



REVISED & FINAL

Travel Policy for employees working for Sakaal Media Group

(Working for all verticals/publications at all locations.)

Updated on : March 14th & 29th, 2014

Policy comes into effect from **April 1st, 2014**

The Policy has been laid out as follows :

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Travel Policy for employees working for Sakal Media Group (Working for all verticals/Publications and at all locations). This policy comes into effect from **April 1st, 2014** and supersedes all previous directives on the subject. This policy is being revised and the limits have been raised to accommodate the rise in costs and keeping in mind about the comfort level of staff while traveling.

1) Purpose of amendment in earlier policy :

To upgrade the limits of expenses in line with inflation and Business requirements of Sakal Media Group.

2) Object :

The aim of this policy is to lay down procedures & entitlements for employees on domestic tours. The policy caters to reimbursement of expenses towards travel, lodging, boarding, local conveyance, incidental and other misc. expenses as per laid down eligibility conditions. It is company policy to reimburse employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of company business. All travel must be done in accordance with this policy to qualify for reimbursement. Employees are asked to exercise prudent business judgement regarding expenses covered by this policy. When submitting expense reports to claim reimbursement, employees are expected to neither gain nor lose financially. This policy is binding on all employees without exception.

3) Scope : This policy covers all employees of **Sakal Media Group** (i.e. all verticals).

4) Reference : Existing domestic travel policy dt. January 1st 2012 and subsequent amendments.

5) Definition : In the context of this policy, the following meaning shall apply:-

'Day Tour' in : This shall mean a tour beyond 80 KMS from Duty Station Metros/Mega Cities and beyond 40 KMS from office i.e. Cooperation and Suburb area;. Where a person actually travels at night and the journey extends beyond mid-night, this shall be counted as same day for all practical purposes.

'Home Station' : The Selected place of residence (required to work out transfer claims)
'Duty Station' : The Place where an employee is posted.
'Tour Station' : The place where employee visits on tour for official work.
'Long Tour' : Tour above 5 to 10 Days duration.
'Short Tour' : Tour below 5 Days duration.

6) Responsibilities and Enforcement:

- HR & Administration dept. shall be responsible for overall monitoring of the policy at all sites /offices. The responsibility of ensuring implementation of the policy at each of the sites/ offices shall be that of the Unit/Branch Manager.
- All travel for official purpose must have the approval of the proper sanctioning authority before it is undertaken. An employee is not expected to combine his personal work or trip with the office tour. A prior permission will be required from the sanctioning Authority of undertaking personal tour partly/extending official tour for personal purpose.

- The travel should be by the shortest, most efficient and cost effective route. So far as feasible, it should be scheduled in such a way that ensures non-wastage of working hours.
- Whenever an overnight journey by train is possible, the employee must travel by train. Whenever the employee is traveling by car, all attempts should be made to combine the travel with other travelers in the company on the same route. Whenever the employee is traveling by Air the booking should be done at least one month in advance so as to ensure best fare.
- The per day expenses will be paid only when the person is actually on work at out station (exception - Days on which the employee has developed illness or is on paid holiday)
- If two employees from the same band are traveling together then they are expected to book and share a double room. The travel expenses will be sanctioned accordingly.
- All expenses are to be incurred by the employee out of the advance received from his HQ (Head Quarter). Advance or expenses from any other office or any person connected to business is strictly prohibited.
- Company employees who incur travel and entertainment expenses are required to comply with this policy. Employees submitting expenses that are not in compliance with this policy risk delayed partial or forfeited reimbursement. Cases of significant abuse will be investigated and may result in disciplinary actions. The approval for travel must be documented. HR/Admin Manager and HOD are responsible for assuring that all policies detailed herein, as well as applicable business unit policies, have been adhered to prior to approving employee expense reports.
- Any deviations must be explained on the employee's expense report with the approval of the reviewer noted to Accounts Payable. The Accounts Payable Department is responsible for ensuring that any expenses reimbursed or paid for by the company are in compliance with this Travel Policy. Reimbursements for expenses that are not in compliance with this policy require the written approval of the minimum level of General Manager.
- The HR & Admin Dept. is responsible for ensuring that this Travel Policy is available to all Employees, Expense Approvers, Accounts Payable Staff, and Newly Hired Employees expected to travel. Maintenance and updating of the Travel Policy is the responsibility of the HR Head and will include collaboration with the GM - Finance/COO/CMO/Director. Any questions or concerns regarding this travel policy or the company's travel management program should be addressed to the HR Dept.
- Fluctuation in lodging and boarding expenses, fuel rate will be monitored time-to-time and amend it in next financial year after due discussion with all the concern.



7) Lodging expenses:

This will cover the expenses for night halt at the destination and will be per night halt actually undertaken.

- This will be paid only if, i. The duration involves a night halt ii. The bills are provided as per the limit of expenses granted. If the claim is not accompanied by relevant documents then reimbursement is not sanctioned.
- If an employee prefers to make his / her own personal arrangement instead of staying in hotels, he/she would claim Rs.500/- per day for lodging or expenses limit of lodging which ever is less. No supporting for caliming this amount is required.
- The bills should be only for room charges with taxes and should not cover any other charges.
- If staying arrangements are done by the company or the organizers in the case of seminars and conferences where the fees paid by the Company includes lodging then this will not be paid.
- Wherever the Company Guest house arrangements are available and they will have to be utilized by the employee. In case the employee decides to make his own arrangements then he will not be entitled for any reimbursement.
- An employee can travel by the mode of conveyance prescribed in chart for commuting between the place of his / her stay and office. Keeping in view need of economy, an employee should ensure that the expenses made by him / her while making personal arrangements should not exceed such expenses which he / she would have incurred if he / she would have stayed in a nearby hotel.

8) Boarding Expenses:

- This will cover personal expenses towards the food during the outstation stay. Entitlement if expenses are claimed by producing the bills.

Sr.No	Duration	Entitlement
1	For less than 12 Hours	50% of daily allowance
2	More than 12 Hours	100% of daily allowance

The cycle repeats for every additional day.

The reimbursement will be subject to production of bills only. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/receipts must be submitted whenever possible. Receipts must include the name of the vendor, location, date and amount. If the claim is not accompanied by relevant documents then a reimbursement of only 50% of the total boarding allowance as per the entitlement. *For example – in Executive/Support Band : XYZ is going to Baramati at 08.00 am and return at 07.00 pm (i.e. less than 12 hours). So, 50% of daily allowance is applicable i.e. Rs.220/- of Rs.440/-. If the bills not provided than he/she is eligible for Rs.110/- allowance i.e. 25% of total limits of expenses.*



Expenses incurred on liquor related products will not be claimed and will not be sanctioned. In case any outside party has been entertained, then the name of the said person, company name to be furnished and mentioned it on the bill.

No TA/DA irrespective of one day or overnight stay.

9) Travel Expenses:

This will be for the travel between the HQ (Head Quarter) and destination city and return journey. This will be paid only on production of document. Any employee of the company shall undertake journey for the work only after obtaining prior permission of the concerned Head of the Department.

1) Air Travel : (Domestic)

All air travel will be by ECONOMY class only. Air travel is applicable only for employees in and above the 'Tactical Band'. In case of employees upto "Professional Band" the Air travel will be allowed if the travel time is more than 14 hours by train or bus. For air travel by an employee in any other band, a pre sanction of the COO/CMO/Business Head/Director would be necessary.

2) Travel by own 4 wheeler – (For Functional, Tactical and Professional Bands only) :

If the employee is allowed/entitled to use his four wheeler for the "Outstation Journey" and "Local Travel" then he/she will be reimbursed on the basis of the travel distance in kms for outstation and fuel consumption in liters for local travel as under :

Vehicle Type	Rate Per KM For Outstation Journey	Upper limit of fuel for Local Travel PM
Petrol	@ Rs. 08.00	35 Liters
Diesel	@ Rs. 06.00	35 Liters

- For this, employee has to submit the details of his travel. If the claim is not submitted by relevant documents then a reimbursement of only 50% of the total expenses will be granted after verifying the reasons behind the same.
- The driver will be separately entitled for reimbursement of expenses as per this policy.
- Road tolls would be reimbursed at actual apart from this and would be subject to receipts.
- The employee is entitled to use company car for outstation journey as per the requirement and availability of company car. However, we are reimburse the fuel expenses for local travel, then he/she is not eligible to use company car for local travel. If it is noticed, then the amount of reimbursement as mentioned above will be deducted on the basis of use of company vehicle.
- Also he/she will be entitled for reimbursement for maintenance of his 4 wheeler vehicle & will be paid Rs.8,000/- per year. This will be paid once in a year in March on production of paid bills during the year.

- For claiming the reimbursement of maintenance.. 1) Four wheeler should be registered in the person's (self- employee) or his/her spouse's name or should be owned jointly, 2) he/she has completed at least 12 months of continuous service in last financial year, 3) it is mandatory to submit the photo copies of required documents of four wheeler i.e. RCTC, Insurance, Driving License etc to local Administration Dept.
- If the employee utilize company car for his/her personal work during the official tour then he/she will reimburse the amount @ Rs.8.00 per km for petrol car and @Rs.6.00 per km for Diesel Car to company.

3) Travel by own 2 wheeler –

- **Outstation Journey** - If the employee is allowed/entitled to use his two wheeler for the "Outstation Journey" then he/she will be reimbursed on the basis of the travel distance in kms. The rate would be @Rs.3.50 per km of travel (applicable to all).
- **Local Conveyance Expenses** – A journey within the corporation/Municipal Councils area is a local conveyance. The company will decide as to who is required to undertake frequent local travel. An employee will use his own two wheeler for this. The upper limit for this will be area specific :

Area specification	Upper Limit Per Month
Corporation	25 Liters
District	15 Liters
Taluka /Suburban	10 Liters

- The limit for each individual should be fixed on the basis of his/her area of operation.
- Also he/she will be entitled for reimbursement for maintenance of his 2 wheeler vehicle & will be paid Rs.2,000/- per year. This will be paid once in a year in March on production of paid bills during the year.
- For Mumbai the eligible employee in the band will be provided with a local pass as mentioned in expenses limit table.
- In any case, per head total expenses by own vehicle travel cannot be more than the other modes of travel the employee are entitled for the same.
- In case any employee has to travel by a mode higher then the mode prescribed due to special circumstances, prior sanction/permission of the Director/Business Head should be obtained.
- If an employee is posted on deputation to a other location/unit for a specific long duration, these rules will not be applicable and separate location/unit allowance will be fixed for the period of such stay at location.
- Where the tour is in Group, to avoid unnecessary paper work, all expenses may be made by one of the employee in the group, however all the employee travel claims pertaining to such groups / tours should be collectively submitted to Sanctioning authority. Each employee in the group shall claim only their individual Telephone bills/Incidental expenses as applicable.

10) Telephone expenses:

Telephone calls during outstation should not be made from the hotel considering the extra charges levied by the hotels. The employee can use mobile within his entitlement limits when the travel is within the telecom circle and landline from STD booths when travel is outside the telecom circle. This is to keep the communication cost within control.

11) Local Transport Expenses:

This will be for the purpose of expenses incurred on the travel within the city limits at destination i.e. Corporation and suburb area. The employees up to 'Professional' band will be entitled to use taxi (Public and private) service and employees in band below that will be entitled for rickshaw or bus or local train. The reimbursement will be paid strictly on production of proof as enumerated below.

- For public transport : Tickets are necessary.
- For taxis/Rickshaws : Details of travel necessary.
- For Tourist taxi : Details & Bills are necessary.
- For own car : Details of travel necessary.

If the company reimburse the petrol expenses for local travel (i.e. Corporation & suburb area) to employee (as mentioned in his/her appointment letter) then this employee not eligible for company car. Care need to be taken that the stay arrangement need to be near the place of work so as to minimize the travel cost.

12) Guest entertainment expenses:

This will be for expenses incurred on entertainment of guests during the stay and in connection with purpose of travel. The claim should be supported by documents/ bills and details of the persons entertained and the purpose of entertainment. These expenses will not be for the employees of the company unless it is in connection with the guests.

13) Sanctioning Authority:

Travel vouchers will be approved by the functional heads or the HOD's. Finance department to verify the bills as per the norm and only pay if it is within the policy stated.

14) Submission of expense statement:

The expenses should be submitted within 4 working days of the return to the HQ (Head Quarter) /Tour. An advance, which is not settled within 4 weeks, will be recovered without intimation by deduction of the advance amount from the salary. The employee will be subjected to disciplinary action for recurrence of such lapse. In case of exceptional circumstances where the settlement limit needs extension, the employee should take prior approval for the same and inform to HOD & Accounts department.

15) City classification :

1. Class A city : Capital cities of all states (As per annexure III)
2. Class B city : Towns which have a District & Municipal Corporation (As per annexure III)
3. Class C city : Towns of Taluka level and below.

Annexure - I

Employee Classification & Expense Limits

Band	Category	Travel By	Expenses	City		
				A	B	C
Leadership	A	Air / Car/ I AC Train (Innova or Similar vehicle)	Lodging	10,000	5,000	2,500
Strategic			Boarding	2,000	1,500	1,000
Functional	B	Air / Car/ I AC Train (Indica/Indigo or Similar vehicle)	Lodging	6,000	2,500	1,500
			Boarding	1,200	800	600
Tactical	C	Air / Car/ II AC Train (Indica/Indigo or Similar vehicle)	Lodging	4,400	2,400	1,320
Professional			Boarding	880	660	550
Managerial	D	III AC Train Volvo/Luxury Bus (Rickshaw or Bus or Local Train)	Lodging	3,300	1,100	660
Operational			Boarding	550	440	330
Executive	E	III Tire / Ordinary Bus (Rickshaw or Bus or Local Train)	Lodging	2,200	770	550
Support			Boarding	440	330	220
Drivers	F	Not Applicable	Lodging	440	275	220
			Boarding	220	170	110

Recommended by ...

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Shri. Mahendra Pisel

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Approved and Sanction by ..


Abhijit Pawar
Managing Director
Place : Pune
Date : 03.04.2014

Annexure - II

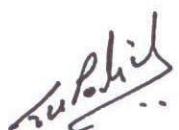
BANDS	SAKAL ALL VERTICALS	
	Managerial	Editorial
LEADERSHIP	Director, Strategic Head	
STRATEGIC	Chief Operating Officer Chief Financial Officer Business Head, Chief Marketing Officer	Director Editor Chief Editor
FUNCTIONAL	(Sr. VP / VP / Jr. VP) General Manager, Functional Head	
TACTICAL	Deputy General Manager	Editor Executive Editor Resident Editor
PROFESSIONAL	Chief Manager Unit Manager	Associate Editor Assistant Editor (Busi,Feat,Sport) News Editor Chief Of News Bureau Special Correspondent
MANAGERIAL	Senior Manager Branch Manager	Asst. News Editor Ch. Sub Editor Chief Reporter Ch. Photographer Ch. Designer Pr. Correspondent
OPERATIONAL	Manager	Sr. Sub Editor Dy.Ch. Sub Editor Dy. Ch. Reporter Sr. Reporter Sr. Correspondent
SUPPORT	Assistant Manager Senior Executive	Sub Editor Reporter Photographer Proof Reader Librarian Artist Correspondent
	Junior Executive	
	Associate	



UPDATE - 09.05.2008

TELEVISION SECTION

BANDS	Programming	News & Current Affairs	Engineering	Administration	Finance/Legal	Library
LEADERSHIP						
STRATEGIC						
FUNCTIONAL	Programming Head	Chief Producer				
TACTICAL						
PROFESSIONAL			Chief Engineer			
MANAGERIAL	Sr.Executive Producer Channel Promotion Head Public Relation Chief Chief Editor	Executive Producer	IT Engineer Broadcast Engineer PCR Incharge	In Charge administration		
OPERATIONAL	Executive Producer Director of Photography	Producer (Desk Incharge) Post Production Manager	Assistant Engineer Maintainence Engineer	Head Production(Logistics) Set Designer		
EXECUTIVE	Program Associate(Grade I) Assistant CPH Assistant Public Relation Chief Make Up Assistant Make Up VZRT Programmer VZRT/Graphic Artist Editor Promo Editor Production Co ordinator Cameraman	Assistant Producer Assistant Producer Senior Copy Editor Copy Editor Trainee Copy Editor Panel Producer Video Editor Post Production Executive Special Correspondent(SIT) Reporters Cameraman PCR Technician Anchors	Trainee Engineers PCR Panel Producer	Incharge Capsuling Capsuling Assistant Administration Assistant 1st Assistant-Outdoor 1st Assistant-Indoor 2nd Assistant - Outdoor 2nd Assistant - Indoor Assistant Set Designer	Assistant Manager(Cost Accounts)	Visual Librarian Assistant Librarian
SUPPORT	Program Associate(Grade I) Dressman Electricians Light Boys Crane/Trolley Operations Attendants	Ticker			Assistants	



Annexure - III

Capital Cities in India	Districts, Municipal Corporation & Suburban's in Maharashtra
Agartala	Ahmednagar
Aizawl	Akola
Bengaluru	Amravati
Bhopal	Aurangabad
Bhubaneshwar	Beed
Chandigarh	Bhandara
Chennai	Buldhana
Daman	Chandrapur
Dehradun	Dhule
Delhi	Gadchiroli
Dispur	Gondia
Gandhinagar	Hingoli
Gangtok	Jalgaon
Hyderabad	Jalna
Imphal	Kolhapur
Itanagar	Latur
Jaipur	Mumbai City
Jammu (W)	Mumbai Suburban
Kavaratti	Nagpur
Kohima	Nanded
Kolkata	Nandurbar
Lucknow	Nashik
Mumbai	Osmanabad
Nagpur	Parbhani
Panaji	Pune
Patna	Raigad
Port Blair	Ratnagiri
Puducherry	Sangli
Raipur	Satara
Ranchi	Sindhudurg
Shillong	Solapur
Shimla	Thane
Silvassa	Wardha
Srinagar (S)	Washim
Thiruvananthapuram	Yavatmal

