

TRAVEL & EXPENSE POLICY

- 1. INTRODUCTION:** This policy will be the guiding principle for all business-related travel within and outside India. This policy is framed to ensure comfortable travel for employees going on for business tours.
- 2. PURPOSE:** The purpose of this policy is to outline the authorization and reimbursement process of travel arrangements and expenses and establish protocols that oversee the travel arrangement process.
- 3. APPLICABILITY:** This policy applies to all prospective and existing employees of the company.
- 4. AUTHORIZATION & REIMBURSEMENTS:** All the company travel arrangements must be authorized by the respective Reporting Manager. All the claims will be reimbursed at actuals upon submission of valid original / scanned documents including bills. All the reimbursement are mandatory to be raised within 15 days of travel. No claims pertaining to period beyond 15 days will be entertained and the respective claims shall be deemed to have lapsed. The Reporting Manager sanctioning the claim is empowered and obligated to disallow whole or part of expense that, in their opinion is excessive and not reasonable and this decision is binding on the employee.

5. ENTITLEMENTS:

- Travel: While planning for the business travel the employees should ensure that:
 - The travel request with purpose and objective are put forward at least 10 days in advance.
 - If the location of travel is within 400 kms or overnight travel; team is encouraged to use the train / comfortable bus options as available.
 - For travel location beyond the above-mentioned limit, flight option to be availed with the prior approval from the Reporting Manager. The booking needs to be initiated at least 10 days in advance or as soon as a need for travel is confirmed.
 - If necessary and in absence of any comfortable medium of travel, team is allowed to use their own vehicle subject to prior approval from the Reporting Manager and the reimbursement claim to be raised through Keka expenses.
 - Usage of 2-wheeler is strictly prohibited for any inter-city travel.
- Local Conveyance: While travelling on the business, team will be allowed for the following reimbursements at actual and against the bills.
- Accommodation: The company shall pay for a 3 star or best hotel in the area of stay during the business visits. If the employee decides to stay longer than originally planned due to any personal reasons, the company is not entitled to pay for the stay of such extra days.

- Food: The employee is entitled to be reimbursed for lunch and dinner during the business trip at a maximum of Rs.500/- per meal per day.
- If an employee is hosting a client of Caizin, the entire meal will be reimbursed at actuals.

If an employee chooses to travel with a partner, all the personal travel arrangements are to be done by the employee and the expenses for employees will only be reimbursed by the company.

6. INTERNATIONAL TRAVEL: If an employee is required to travel out of country for any business need, the company will be responsible for all travel arrangements including the accommodation, travel insurance and medical expenses of the employee.

International trip must be authorised at least 1 month in advance. The employee can claim any other miscellaneous expenses done during travel within 15 days of coming back from the trip.

All such miscellaneous expenses need to be approved by the Reporting Manager.

The classification of the countries across the globe are as follows:

Class	Countries
A	Dubai, Ghana, Japan, Kuwait, Kenya, Saudi Arabia, Singapore, Tanzania, United States, Europe, and all East and West African Countries
B	Algeria, Bahrain, Iran, Iraq, Libya, Qatar, Malaysia, Sultanate of Oman, Thailand, Other UAE Countries, Western hemisphere
C	Bangladesh, Democratic Republic of the Congo, Indonesia, Nepal, Sri Lanka, Uganda and other countries.

The limits/eligibilities for mode of travel, stay and other expenses would be as follows: to ensure uniformity on currency, USD being the most stable currency has been used as a point of reference.

Mode of Travel	Accommodation/ Cost of Stay			Food/ Other expenses		
	Class A	Class B	Class C	Class A	Class B	Class C
Economy Class	USD 150	USD 100	USD 75	USD 60	USD 40	USD 30

Travellers who hold international driving licenses, may consider hiring/ renting a car as a cost-effective option over taxi for local commute during their international stay. This is preferable only if the employee has previous experience driving in the international country before. The

reimbursement of the same will be at actuals (including fuel) with prior approval from the Reporting Manager.

Other expenses that can be claimed during such travels if not arranged before by the Company are:

- Costs associated with obtaining required visas and passports.
- Currency Conversion Fees
- Travel Insurance
- Incident / Miscellaneous Expenses incurred for baggage handling, parking and toll charges etc.

7. REIMBURSEMENTS: All reimbursements are to be claimed through Keka expenses module. The reimbursements will be processed outside the payroll.

8. EXCEPTIONS: Any Deviation to this policy must be approved by the HR Team.