

**Staff Travel Expenses Reimbursement Policy - Field w.e.f 20th May, 2019**

S.No	CATEGORY	FOOD (Including water bottles)	LODGING (Excluding GST)	MODE OF TRAVEL	LOCAL CONVEYANCE (Within 100 KM to and fro)	TELEPHONE	INTERNET	POSTAGE/DTP/STATIONERY/XEROX/MISC EXPENSES
1	Sr. Area Manager, Area Manager, Assistant Area Manager	Breakfast - 80 Lunch - 135 Dinner - 135	Major Cities - 1300 Cities - 1000 District - 800	3rd AC/ Sleeper class or AC Hi Tech bus /Super Luxury/Rajahamsa/Garuda (not Volvo)	Auto/ Mini/ Micro cab	Rs. 500/-	Data card limits as per the Annexure	To be supported by cash memos and kept to the maximum of Rs. 200/- (Give reason/purpose)
2	Special Project Coordinator, Partner Relations and Training Coordinator, Sr. State Coordinator, State Coordinator	Breakfast - 80 Lunch - 135 Dinner - 135	Major Cities - 1150, Cities - 950 District - 750	3rd AC during March to June, or April to July (in North & North East India) if the journey is more than 15 hours. During other periods Sleeper Class Train Or non AC Hi Tech Bus (Not Volvo) /Super Luxury/Rajahamsa/Garuda	Auto/ Mini/ Micro cab	Rs. 500/-	do	do
3	Zonal Office Executives	Breakfast - 80 Lunch - 110 Dinner - 110	Major Cities - 1050, Cities - 800, District - 650	3rd AC during March to June, or April to July (in North & North East India) if the journey is more than 15 hours. During other periods Sleeper Class Train Or non AC Hi Tech Bus (Not Volvo) /Super Luxury/Rajahamsa/Garuda	Local Bus or Local train or Sharing Auto /Sharing Cab.	Rs. 235/-	do	do
4	Sr. District Coordinator, District Coordinator, Trainee District Coordinator	Breakfast - 80 Lunch - 110 Dinner - 110	Major Cities - 950 Cities - 700, District - 600	Sleeper Class Train/Bus (Govt Hi-tech buses & not Volvo) Super Luxury/ Rajahamsa/ Garuda. AC Hi-tech bus may be used from March to June or April to July (in North & North East India)	Local Bus or Local train or Sharing Auto /Sharing Cab.	Rs. 235/-	do	do
5	Office Assistant	Breakfast - 80 Lunch - 110 Dinner - 110	Major Cities - 900 Cities - 650, District - 600	Sleeper Class Train/Bus (Govt Hi-tech buses & not Volvo) Super Luxury/ Rajahamsa/ Garuda. AC Hi-tech bus may be used from March to June or April to July (in North & North East india)	Local Bus or Local train or Sharing Auto /Sharing Cab.	Rs. 235/-	do	do
6	North East, J&K, Himachal Pradesh and Uttarkhand	Breakfast - 90 Lunch - 115 Dinner - 115 (for S. No 3,4 and 5)	As per the eligibility for the designation	As per the eligibility for the designation	As per the eligibility for the designation and Sumo may also be used	As per the eligibility for the designation	As per the eligibility for the designation	do

S.No	CATEGORY	FOOD (Including water bottles)	LODGING (Excluding GST)	MODE OF TRAVEL	LOCAL CONVEYANCE (Within 100 KM to and fro)	TELEPHONE	INTERNET	POSTAGE/DTP/STATIONERY/XEROX/MISC EXPENSES
7	Senior Citizens (Age - 60 years and above)	20% more than the specified limit for categories 1-5 (Including Medicines)	20% more than the specified limit for categories 1-5	3rd AC (With Govt Subsidy)	Auto/ Mini/ Micro cab	As per the eligibility for the designation	As per the eligibility for the designation	do

Note: 1) All expenses will be reimbursed at actuals subject to limits specified above and to be supported by vouchers. All eligible items specified are outer limits i.e., up to Rs./- Mentioned respectively and not absolute.

2) Food expenses to be supported compulsorily by Cash Memos/ Bills or vouchers while at Major Cities (Ref Annexure) & Cities and also at other places wherever feasible. Food eligibility for Major Cities applicable only when coordinators visit the Major Cities and not for local coordinators who are Head quartered at a Major City. (The voucher may be a piece of paper on which the breakup of the food amount for the day is given eg: Rs. 20/- breakfast, Rs. 50/- lunch, Rs. 50/- dinner, Rs. 10/- water bottle etc wherever bill is not available)

3) Flights may be permitted subject to Air Travel Policy.

4) The above eligibilities (except in the case of telephones) are applicable only when the employees are on tour i.e. when they are outside the head quarters.

5) All employees who are relocated by the management decision are eligible for re-location expenses as actuals , subject to procurement of 3 genuine quotations and the approval thereby. Such expenses should be supported by Bills and Vouchers

6) Eligibility for phone expenses will be need based, apart from what is specified

7) Mode of Travel - North India is defined as J&K, Himachal Pradesh, Haryana, Punjab, UP, Uttarakhand and Delhi

Conveyance Reimbursement:

8) Local Conveyance should be in the order prescribed - for Example: Use Local Bus/Train, if Local Bus/Train is not available, use Autos or Mini/Micro cabs on sharing basis, by declaring there is no local Bus/Train service. Similarly all other cases.

Zonal Office staff can use the Smart card (Bus Pass) for local conveyance.

9) Conveyance expenses will be reimbursed as under in respect of use of own vehicle for official work other than commuting to office.

Field colleagues - Rs. 5/- per KM. Limit - 60 KMs to & fro (use helmet) however field staff are discouraged from using two wheeler keeping their safety in view.

10) Zonal Office Staff are eligible for telephone claims as per the CUG scheme

11) All Eligibilities are subject to (a) Review, change from time to time and (b) Management discretion

12) Staff to ensure that they carry photo ID card with address proof (Voter ID, Driving license) during travel.

13) 20% extra is given to Senior Citizens as a gesture to honour them for the services they have rendered so far. They are advised to avail all the benefits offered by the Govt. and claim the subsidized costs.

14) Bills with excess claims to be forwarded to the Head Office with a note from the AM

*Rachel*

Manager HR

**List of Major Cities and Cities - w.e.f 20th May, 2019**

S. No	Major City	State
1	Thane	Maharashtra
2	Gurgaon	Haryana
3	Mumbai	Maharashtra
4	Nagpur	Maharashtra
5	Noida	UP
6	Delhi	Delhi
7	Goa	Goa
8	Navi Mumbai	Maharashtra
9	Bangalore	Karnataka
10	Vadodara	Gujarat
11	Pune	Maharashtra
12	Bhopal	Madhya Pradesh
13	Nasik	Maharashtra
14	Jaipur	Rajasthan
15	Chennai	Tamil Nadu
16	Ahmedabad	Gujarat
17	Visakhapatnam	Andhra Pradesh
18	Chandigarh	Chandigarh
19	Kolkata	West Bengal
20	Hyderabad	Telangana State
21	Kochi	Kerala
22	Bhubenswar	Odisha
23	Indore	Madhya Pradesh
24	Surat	Gujarat
25	Coimbatore	Tamil Nadu
26	Thiruvananthapuram	Kerala
27	Guwahati	Assam
28	Meghalaya	Shillong
29	Imphal	Manipur
30	Aizawl	Mizoram
31	Kohima	Nagaland
32	Agartala	Tripura
33	Itanagar	Arunachal Pradesh
34	Dimapur	Nagaland
35	Gangtok	Sikkim
36	Jammu	Jammu & Kashmir
37	Darjeeling	West Bengal
38	Mirik	Darjeeling District, (West Bengal)
39	Shimla	Himachal Pradesh
40	Kulu Valley	Himachal Pradesh
41	Kanyakumari	Kanyakumari,(Tamil Nadu)
42	Haridwar	Uttarkhand



S. No	City	State
1	Kanpur	Uttar Pradesh
2	Lucknow	Uttar Pradesh
3	Ghaziabad	Uttar Pradesh
4	Patna	Bihar
5	Kozhikode	Kerala
6	Thrissur	Kerala
7	Pimpri and Chinchwad	Maharashtra
8	Ludhiana	Punjab
9	Vijayawada/Amaravathi/Guntur	Andhra Pradesh
10	Madurai	Tamil Nadu
11	Meerut	Uttar Pradesh
12	Faridabad	Haryana
13	Rajkot	Gujarat
14	Jamshedpur	Jharkhand
15	Srinagar	Jammu and Kashmir
16	Jabalpur	Madhya Pradesh
17	Kalyan and Dombivali	Maharashtra
18	Asansol	West Bengal
19	Vasai Virar	Maharashtra
20	Allahabad	Uttar Pradesh
21	Dhanbad	Jharkhand
22	Aurangabad	Maharashtra
23	Amritsar	Punjab
24	Jodhpur	Rajasthan
25	Ranchi	Jharkhand
26	Raipur	Chhattisgarh
27	Kollam	Kerala
28	Gwalior	Madhya Pradesh
29	Haora	West Bengal
30	Chandigarh	Chandigarh
31	Tiruchirappalli	Tamil Nadu
32	Kota	Rajasthan
33	Siliguri	West Bengal
34	Cuttack	Orissa
35	Ambala	Haryana
36	Dehradun	Uttarakhand
37	Dipu	Assam
38	Pondicherry	Pondicherry
39	Tura	Meghalaya
40	Udaipur	Rajasthan
41	Bilaspur	Chhattisgarh
42	Mysore	Karnataka
43	Idukki	Kerala
44	Nainital	Uttarakhand
45	Mussoorie	Uttarakhand

S. No	City	State
46	Solan	Himachal Pradesh
47	Vellore	Tamil Nadu
48	Namchi	Sikkim
49	Ooty	Tamil Nadu
50	Varanasi	Uttar Pradesh
51	Agra	Uttar Pradesh
52	Mangaluru	Karnataka
53	Hubli	Karnataka
54	Belgaum	Karnataka
55	Rajahmundry	Andhra Pradesh
56	Kakinada	Andhra Pradesh
57	Kurnool	Andhra Pradesh
58	Warangal	Telangana State
59	Khammam	Telangana State
60	Allahabad	Uttar Pradesh
61	Gorakhpur	Uttar Pradesh
62	Durg	Chhattisgarh
63	Dimapur	Nagaland



Manager – HR

Effective from 20<sup>th</sup> May, 2019

Annexure

Data Card and Mobile Limits

S. No	Category	Data Cards	Mobile limits
1	All Eligible Staff	Rs.235/- (inclusive taxes) 4G + 1GB/Day	Rs.500 (inclusive taxes) 4G and 1GB/Day
2	ADs using tablets with SIM cards	Rs. 1000/-	
3	ADs using tablets (International)	Rs. 2000/-	
4	Other staff using tablets	Rs. 500/-	



Manager – HR

## **Air Travel Policy (ATP) Effective 20<sup>th</sup> May, 2019**

**Purpose:** To have control over the Air Travel Expenses and to minimize the cost burden on program to reach out more beneficiaries.

**Policy:** Air Travel provision is made in order to save the valuable time of the staff on need or adhoc basis; also depending on the importance of their presence and the productivity.

**Scope:** ATP is divided into two categories.

**A) Domestic Travel:** It is given only to 1) Directors 2) ADs 3) HODs/AMs except for the Directors for everyone else the following conditions apply

1. Wherever feasible to travel in 2<sup>nd</sup>/3<sup>rd</sup> AC, Sleeper class train/bus as per eligibility for the position. Management would also like to encourage all employees to undertake travel as far as possible, during non-working hours and non-working days to save working time.
2. The trip should be official and should not be combined to a personal trip.
3. Flight travel is permitted when travel by any other mode takes more than 20 hours
4. Air travel only by economy class
5. The trip must be approved, authorized and well planned in advance. Travel Requisition to be approved at least 1 month in advance to avail economic fares
6. The trip objectives must be for the benefit and fulfillment of the objectives of the organization and the minimum stay should be 5 days for visiting our projects.
7. All flight bookings are centralized. Further, the utilization of flights will be tracked, by name of the person and by the purpose. Booking travel through the central office is to ensure that the arrangements are made in compliance with policy and volume discounts are leveraged. Finance will be reviewing expenses to ensure employees are in compliance with the policy.
8. Air travel on emergency basis may be permitted in exceptional cases based on the need.
9. The Head Office staff traveling to North East Zone can travel by flight, to save time, provided they book their tickets one month in advance.
10. The North East staff traveling to the Head Office on behalf of the Area Manager and all North East Zone lady staff can travel by flight, to save time, provided they book their tickets one month in advance.
11. Staff to stay within the permissible limit for baggage and avoid incurring extra charges
12. Avoid booking flights with multiple stops except in the case of North East
13. Plan to reach the Airport 2 hours in advance to avoid Cancellations/missing the flight

**B) International Travel:** The staff that goes on official overseas visits.

Office will pay and take care of -

- Visa Fees
- Travel/ Health/ Medical Insurance
- Vaccination if required by the visiting country
- Airfare Actuals
- Overseas (ISD) calls to their homes not to exceed 3 minutes a day , excluding the days of departure and arrival
- An Overseas Trip Allowance is given to the staff per trip and will be applicable as follows
  - Immediate Neighboring countries of India - \$100 equivalent
  - South East Asian Countries - \$150 equivalent
  - Rest of the Asian Countries - \$ 300 equivalent
  - African Countries - \$ 200
  - European Countries - \$/£/€ 300
  - All other countries - \$ 300
- All expenses incurred during the trip will be reimbursed, except for things that are carried to India which are considered as personal expenses and need to be borne by the staff from their Overseas Trip Allowance
- On return from the Overseas trip staff will be allowed to rest for a day to get over Jetlag

**C)**

- This facility is not extended to the family members or friends who accompany the staff.
- If any staff travels by Air without any prior approval or who does not fall under the scope of this policy, can claim as per the existing Travel Policy. The rest of the amount should be borne by the staff.
- Travel advances to be settled within 3 working days after resuming duty.
- The travel cost of staff who accompany tour groups will be borne by the Organization.
- To the maximum extent cancelation of tickets must be avoided. In exceptional cases the refund after cancelation should be settled along with the expense statement.



**Manager – HR**