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Document Brief: This document has all the details pertaining to Travel- Domestic and Overseas Travel. The Travel Allowance and accommodation details for level/location are documented. The document also contains the Travel requisition form and Travel Claim Form.		
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Revision History

Sl.No.	Version No.	Date	Sections Affected	Remarks
1	1.0	15 th -Jan-09	All the Options 1 & 2 for the Domestic and Overseas	Neutralization/Normaliz ation of the money/ day across all levels
2	1.1	30 th -Apr-09	Option 1 under Travel Policy for Overseas Travel – Short Trip.	Korea/Japan is also included under daily allowance
3	1.2	30th-Jun-09	Option 1 under Travel Policy for Overseas Travel – Short Trip	China and Africa is also included under daily allowance
4	2.0	1-Aug-09	Travel Domestic Travel, Travel Requisition form, Overseas assignment	Changed the entire format of the travel claim form. Domestic Travel, made it uniform across all levels, made changes in the India Salary in the Overseas assignment policy, General formatting and numbering.
5	3.0	30-Dec-2013	All sections	Updated all sections taking into consideration consolidation of per- diems across board
6	3.1	31-Dec-2014	All sections	Review and Update of Per diems and Resignation section together with minor changes to few usage sections
7	4.0	01-June-2016	5.0 Limitations (Resignations); 4.1 Entitlements (Domestic); 1.k, 2.3.III Travel to/from Airport	Update of Resignation clauses and liabilities, Domestic Per Diem, Lodging Limit (Gurgaon & Noida), Local transport to & from Airport

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TRAVEL POLICY

The travel policy is designed to ensure that employees traveling outside their principal place of work are comfortable during their travel within affordable limits. Since expenditure on travel is a significant item of expenditure in our Industry, it is desirable that each of the employees takes utmost care to ensure cost reduction in the course of travel. This policy will supersede any policy for travel in force.

In view of the current market trends, we have reviewed the travel policy and revised it to meet the current requirements. Further, it is advisable not to have any deviations to the same; there could be exceptional situations, which may warrant a deviation. In all such cases prior approval is required to be obtained from the MD.

1. Overview

a. Please fill up the **Travel Requisition form**

International Travel Request Form

<\\192.168.130.18\\Travel\\International Travel request form.xlsx>

Domestic Travel Request Form

<\\192.168.130.18\\Travel\\Domestic Travel request form.xlsx>

b. Please obtain necessary approvals as per the form and submit to Travel Desk

c. Travel Advance

- Advance towards travel will be issued based on the entitlements and an estimate of the likely duration of the travel.

d. VISA

- On duly providing the travel desk with the approval mail from Managing Director. Visa application process approximately will take 15 (Fifteen) days, Tickets and foreign currency will take 2-3 days from the date of receiving travel request form.
- It is recommended to use local transport (Auto) to visit VISA application centers and Consulates within the city, for attending VISA interviews/Submission/Collection.

e. Travel Settlement

- In those instances where bills are required to evidence expenditure, please ensure that appropriate supporting documentation is attached to the travel claim. Claims made in the absence of sufficient evidence of expenditure are liable to be disallowed
- Please attach tickets for the entire travel to the travel claim, even if the Company directly pays for such tickets.
- **International Travel Expense Form**

<\\192.168.130.18\\Travel\\International Travel Expense Report.xlsx>

- **Domestic Travel Expense Form**

<\\192.168.130.18\\Travel\\Domestic Travel Expense Report.xlsx>

- f. Accommodation in normal cases would be organized by the Travel Helpdesk. In the event of the same not being made available, employees would have the option to arrange for a hotel accommodation subject to the cap mentioned above. The approval for arrangement of accommodation by own should be authorized by the Travel Desk. Important points to remember:
- The supporting Email/Approval should be submitted along with other list of documents to the Finance Department.
 - The invoice for the accommodation should be in the name of the Company and not in the name of the individual.
- g. Per Diem allowance is allowable to the credit of the employee even if local accommodation is organized by the country.
- h. Kit allowance is given to first time overseas travelers only. Kit Allowance is provided for purchases specific to travel and business utility, such as purchase of suitcases, jackets, formal clothing for business needs, etc. The amount maybe advanced or settled thru' a claims process with finance department. The kit allowance can be claimed to a maximum of (Rupees Ten Thousand) Rs. 10, 000/- only. In the event of a settlement, it would be required to settle the same within 7 (Seven) days of incurring the expense. Settlement can be initiated on producing original bills. Settlement must be completed with finance department before the employee travels. Else, the amount will be fully recovered from the salary.
- Kit Allowance Form:** <\\192.168.130.18\\Travel\\Kit Allowance Form.xlsx>
- i. Please note all air travel will be done by Economy class only.
- j. Please refrain from using luxury taxi. The upper limit for city taxi is Rs 16/km (maximum) in India. Also, where available make use of public transport (Bus, Metro) and claim the same back.
- k. Airport taxis may be used for pick up and drop to airport. Employees are requested to book cabs / taxies on their own. Cab / Taxi services like Ola, Uber, Airport-Taxi, Meru, etc. may be used (Please avoid booking from local travel agents). Employees are required to pay for taxi at the destination and get the cost reimbursed with supporting bills. Please note that local transport to and from airport, cannot be booked through the Valtech Front Office / Reception.

2. Travel Policy for Overseas Travel – Business Visa.

This section is applicable for only short trips of 3 (Three) months or less. This is not applicable to employees traveling on long term assignments outside the country (e.g. travel for long term on an H1 Visa to US).

The following points are essential as regards foreign travel.

2.1 Entitlements in foreign currency:

- When travelers' Cheques are encashed abroad for currency, often a commission is charged on such exchange. The same is included as part of the daily allowance of the employee.
- The issue of foreign exchange is for the specific purpose of travel. This amount must not be expended for any other purpose, such as purchase of books, expenditure on seminars or events, expenditure of a capital nature (e.g. purchase of telephone, domestic appliances, etc.) and so on. If any expenditure other than in the nature of travel is envisaged, the employee must get prior approval of the respective Business Unit Head and Finance Department to incur such expenditure. You may note that foreign currency may be expended only for such purposes as are specifically approved by the Reserve Bank of India. Employees are advised to exercise abundant caution as regards expenditure in foreign currency.
- Employees should not extend foreign currency to other employees without prior permission of the respective Business Unit Head and Finance Department since this is a serious violation of India's regulatory legislation pertaining to Foreign Exchange. In the event an employee anticipates that the foreign exchange carried during a trip will not suffice for his expenditure, then he must get in touch with the Travel Helpdesk at the earliest so that appropriate measures may be taken to arrange for the requisite foreign exchange.

2.2 Travel Settlement (For overseas Travel):

- Daily allowance is applicable for the period of stay abroad. In other words, the number of days from the date of reaching the destination abroad till the date of departure from abroad shall be considered for the purpose of daily allowance. Where there is more than a day's travel involved between the base and the destination or vice versa, an additional day's allowance will be permitted to cover for enroute expenses.
- In those instances where bills are required to evidence expenditure, please ensure that appropriate supporting documentation is attached to the travel claim. Claims made in the absence of sufficient evidence of expenditure are liable to be disallowed.
- Please attach tickets for the entire travel to the travel claim, even if the Company directly pays for such tickets.
- All settlements will have to be submitted in the format Expenditure Report and approved by the respective Business Unit Head before being forwarded to Finance Department. Settlement of travel will have to be made within 7 (Seven) days of return from tour to the place of posting. In case of any delay beyond 7 (Seven) days, the salary for the month will be put on hold until the Travel Report is submitted.
- In case of expenditure in foreign currency other than Dollars, kindly attach the purchase memo of the Foreign Exchange Dealer which clearly indicates the rate of exchange between the Dollar and the other currency. The rate of exchange, at the time of making settlement, will be the average rate from RBI during the period of Travel.

2.3 Entitlements:

PARTICULARS	For All Levels	
	Proposed For First 7 days	Beyond 7 days
Daily allowance-no bills (including food, laundry & personal telephone)		
USA (in USD)	55	50
Europe (in Euros)	55	50
UK (in GBP)	50	45
Asia-Pacific & Middle East (in USD)	55	50
Japan/Korea (in USD)	80	75
Singapore (in SGD)	70	65
China (in USD)	80	75
Australia (in AUD)	60	55
Africa (in USD)	70	65

- I. All expenses incurred towards official local conveyance (includes cost of conveyance to and from the airport) while onsite will be reimbursed at actual. However Employees are required to submit the relevant bills for the same. Local conveyance refers to use of Public Transport where available.
- II. Local Conveyance: In places where public transport is available and is efficient, we recommend the use of public transport (Metro, Tube, Train, Bus etc).
- III. Airport Taxi: may be used for pick up and drop to airport. Employees are requested to book cabs on their own. Employees are required to pay for taxi at the destination and get the cost reimbursed with supporting bills.
- IV. USD25 transit allowance for stay of 4 hours and above at any international airport. This claim is to be supported with bills (food/beverage only).

Lodging Limit - Bills required (Hotel accommodation)	For All LEVELs (Maximum Limit)
USA - Class A (*) City (in USD)	120
USA – Class B (*) City (in USD)	80
USA – Class C (*) City (in USD)	70
Europe (in Euros)	130
Australia (in AUD)	150
UK (in GBP)	95
Asia-Pacific & Middle East (in USD)	120
Japan/Korea/China (in USD)	150
Africa (in USD)	200

* Please refer City classifications at the end of this policy

- i. If there are any provisions required outside the purview of this policy, MD will take a decision and provide his/her approval in writing.
- ii. In the event if an Employee makes his/her own accommodation arrangements (like staying with relatives or friends), other than official paid accommodation he/she will be eligible for 50% of the Accommodation expenses as detailed in the above table. No supporting bills would be required while claiming the same.
Note: Prior communication to the Travel Desk needs to be made before making such arrangements.
- iii. During the period of stay in Company Provided Accommodation, it is the employee's responsibility to ensure that it is vacated in the same state of cleanliness as when first occupied. Any food, beverages, washing material, Laundry Services, etc. should be borne by the employee. Company will not provide for any of the above.
- iv. The cost of any cleaning beyond that which would normally be considered appropriate will have to be borne by the employee. This particularly applies where cooking facilities at the accommodation have been used.
- v. The cost of repair/replacement of any damaged items will be charged to the employee. This includes burn marks to kitchen work surfaces and table tops and any staining of carpets, linen, fabrics and materials supplied at the apartment.
- iv. Where a phone is fitted and connected, this may be used by the employee for making calls but only on the express understanding that the cost of all the Personal calls made will have to be borne by the employee.
- v. All business calls made while on travel will be reimbursed at actual on production of necessary bills. Prior approval is required to be taken from Travel desk for using personal mobile for calling purposes.

- vi. Accommodation provided is strictly for the use of the Employee only.
- vii. In case of more than one employee, efforts should be made to use and share the same transport wherever possible.
- viii. Any discrepancy or forgery in the bills will be treated seriously and penal actions against the same will be taken.

2.4 Exclusions

- i. In the event that an Employee extends his/her stay or move on to another location on personal reasons/engagements, the Employee will be expected to bear all expenses incurred towards Accommodation, Travel, etc., for such period. No per diem will be paid for such period.
- ii. Furthermore, in the event that an Employee intends to take the family with him/her during a Short term assignment, all the additional costs incurred will need to be borne by the Employee. VISA processing in such cases needs to be undertaken by the Employee directly and no supporting documentation will be provided by the Company.
- iii. Costs incurred towards excess baggage charges will need to be borne by the Employee themselves.
- iv. While on their return to India, if the on his own will, Employee desires a re-routing done, any additional charges incurred on this account will have to be borne directly by the employee.
- v. Any expenses incurred towards tobacco products and Alcoholic Beverages (including wine and beer) along with taxes thereon will not be reimbursed.
- vi. If an Employee Travels to any Geography other than that stated in the Policy, the Per Diem and the cost of Accommodation will be decided on a case by case basis.

3. Overseas Assignment Policy – Long Term

This policy applies to all employees on Long Term overseas assignment to other countries covering more than six months.

The entitlements for a Long Term overseas assignment are as follows

3.1 Base Salary

Every employee proceeding on Long Term overseas assignment would be entitled to a base salary in the currency of the country.

3.2 Policy on Commencement and cessation of H1 Salary

- i. When an employee proceeds from India on H1 visa to take up an onsite assignment, he is entitled to H1 salary for the day arrival if he reaches the place of work (City/ town) before 12 noon local time. In case of reaching by flight, his flight should reach the airport before 12 noon.

- ii. As a corollary, if he is reaching by train or Bus, the said mode of transport must reach the destination before 12 noon. If the flight or any other mode of transport reaches the destination after 12 noon, his H1 salary will commence from the next day.
- iii. His Indian salary will continue till commencement of H1 salary.
- iv. 'No Due' formalities to be done before leaving base office (Bangalore) for travel on H1.
- v. Similarly, while returning back to India from an Onsite assignment, his H1 salary will cease to be applicable if his bus/ train/ flight leave the town/city of his work before 12 noon.

3.3 Family Travel

Family members of employee traveling on Long Term overseas assignment are entitled to take the family once for joining the employee at the work place. Family members will cover the employee and his spouse and two children below 18 years. The reimbursement of expenses will be single way air travel fare from India to the work place, visa expenses and 2 weeks family insurance.

3.4 Social Security

On arriving at the location of the assignment, employees are requested to contact the local social security office of the city with necessary documentation, to be ascertained and confirmed, to obtain the social security number.

3.5 Filing of Tax Returns

The filing of tax returns at the end of a fiscal year is the primary responsibility of the employee concerned. The company shall furnish to the employee all-necessary documentation to enable the employee comply with this requirement.

3.6 India Salary

- i. If the Employment is transferred to another Subsidiary, or to another company, Valtech India will not pay his/her Basic, HRA, FBP, PF, Gratuity, Medical insurance.
- ii. PF will not be contributed by employer or employee if the Social Security number (SSN) is given to the employee who is on Long Term overseas assignment by the overseas employer. However, gratuity will be paid till such time the confirmation that the person has moved to another payroll has not been received.

3.7 Formalities preceding Long Term overseas assignment

- i. An employee proceeding on Long Term overseas assignment would have to make a formal request through the Business Unit Head to H.R.

- ii. An employee, prior to proceeding on Long Term overseas assignment, should complete all pending assignments in the primary place of work in a manner that it does not disrupt the routine / normal work.

3.8 General Conditions

- i. The mode and route of travel to the location of assignment shall be as scheduled and finalized by the Company. It is the responsibility of the employee to ensure that the travel documents, tickets, cash and travellers cheque are collected before the commencement of the travel.

3.9 Accommodation

- i. The Company will arrange for free accommodation for a period of first 14 Days at the place of deputation for the Employee
- ii. During the period of stay in Company Provided Accommodation, it is the employee's responsibility to ensure that it is vacated in the same state of cleanliness as when first occupied
- iii. The cost of any cleaning beyond that which would normally be considered appropriate will have to be borne by the employee. This particularly applies where cooking facilities at the accommodation have been used.
- iv. The cost of repair/replacement of any damaged items will be charged to the employee. This includes burn marks to kitchen work surfaces and table tops and any staining of carpets, linen, fabrics and materials supplied at the apartment.
- v. Where a phone is fitted and connected, this may be used by the employee for making calls but only on the express understanding that the cost of all the Personal calls made will have to be borne by the employee.

3.10 Policy on L1 VISA

The benefits and entitlements will be arrived at on a case by case basis.

4. Domestic Travel

This policy covers the travel undertaken by employees from the place of posting to other cities within India. This is applicable for short duration stays of less than a month.

4.1 Entitlements

The entitlements for domestic travel applicable across all levels is as outlined below:

- a. Lodging limit per day is set as follows.
 - a. New Delhi & Mumbai - Rs.5500/-
 - b. Gurugram (Gurgaon) & Noida – Rs.4500/-
 - c. Chennai, Hyderabad & Pune - Rs.3500/-(which includes laundry, telephone bill, etc.). Bills to be provided in the name of the Company and not the individual.)
- b. Per Diem / daily allowance, without bills is Rs.1000/-
- c. Conveyance is given on actuals with bills
- d. Any expenditure over these limits has to be borne by the employees.
- e. In case of own accommodation 50% of the lodging limit will be paid, with the prior communication to the Travel Desk.

5. Limitations

Below mentioned limitations are applicable to all Overseas Travel and to All Categories of Visa.

5.1 Resignation – While on Travel and Post-Travel:

Employees are prohibited from tendering their resignations while on overseas assignment.

If the employee wants to resign from his/her services, he/she should complete the overseas assignment, return to India and serve for a minimum stipulated period of time as defined below, before resigning.

The details are mentioned below:

- 5.1.1 If the employee has traveled overseas for a period of 03 calendar weeks or less, he/she needs to serve in the company for a minimum period of 03 months from his/her return to India, without any notice of resignation. Thereafter, he/she may formally resign and start serving the notice period. In case the employee resigns before the above mentioned / stipulated time-frame, the employee is duty bound / required to reimburse to Valtech, all the expenses incurred for travel & related expenses.
- 5.1.2 If the employee has traveled overseas for a period of more than 03 calendar weeks, he/she needs to serve in the company for a minimum period of 06 months from his/her return to India, without any notice of resignation. Thereafter, he/she may formally resign and start serving the notice period. In case the employee resigns before the above mentioned / stipulated time frame, the employee is duty bound / required to reimburse to Valtech, all the expenses incurred for travel & related expenses.

For purposes of calculation of the duration of overseas travel, both the day of departure from India and arrival back into India would be counted.

5.2 Resignation – While long-term VISA is in process and Post VISA Approval:

- 5.2.1 Employees are prohibited from tendering their resignations while a long term visa (H1 / L1 / Work Permit) application is made.
- 5.2.2 The employee is required to continue in employment without any notice of resignation, for the duration of visa process and thereafter for a minimum period of 06 months from the date of Visa approval. In case the employee resigns during this period, the employee is duty bound / required to reimburse/pay Valtech, for the Visa and related expenses.

Categorization of cities in USA

Class A Cities	Class B Cities	Class C Cities
1. Alameda	1. Ashburn	1. Albany
2. Boston	2. Chelmsford	2. Austin
3. Campbell	3. Colorado Springs	3. Baltimore
4. Chicago	4. Danbury	4. Beaverton
5. Concord	5. Dallas	5. Birmingham
6. Cupertino	6. Fairfield	6. Charlottesville
7. Edison	7. Franklin	7. Cincinnati
8. Foster	8. Naperville	8. Cleveland
9. Fremont	9. Norwood	9. Columbus
10. Irvine	10. Providence	10. Delaware
11. Los Angeles	11. Rockford	11. Denver
12. Las Vegas	12. Shelton	12. Devon
13. Milpitas	13. Utah	13. Dupont
14. Mountain View	14. Seattle	14. Durham
15. New Jersey	15. Houston	15. Erie and Fort Myers
16. New York	16. Detroit	16. Fort Wayne
17. Newark		17. Greenville
18. Palo Alto		18. Heathrow
19. Pearl River		19. Indianapolis
20. Princeton		20. Kansas City
21. San Diego		21. Longview
22. San Francisco		22. Lynn
23. San Jose		23. Milwaukee
24. San Mateo		24. Minneapolis
25. Santa Clara		25. North Carolina
26. Santa Cruz		26. Oklahoma City
27. Sunnyvale		27. Omaha
28. Washington DC		28. Orlando
		29. Overland Park
		30. Phoenix
		31. Pittsburgh
		32. Plano
		33. Portland
		34. Portsmouth
		35. Salt Lake City
		36. Schenectady
		37. Vancouver
		38. Virginia
		39. Wilton