

## 7 TRAVEL RULES

### 7.1 INLAND TRAVEL RULES

#### 7.1.1 INTRODUCTION

- This policy is in supersession of all the existing policies/practices and is applicable to all the employees in the company for travel undertaken within the country.
- All tours must be undertaken with prior sanction in the approval form (**Form no. 11**) from the specified approving authority.
- All tours should be undertaken by the most economic eligible mode and class of travel and by the shortest route, keeping in view that the time spent in journey should least affect the working hours. Return or concessional ticket when cheaper than two single journey fares should be purchased wherever available.
- In case of availability of **Company Guest House**, the employee can avail this facility. In case of non-availability of Guest House, hotel bookings to be done by designated staff. A separate list with eligibility criteria will be maintained at each location

#### 7.1.2 TOUR EXPENSES REPORT

Tour Expenses Report should be submitted in the prescribed format (**Form No. 12**) within seven days after the completion of the tour.

#### 7.1.3 AUTHORIZATION

All travel requisition would have to be duly authorized by the Branch Head/Location Head/ Business Vertical Head, not below the level of HOD

While approving, the Branch Head/Location Head/ Business vertical Head should consider the purpose for travel and employee's entitlements. Similarly, on return from travel, the expenses should be approved by the Travel Approving Authority as mentioned above.

Whenever an exception is required, such exception with justification/clarification by employee with necessary approval from Branch Head/Location Head/ Business vertical Head should be taken prior to the travel of the employee.

In case of Executives, travel should be approved by Department Head and designated HR SPOC, to ensure grade wise eligibility, as per policy before the travel is undertaken. If the above mentioned, approvals are not in place then the employee will not eligible for any bookings or reimbursements.

#### 7.1.4 BOOKING OF TRAVEL TICKETS

All Travel ticketing should be done through the Travel Desk or designated person at the location till such time a Corporate Tieup with an identified travel portal is not in place. Care should be taken that tickets are booked by the shortest route and most economical method (airlines) as per the entitlement mentioned in Annexure 1

#### 7.1.5 MODE OF INTER CITY TRAVEL & BOARDING & LODGING

The details in policy governing the mode of travel between cities for different categories of employees, eligibility of reimbursement of boarding and lodging expenses and local conveyance are available with Branch Head/Location Head/HR Representative at respective locations in Annexure-I. Kindly familiarize yourself before undertaking the tour.

Stay arrangements at the location should be done through the Local Admin or the designated person at the location, who will maintain a list of Hotels with the negotiated rates at the location. To the extent possible, Company Guest House should be used for staying. Where stay at the hotel is required, eligibility with regard to category of hotel will be applicable as per Table 1 below

Table 1

Designation	Category of Hotel
Exe. Director/CEO/COO/President/VP	5 / 4 Star Hotel (Designated hotel)
Dy VP/AVP/SGM/GM/DGM	4 / 3 Star Hotel (Designated Hotel)
AGM/Sr. Mgr/Mgr	3 Star Hotel (Designated Hotel)
Dy. Mgr/Asst. Mgr/Sr. Exe/Exe/Jr.Exe	3 Star Hotel (Designated Hotel)

Note:

1. The category of Hotel mentioned above is the upper category and is a guideline. Local Admin / Designated Person at Location will arrange stay at an appropriate Hotel, depending on availability at the location / city
2. Entitlements as per Annexure 1 with regard to Boarding will be applicable

#### 7.1.6 INTRA CITY CONVEYANCE

- Local commute done in the city of travel, in case of outstation travel (including travel to and fro airport at both locations), should be through cab aggregators like OLA / UBER.  
(Organization is exploring a corporate tie up with these service providers and will be notified to all once done, till such time all are required to use either OLA or UBER)
- Band wise eligibility in case of hire through OLA / UBER are given below and are indicative of the upper limit of category

Designation	Vehicle Category	Eligibility
Exe. Director/CEO/COO/President/VP	Cab	OLA Prime / UBER Premier
Dy VP/AVP/SGM/GM/DGM	Cab	OLA Prime / UBER Premier
AGM/Sr. Mgr/Mgr	Cab	OLA Micro / OLA Mini / UBER Go
Dy. Mgr/Asst. Mgr/Sr. Exe/Exe/Jr.Exe	Auto / Cab	OLA Micro / OLA Mini / UBER Go

- Official Cabs will be booked by the organization only in the following cases:
  - Visiting dignitaries / clients or customers
  - Visiting Board members or Directors
  - Locations where there is no service by cab aggregators like OLA or UBER
  - Short term inter-city travel where travel by road is the norm (e.g. Mumbai – Pune). These will be linked to the travel request

#### 7.1.7 GENERAL

- Employees are advised to use their credit cards to settle the expenses incurred including hotel bills, during the tour, which will be reimbursed against bills as per limits stipulated in Annexure I.
- No advance should be taken from the company's Principals/customers/clients under any circumstances.
- Car hire expenses, where the car has been provided, incurred on behalf of concerned employee will be settled by the Branch where the employee has visited. However, the same will be reimbursed by the employee's Branch upon receipt of debit note from the concerned location.

- Employees while on tour are expected to maintain the code of conduct.
- If travel period exceeds 30 days, then this place shall be treated as temporary Headquarters.
- For employees travelling frequently for business purposes, a fixed travel allowance may be approved by the Departmental Head separately with due approvals
- Reimbursement of expenses incurred on liquors/alcohol is prohibited unless substantiated as entertaining Principals, Clients, etc.

## **7.2 FOREIGN TRAVEL RULES**

The foreign travel rules will be within the prevailing RBI guidelines. An overseas travel request (**Form No. 11**) on company work should be raised for all the tours and approved by Business Vertical Head/Executive Directors and a copy to be sent to the Accounts Department for the arrangement of foreign exchange and overseas insurance policy.

### **7.2.1 DAILY FOREIGN EXCHANGE ALLOWANCE**

The daily rate includes boarding, lodging, laundry, conveyance, portage, and other incidental expenses. The details of Daily Allowance rates are available with Branch Head/Location Head/HR Representative at respective locations. If it is a third party sponsored foreign tour, the eligibility of the exchange allowance will be decided by Business Vertical Head/Executive Directors according to the country of visit on case to case basis.

### **7.2.2 CLASS OF TRAVEL**

- The class of travel will be decided by the Business Vertical Head/Executive Directors if it falls outside the scope of prevailing rules.
- Company will reimburse regulatory expenses (if any), in India and foreign airports plus expenses which are related to obtaining travel documents/inoculations/visas etc.
- Any expenses on foreign entertainment should have prior approval of CEO / COO / Directors.
- On return an employee is expected to submit the Foreign Exchange Utilization Report (**Form No. 13**).
- Till the submission of travel report and refund of foreign exchange, if any, the Accounts Department will hold the total amount paid to the individual as 'IOU' against the individuals' name.

## ANNEXURE – I

Designation	Mode of travel	A Class Cities			B Class Cities		
		Boarding	Incidental Expenses	Lodging upto	Boarding	Incidental Expenses	Lodging upto
Exe. Director/CEO /COO/President/VP	Air Economy	ACTUAL	250	10000	ACTUAL	200	8000
Dy VP/AVP/SG M/GM/DGM		ACTUAL	250	8500	ACTUAL	200	7000
AGM/Sr. Mgr/Mgr		1200	250	7000	1000	200	4000
Dy. Mgr/Asst. Mgr/Sr. Exe/Exe/Jr. Exe	Train 2AC	800	250	4000	700	150	3000
"A" Class City = Mumbai/Delhi/Chennai/Kolkata/Bangalore/Hyderabad/Ahmedabad							
"B" Class City = Rest all the cities							

*All amounts mentioned above are the upper limits prescribed*

- Lodging indicated above is the tariff maximum permissible limit, inclusive of tariff and taxes on per day basis, subject to production of bills.
- Incidental expenses on per day basis to cover tips, show shine etc.
- Boarding is inclusive of breakfast, lunch, **dinner** and laundry.
- Higher class travel should be with the prior approval from the approving authority as per the business requirements.
- Train ticket/Boarding pass should be submitted along with travel claim form wherever applicable.
- In case of "Actuals", claim should be supported by bills.
- **In case of any employee is managing his/her own accommodation while on official travel, he/she can claim boarding expenses towards breakfast, lunch, dinner and laundry as actuals subject to the maximum of boarding expenses specified in Annexure – I on production of bills/supportings.**