

## ISHAN TECHNOLOGIES

# BUSINESS TRAVEL (DOMESTIC)

| Document Control       |                       |                |                |
|------------------------|-----------------------|----------------|----------------|
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| Approved By:           | Director & Co-founder |                |                |
| Distribution:          | All employees.        |                |                |
| Policy effective from: | 01 April, 2024        |                |                |

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### Purpose

To ensure that employee who travel for business purposes are adequately taken care of so they can focus their efforts and attention to effectively completing their business travel objective. The objective shall be to ensure that the travel is conducted in a cost-effective manner, befitting the Company's image and ensuring an optimum level of individual comfort and safety.

### Policy

Travel shall only be undertaken when there is urgency in ensuring closure of the business matter or when the objective of travel cannot be accomplished by exchange of formal written communications, telephone /video conference. Business travel shall be undertaken only if it is recommended by the respective Head of Department / BU.

Employees on travel for Company business will be entitled to the reimbursement of expenses incurred for the effective completion of their business. The expenses reimbursable will include travel, boarding and lodging, conveyance. This policy shall be applicable to all direct regular employees. It shall not be applicable to contractor's personnel and consultants who will be governed by the terms of their individual contracts.

### Domestic Travel

#### Travel Entitlements

All employees in the Grade A and Above shall be eligible to travel by air in Economy class while on business, where the journey by overnight train is not possible. The Director & Co-founder shall have the discretion to approve such air travel based on business exigencies.

However, employees shall be encouraged to undertake the journey by train, wherever it is possible to undertake a journey to the business destination by overnight train travel in III AC/ Chair Car. Travel in a class higher than the entitled mode shall require the approval of the Director & Co-founder.

For safety reasons, not more than two senior officials of SMB and above shall travel together. Under no circumstances shall more than four employees of the Company travel together for any business purpose.

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Employees need to adhere to the following **Entitlement Matrix**:

### ISHAN Group - Travel Policy

ISHAN GROUP / HR / TRAVEL POLICY / REVISION NO. 04/ REVISION WITH EFFECTIVE FROM: 25-Oct-2023

| Type                | Cities   |
|---------------------|--|
| <b>Metro Cities</b> | Delhi NCR (Gurugram, Faridabad, Noida, Ghaziabad), Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Pune, Ahmedabad           |
| <b>Mini Metros</b>  | Indore, Baroda, Surat, Bhopal, Jaipur, Kanpur, Cochin, Coimbatore, Lucknow, Ludhiana, Vijaywada & all state's capital cities |
| <b>Towns</b>        | All other towns other than metro cities and mini metros  |

| Expense Head                            | A+                    | A                     | B                     | C                     | D                    | E                        |
|---|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|--------------------------|
| Conveyance                              | Actual auto/cab fare  | Actual auto/cab fare  | Actual auto/cab fare  | Actual auto/cab fare  | Actual auto          | Actual auto              |
| Travel Class/Mode                       | 3rd AC Train / AC Bus | Non AC Train /AC Bus | Non AC Train /Non AC Bus |
| <b>Accommodation Metro Cities</b>       | 4000+ Tax             | 2500                  | 2250                  | 1800                  | 1500                 | 1000                     |
| <b>Accommodation Mini-Metros Cities</b> | 3000+ Tax             | 2000                  | 1800                  | 1500                  | 1000                 | 900                      |
| <b>Accommodation Towns</b>              | 2500+ Tax             | 1500                  | 1400                  | 1000                  | 800                  | 700                      |
| <b>Food Allowance/Day</b>               | Actual                | Actual                | Actual                | 400                   | 300                  | 250                      |
| <b>Petrol Expense</b>                   | Car / Two-wheeler     | Car / Two-wheeler     | Car / Two-wheeler     | Car / Two-wheeler     | Two-wheeler          | Two-wheeler              |

#### Notes:

- In case any employee stays with his /her relatives or friends place while on business tour, he /she will be paid 50% of the total budgeted expenses. When making his own personal arrangements the employee shall ensure that the arrangement does not in any way reflect negatively on the image of the Company.
- In case any employee stays with twin sharing rooms (more than 1 employee), either of the employee will be paid max. 120% of the eligible limits and other employee shall not be entitled to claim any expenses for such accommodation.
- In case of food without bill/supporting will be reimburse up to Rs. 200/- per day.
- An employee may opt to use a personal vehicle for travel by road to the business travel destination, with the prior consent of his Reporting Manager. In such cases he shall be reimbursed travel costs at the rate of Rs. 5/ km by car (Rs. 3/ km by two-wheeler), subject to the maximum cost being limited to the amount that would have been incurred had the travel been undertaken by the entitled mode/class.

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- Tour expense claim voucher must be applied at HRMS within 7 days from tour completion date. else it will not be processed further and the claims shall be treated as lapsed.
- Above limits are inclusive of all applicable taxes (Except A+ Grade)
- All employees shall stay in the Company designated hotels; it will be the endeavour of the Admin department to tie up with the hotels within the tariff range specified and to ensure that good arrangements are made in the most cost effective manner so the traveling executive can be comfortable and safe during his business travel. In locations where there are no Company designated hotels, the above classes of Hotels for reimbursement of room tariff shall prevail.

### Business Travel Claims

All claims towards Business Travel are to be applied through SPINE HRMS and following is the process for employees to claim their travel expenses:

#### Step 1: Log in to Spine HRMS

- Open the Spine HRMS portal using the following link:  
[https://ishan.spinenx.in/start\\_new.aspx](https://ishan.spinenx.in/start_new.aspx)
- Enter your User ID and Password to log in.

#### Step 2: Navigate to the Claim Section

- Go to Claim Option >> Expense >> Apply Voucher.
- Click on **Add New** button.
- A new window will appear with two options: **Expense Voucher & Expense Headwise Details**.

#### Step 3: Fill Expense Voucher Details

- Complete the following fields on the Expense Voucher screen:
  - 1. Expense Category:** Select the appropriate category (INPL Petrol, IIL Petrol, INPL Travel, IIL Travel, Isurf Petrol & Isurf Travel).
  - 2. From Date:** Select the start date of travel.
  - 3. To Date:** Select the end date of travel.
  - 4. Claim Type:** Select as Claimable.
  - 5. Narration:** Provide a short note about the travel purpose for approver's understanding.
  - 6. To City:** Select the travel location (Not update your base location).

#### Note:

- If selecting INPL Travel, IIL Travel, or Isurf Travel, choose **Travel** as travel type.
- If selecting INPL Petrol, IIL Petrol, or Isurf Petrol, choose **Petrol** as travel type.
- Expense Category and Travel Type must be the same. Else, other vouchers will not be taken ahead for processing.

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### Step 4: Update Expense Head-wise Details

- Click on Expense Head Wise Details tab.
- Click Add to enter expense details.
- Fill in the following fields:
  1. **Expense Name:** Select from dropdown (e.g., Auto, Bus AC, Food With/Without Bill, Hotel Stay, Petrol Car/Bike, Train Sleeper/AC, etc.).
  2. **Expense Date:** Enter the date of incurred expense.
    - a. Ensure the correct attendance (DP, OD, PHP, WOP) is updated; expenses cannot be logged on absent (ABS/Leave) days type.
  3. **Unit Value:** Enter kilometers in case of petrol claims.
  4. **Amount:** Enter the expense amount in INR.
  5. **Attach Documents:** Upload supporting bills (Train/Bus Ticket, Hotel & Food Bills).
    - Click Add Expense for single-day expenses and repeat for multiple entries.
    - Click Submit for Approval to send the claim for processing.

**Note:**

- No attachment required for Auto Expense.
- Miscellaneous Expense should not exceed Rs. 100.
- GST Invoice is required for Hotel Stay claims.

### Step 5: Print and Submit Original Documents

- Print the voucher using the Print Voucher button.
- Attach all original bills of expense.
- Employees must ensure that the hard copy of the travel claim voucher, along with original bills submitted in HRMS, reaches the address below within **20 days from the application date** in HRMS. **Late submissions will be rejected without prior intimation.**

**To,**

**Mr. Devang Tank - 9687680450,**

Ishan Netsol Pvt. Ltd.,

Nakshatra IV - 2nd Floor, Dr. Radhakrishnan Road, Nr. Kathiyawar Gymkhana,

Rajkot - 360001.

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### **Non permissible business expenses**

All employees are expected to exercise judiciousness and prudence in incurring expenses, as if it were their own money that they are spending. The following expenses shall not be reimbursable (during domestic or international travel) and may not be claimed as business expenses:

- Liquor or tobacco (except for approved meals / entertainment).
- Penalties for legal violations (e.g. traffic tickets, parking fines etc.)
- Personal airfare or upgrade charges-including travel & room upgrade charges
- Barber, manicurist, massage or shoeshine
- Toiletry items such as toothbrush/paste, deodorant, shampoos
- Personal meal expenses when at base station
- Briefcases, luggage or similar items
- Loss of cash or other personal property due to negligence
- Clothing purchase
- Unsanctioned trips, entertainment, gifts or donations.
- Personal medical supplies.
- Expenses considered as 'not necessary' for the completion of the trip's objectives
- Excess luggage charges. If however, the excess luggage is being transported for Company business, the charges shall be reimbursed.
- Laundry Charges

### **Attendance and Personal Leave during business travel**

Employees while traveling on business or approved training shall be considered to be on duty. Planned leave or vacation during, preceding or succeeding the dates of business travel will require the specific prior approval of the Head of the Department. In normal circumstances, the employee may not be permitted to avail leave during business travel or to pre fix or suffix leaves with business travel or travel on training. In special circumstances, wherever permission is granted to avail leave in conjunction with business travel, the employee shall not be reimbursed any travel expenses during the leave period.

### **Exception**

The Director & Co-founder reserves the right to modify the above rules and to approve exceptions to the policy to meet business and operational needs.

### **Modification history:**

| Date of modification | Approved by | Deletion/ Addition | Brief description |
|----------------------|-------------|--------------------|-------------------|
|                      |             |                    |                   |