

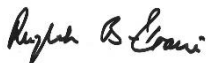
Name of Document	Domestic Travel Policy
Version	5
State whether Policy/Code/ Manual/ Guideline	Policy
Group Level/ Sector Level (Specify which sector)	Mahindra & Mahindra Ltd
Issuing Authority	Ruzbeh Irani President – Group Human Resources & Communications; Member of the Group Executive Board
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Policy Objective:

The policy aims to enable business travel within India.

Eligibility	It is applicable for an officer who needs to travel outside their base location for official purposes. The policy does not cover travel from home to office.										
Air Travel	<div>The air travel limits are as follows:</div> <table><tr><th>Grades</th><th>Mode of Travel</th></tr><tr><td>GEB Members</td><td>Air (Business Class)</td></tr><tr><td>All levels</td><td>Air (Economy class)</td></tr><tr><td colspan="2"><div><div></div><div><ul style="list-style-type: none">The employees should choose the lowest fare through travel portal.The booking should be done at least 15 days in advance. Any deviation should be supported with approval of Business / Functional Head (L2EX and above)Rail/Road travel is the preferred mode where transit duration is less than 4 hours. The officer should book at least 7 days before the actual date of travel.</div></div></td></tr></table>		Grades	Mode of Travel	GEB Members	Air (Business Class)	All levels	Air (Economy class)	<div><div></div><div><ul style="list-style-type: none">The employees should choose the lowest fare through travel portal.The booking should be done at least 15 days in advance. Any deviation should be supported with approval of Business / Functional Head (L2EX and above)Rail/Road travel is the preferred mode where transit duration is less than 4 hours. The officer should book at least 7 days before the actual date of travel.</div></div>		
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Road Travel	<div>The road travel limits are as follows:</div> <table><tr><th>Category</th><th>Limits</th></tr><tr><td>Public transport/ taxis (metered cab, Ola, Uber etc.)/ Company allotted/ Metro rail</td><td>At actuals</td></tr><tr><td>Personal vehicle (₹/ km)</td><td>₹9 (Petrol) / ₹7.5 (Diesel)</td></tr></table>		Category	Limits	Public transport/ taxis (metered cab, Ola, Uber etc.)/ Company allotted/ Metro rail	At actuals	Personal vehicle (₹/ km)	₹9 (Petrol) / ₹7.5 (Diesel)			
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Accommodation Expenses	<div><div><ul style="list-style-type: none">The officers should prefer guesthouses or transit quarters wherever available; for remaining locations, hotel stay can be availed. The administration department will negotiate a corporate rate with hotels and share the list of recommended hotels for a stay on official tour. For classification of cities, please refer to Annexure A. The limits of reimbursement for accommodation expenses cover room stay, food and laundry charges as specified in the table below.Given the varied options available like homestay/ hotel aggregator or own arrangement, an officer can choose to avail a flat rate of ₹ 2000 per day as Own Stay Allowance. The officer need not submit any supporting bill for the same; however, will need to furnish the address of stay. This amount will be taxable.</div><div>The hotel limits / own stay allowance would be covered as per the below table:</div><table><tr><th>Level</th><th>Hotel Limits (Per room night)</th><th>Own Stay Allowance (Per day)</th></tr><tr><td>L3DH & above</td><td>At Actuals</td><td>₹ 2000</td></tr><tr><td>L4DH & below</td><td>Category 1 cities: ₹ 5500 Category 2 cities: ₹ 4000</td><td>₹ 2000</td></tr></table><div>GST and taxes if any will be over and above the limits specified</div></div>		Level	Hotel Limits (Per room night)	Own Stay Allowance (Per day)	L3DH & above	At Actuals	₹ 2000	L4DH & below	Category 1 cities: ₹ 5500 Category 2 cities: ₹ 4000	₹ 2000
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	<ul style="list-style-type: none"> Over and above this, Dearness Allowance (DA) of ₹ 500 per day will be paid to officers both for company provided accommodation as well as for own stay option. Officers who leave the base location on official touring after mid-day or return to the base location before midday can claim only 50% of the eligible DA. Daily allowance is not applicable for residential training courses or wherever food has been arranged by the company or provided by any other third party. It is not applicable for intra-city trips such as Nasik-Igatpuri, Hyderabad-Zaheerabad, and Worli-Kandivali.
Booking Process	<ul style="list-style-type: none"> The officer should exercise reasonable discretion with respect to minimizing the amount of business travel. We strongly encourage the use of communication mediums such as e-mail, VC / MS Teams, mobile-phone calls etc. Officers will have to submit the Travel Requisition and Travel Advance form online well in advance. Post approval from respective Departmental Head, travel advance will be provided. All domestic ticketing (Air/Rail) will be routed through the Travel Desk authorized by CI&S/ Administration. If the officer makes air/rail bookings himself/herself, the maximum amount reimbursed will be equivalent to those negotiated by the respective administration department.
Cancellation and 'No show'	<ul style="list-style-type: none"> In case of cancellation of the tour, employees are expected to cancel their booking online at least 2 working days from the date of check-in. The officer will not be entitled to claim any charges for missed travel on the scheduled date. These charges can be on the company's account only with the approval of the departmental head. Officers will have to reimburse any shortfall, in insurance reimbursement for loss on company travel funds, tickets and officer's luggage and other belongings. Unutilized tickets must be returned to Administration for cancellation and obtaining a refund. Utilized tickets must be attached to the travel expenses statement, for record.



Ruzbeh Irani

Annexure A

Category 1: Cities						
Agartala	Belgaum	Dibrugarh	Jaipur	Kotayam	Pune	Surat
Agra	Bhagalpur	Dispur	Jaisalmer	Leh	Puri	Tezpur
Ahmedabad	Bhatinda	Gandhinagar	Jalandhar	Lucknow	Raipur	Thimpu
Ahmednagar	Bhilwara	Gangtok	Jammu	Ludhiana	Rajahmundry	Thiruvananthapuram
Aizwal	Bhopal	Gaya	Jamshedpur	Madurai	Rajkot	Tirunelveli
Ajmer	Bhubaneshwar	Gorakhpur	Jhansi	Malda	Ranchi	Tirupati
Akola	Bikaner	Guntur	Jodhpur	Mandi	Ratnagiri	Trichy
Allahabad	Bilaspur	Guwahati	Kangra	Mangalore	Rewari	Trishur
Alwar	Burdwan	Gwalior	Kannur	Meerut	Roorkee	Udaipur
Amritsar	Calicut	Haldwani	Kanpur	Mumbai / MMR	Rudrapur	Varanasi
Anantpur	Chandigarh	Haridwar	Karnal	Muzaffarnagar	Salem	Vellore
Angul	Chennai	Hisar	Kathmandu	Muzzafarpur	Shillong	Vijayawada
Ankleshwar	Cochin	Hubli	Kharagpur	Mysore	Shimla	Visakhapatnam
Asansol	Coimbatore	Hyderabad	Kohima	Nagpur	Silchar	
Aurangabad	Dehradun	Imphal	Kolhapur	Ooty	Siliguri	
Bangalore	Delhi / NCR	Indore	Kolkata	Panaji / Madgaon	Solapur	
Bareilly	Deoghar	Itanagar	Kollam	Patna	Sriganganagar	
Baroda	Dhanbad	Jabalpur	Kota	Pondicherry	Srinagar	

All other Cities not included above would come in the category 2