expenses incurred towards ISD telephone calls, telegrams, telex, fax, postage etc made in the cause of company's business shall be reimbursed on actual, on submission of receipts where ever possible.
- iv. When passport visa, tourist card, vaccination and immunization requirements are necessary, travel counselor shall refer employees to the appropriate source to ensure that the requirements are met.
- v. Passport, visa, tourist card, airport tax etc or other costs such as immunization / inoculations expenses are reimbursable.

**11. Deviations /Exceptions:**

- Any deviations from this policy require approval from the Management.
- CEO reserves the right to modify or terminate this policy without prior notice.

**12. Policy Owner**

The Head of HR, Smart world Developers Private Limited owns this policy.

**Disclaimer on Modification/Withdrawal**

*This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.*