

Policy on Global Travel

Control Information	
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1. Purpose

To define the entitlements for the usage of different communication facilities provided to the associates to meet the business requirements. expenses.

2. User of the document

This policy is applicable to all the full-time associates and consultants of HTC Global Services (India) Private Ltd. and all its affiliated companies.

3. Local travel within the city limit

3.1 Eligibility

To reimburse the expenses incurred by associate as conveyance for commuting from one place to the other within the city limits of their location at actuals based on the mode of travel and location for performance of their official duties.

No reimbursements can be claimed for expenses incurred on travelling from home to the office and vice versa.

The rates applicable for such reimbursement would be as follows:

For associates using their own conveyance, the following rates would be applicable.

- For use of car - Rs. 12.00 per km
- For use of Scooter / Motorcycle/Moped - Rs. 8.00 per km

For associates, using public transport, the reimbursement would be made at actual with maximum reimbursement being limited to the applicable automobile fare in the normal circumstances. However, reimbursement of taxi fare could be considered under exceptional circumstances depending on the situation of the case.

In the case of travel by first class in sub-urban trains, the tickets need to be produced while claiming the expenditure.

4. Outstation Travel- Within India for Short duration (less than 30 days)

To enable / assist associates working on deputation for the business purposes and provide them basic level of comfort while being away from home.

4.1 Definition

- “Travel” means an official visit of an associate outside city limits for NOT more than 30 days (Including the Saturdays and Sundays if they fall in between the total duration of the travel).
- “Lodging” means expenses incurred for hotel accommodation during the travel.

- “Private Arrangement” means associate, making his own arrangements for stay either with his friends, relatives etc., instead of staying in an accommodation during his business travel provided by the organisation.
- “Per Diem allowance” means daily allowance given to the associate to cover their business trip expenses. It includes meal and other miscellaneous expenses incurred for laundry, tips and any other personal/incidental expenses not specifically covered under the policy.
- “Local Conveyance” means allowance offered to associates to compensate for their travel from residence to workplace and whenever associate visits local customers / vendors or travels for any official purpose (approved by the business unit).
- In case an associate avail the transport service provided by the company then the local conveyance allowance will not be paid to the associate

4.2 Eligibility

Designation	Mode of Travel	Lodging Charges		Per Diem (Including Food allowance)	Local Conveyance
		(*) Hotel Charges	(**) Private Arrangement		
L11 & L12	Air	Actuals	NA	Actuals	NA
L8 to L10	Air (Economy)	Actuals	400	Actuals	300
L4 to L7	Air (Economy) /II / III Tier AC Train	Actuals	300	500	250
L1 to L3	Air (Economy) /II / III Tier AC Train	Actuals	200	500	150

(*) = With Bills & () = Without Bills**

4.3 Process for claiming reimbursement of outstation travel expenses

- All travel needs to be undertaken only with the prior approval of the reporting manager and the business head.
- All the hotel and travel bookings request should be submitted in ERP - Sakti to Travel Desk at least 7 days in advance (excluding the date of journey) and Travel Desk shall make all the necessary arrangements. Only in exceptional cases, the bookings may be made directly by the associate with the prior approval of the business head, general admin head and the HR head.
- Request for advance for the business travel to be sent to the Finance team at least 3 working days in advance prior to the travel date.
- Advance for the business travel can be obtained from the Finance department upon getting the approval from the reporting manager and the business unit head.
- No advance for any business travel shall be given in case if any advance of previous travel is not settled.
- For one day outstation trip (where departure and return are on the same day), lodging expenses will not be applicable. Per Diem can be claimed along with the “Allowance for private arrangement”
- The calculation of the number of travel days would be based on the total hours spent on the business travel by the associate. 24 hours will be considered as one day. If the balance hours, if any, are equal to or exceed 12, it will be counted as full day, otherwise will be taken as a half day.
 - For example, if a person spends a total of 61 hours on business travel, the number of days will be 3 as 48 hours and equal 2 days and balance 16 hours will be considered as a full day. However, if the associate spends a total of 59 hours, it will be 2 and half days.
- For the purposes of Private Arrangement, the arrival and departure times of train/flight at/from the city of destination would be taken into consideration.
- For Per Diem, the departure and arrival times of train/flight from/at the city from where the business travel was started, shall be taken into consideration.
- Where the journey is by train and the journey time exceeds 6 hours, a flat amount of Rs.100/- or actual, whichever is less, may be claimed for every 12 hours or part thereof, in lieu of meals expenses.
- The hotel charges do not include laundry charges, tips etc. These charges are to be met by the associate out of the Per Diem allowance.
- The approval authority for all the travel claims shall be the business unit head.
- Any expense on liquor/ alcoholic beverages will not be reimbursed.
- Expenses incurred towards excess official baggage, postage, telephones, faxes etc., can be claimed on actuals, subject to the submission of bills, wherever possible - provided they are for official purposes and not personal.
- Any additional expense incurred during the business travel, related to guest entertainment, must have an approval from the business head.
- Any exceptions to the policy during the business travel should have the approval of the business unit, general admin head and the HR head.
- The business travel expenses report for domestic travel expenses must be submitted within 3 working days from the return from the travel including the day of return.

- The associate is expected to attach the tickets with his/her travel expense report. In case of air journey, the flight ticket as well as the boarding pass must be attached, whereas if the associate has travelled by train the original ticket or the receipt of the ticket from the Train Ticket Examiner or the photocopy of the ticket must be attached in the same order of preference.
- All entitlements are in Indian Rupees and must be supported by bills, details etc. wherever necessary and possible.
- The allowances/ expenses claimed by the associate need to be verified by the reporting manager / business unit head. The onus of any under / over claim is primarily on the associate and secondarily on the approving authority.
- Changes to reservation and cancellation need to be communicated as much in advance to the Travel Desk. If it's not communicated in advance, the associates who are travelling on business needs should travel on the confirmed date failing which they will have to bear the travel expenses.

5. Outstation Travel - Within India on Deputation / Long- term (More than 30 days)

Eligibility

Associates deputed at client /other location shall be entitled to a monthly deputation allowance of Rs.5000/- for Hyderabad and Bengaluru location and Rs.7000/- for Mumbai and NCR location. When an associate is paid with the deputation allowance, he will not be entitled to claim food/transportation/Accommodation or any other expenses.

6. Transfer (movement of goods) allowance

This is to provide financial and administrative transfer assistance to full-time and consultant HTC associates to minimize their inconvenience during the relocation.

6.1 Eligibility

Payment and/or reimbursement of moving expenses are allowable only when the associate is transferring officially by the company for a long duration. However, the final decision will be contingent upon approval of the business unit head and the HR team.

6.2 Process of reimbursement

- Transfer expenses (movement of goods) will be paid as reimbursement and the limit for this reimbursement should not exceed INR 15,000.
- The reimbursement will be based on the original bills submitted by the associate not exceeding the amount INR 15000.
- Original documents must be submitted, and photocopies of invoices are not acceptable.

7. Travel (Overseas)

7.1 Definitions

- “Foreign travel” means official visit of an associate outside India.
- “Lodging” means expenses incurred for hotel accommodation during business travel.
- “Per Diem” means an allowance given to meet expenses incurred for meals/food, laundry, tips, and any other personal / incidental expenses.

7.2 Guidelines For Claiming Overseas Reimbursement

- All foreign travel needs to be undertaken only with the prior approval of the business unit head.
- All hotel and travel bookings shall be given to Travel Desk at least 21 days in advance (excluding the date of journey) and Travel Desk shall make all the necessary arrangements., All necessary documents of the associate should be given to the Travel Desk well in time to comply with all visa formalities.
- Advance for business travel can be obtained by specifying the amount required for the travel in ERP – SAKTI. No advance for any business travel shall be given in case any advance for any previous travel has not been settled.
- The calculation of the number of travel days would be based on the total hours spent on the business travel by the associate. Twenty-four hours will be considered as one day. If the balance, if any, is equal to or exceeds twelve hours, it will be considered as a full day. Otherwise, it will be regarded as half a day.
For example, if a person spends sixty-one hours in total on travel, the first forty-eight hours will be considered as two days and the remaining sixteen hours will be considered as a full day. However, if she spends fifty-nine hours in total it will be treated as two and a half days.
- Per Diem will be provided based on the number of days from the date and time of departure from the home location until the date/time of departure from the overseas destination to India.
- The hotel charges do not include laundry charges, tips, etc., which must be met by the associate out of the per diem.
- The approval authority for all travel claims will be the business unit.
- Any expense on liquor/ alcoholic beverages will not be reimbursed.
- Expenses incurred towards excess official baggage, postage, telephones, faxes etc. can be claimed on actuals subject to the submission of bills, wherever possible.
- Any additional expense incurred during the business travel, related to guest entertainment, must have an approval from the business head.
- Any exception to the policy during the business travel should have the approval of the business unit.
- The business travel expenses details for foreign travel must be submitted within seven working days from the date of return.
- The associate is expected to attach the air ticket along with his/her foreign travel expense report.

- All entitlements must be in the respective country's currency and must be supported by bills, details etc., wherever necessary and possible.
- The allowances/expenses claimed by the associate need to be verified by the immediate superior. The onus of any claim above or below the claimable amount and the consequent liability rests solely on the associate.
- In the case of private arrangement for Boarding & Lodging by the associate, they can claim the eligible per diem allowance.

8. Per Diem Table

COUNTRY	*PER DIEM ALLOWANCE
USA	US\$50
Singapore	S\$50
Malaysia	RM50
Australia	A\$50
Other countries	As fixed / approved

9. Submission of Travel Request in TMS

Associates can raise a travel request using Travel Management System

- Changes to reservation and cancellation need to be communicated as much in advance to the Travel Desk. If it's not communicated in advance all the associates who are travelling on business needs should travel on the confirmed date failing which they will have to bear the travel expenses.
- The change request is subject to the approval of the manager and business unit head.

Waiver and Amendment of the Policy

The Human Resources team will monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy, and effectiveness.

The company reserves the right to alter, append or withdraw this policy from time to time either in part or in full based on management's discretion.