



Company ABC – HR Travel Policy

Version: July 2025

Applies To: All Full-Time Employees (Bands L1 to L5)

1. Introduction & Scope

Company ABC values purposeful, efficient, and safe business travel. This policy outlines the rules, processes, and entitlements governing **domestic and international travel** undertaken by employees for business purposes, including client meetings, conferences, offsites, and inter-office collaboration.

The policy ensures:

- **Operational clarity** on entitlements across bands
- **Consistency** in travel experience across the organization
- **Compliance** with internal audit and financial governance
- **Employee safety** and well-being during travel

This policy applies to all **full-time employees**, including those on probation or temporary assignment, and is **mandatory** unless stated otherwise.



2. Travel Eligibility & Entitlements (Band-wise)

2.1 Travel Band Matrix

| Band | Travel Mode (Domestic) | International Eligibility | Flight Class | Hotel Cap/Night | Per Diem (Domestic) | Per Diem (Intl) | Approval Required |
|------|------------------------|---------------------------|-----------------------|-----------------|---------------------|-----------------|-------------------|
| L1 | Train 2AC / Bus | VP approval only | Economy (on approval) | Rs. 2,000 | Rs. 1,500 | USD 30 | Manager + VP |

| | | | | | | | |
|-----------|-----------------------------|-------------------|------------------|------------|-----------|---------|--------------------|
| L2 | Economy flight if >6 hrs | Director approval | Economy | Rs. 3,000 | Rs. 2,000 | USD 40 | Manager + Director |
| L3 | Economy standard | Permitted | Economy | Rs. 4,000 | Rs. 3,000 | USD 60 | Reporting Manager |
| L4 | Premium economy (justified) | Standard | Business Economy | Rs. 6,000 | Rs. 4,500 | USD 80 | VP |
| L5 | Business class | Standard | Business | Rs. 10,000 | Rs. 7,500 | USD 120 | None |

Note: Hotel caps may be exceeded only in Tier-I cities or high-cost geographies with documented pre-approval.



3. Booking Process

3.1 Pre-Travel Approval

- All business travel must be approved via the **Travel Request Module** on the HRMS.
- Approval hierarchy depends on band and travel type.
- Emergency travel can be approved retrospectively with a written justification.

3.2 Ticketing & Booking

- Travel must be booked via approved corporate platforms (e.g., Egencia, TravelPerk).
- Bookings made outside of corporate portals **without approval** will not be reimbursed.
- Do not split bookings between personal and official travel unless prior disclosure is made.

4. Reimbursements

4.1 Covered Expenses

| Reimbursable | Conditions |
|-----------------------|---|
| Meals | Within per diem limits |
| Transport (auto/taxi) | Invoice required; no surge pricing beyond 1.5x normal |
| Flight/Train/Bus | Must align with eligible band |
| Internet/Wi-Fi | During travel, if not included in hotel |
| Visa & Forex | Pre-approved only; Forex limit as per RBI rules |

4.2 Not Reimbursable

- Alcoholic beverages
- Room service (unless part of corporate hotel agreement)
- Mini-bar expenses
- Entertainment (movies, spas, excursions)
- Family/spouse travel
- Loyalty upgrades or personal reward redemptions

4.3 Expense Claim Workflow

1. Upload all invoices and receipts in the HRMS Expense Module
2. Enter expense category and purpose
3. Submit within **5 working days** post-travel
4. Claims are reviewed within 7 working days

Delayed submissions (>30 days) require CFO exception approval.



5. Accommodation Guidelines

- Book hotels that are centrally located, safe, and cost-aligned to the city's standard rates.
- Avoid luxury hotels unless pre-approved.
- Employees must verify security provisions (24x7 reception, CCTV, verified listings).

Travel Desk can assist with:

- Hotel options based on company-negotiated rates
 - Safety checks for international stays
 - Tier-based hotel preference list
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6. International Travel

6.1 Visa, Insurance & Forex

- Visa costs will be covered when travel is business-approved
- Travel insurance is **mandatory** for all international trips; coordinated by HR
- Forex will be issued via approved vendor, limited to per diem caps

6.2 Cultural & Legal Briefing

Employees traveling abroad will receive:

- Country-specific travel advisory
 - HR handbook on do's/don'ts for business behavior
 - Health precautions and emergency contact protocols
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7. Safety Protocols

7.1 Emergency Contacts

- Company Travel Desk: +91-99999-XXXXXX
- People Ops Helpline: +91-99999-YYYYYY
- SOS App Access: Provided at onboarding

7.2 Safety Do's

- Always inform your manager and HR before travel begins
 - Share itinerary if traveling to sensitive or remote locations
 - Keep digital and hard copies of IDs and booking details
 - Comply with local laws; zero tolerance for misconduct abroad
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8. Employee Conduct & Representation

When traveling, employees **represent Company ABC** and are expected to uphold:

- Professional dress and behavior during conferences and meetings
- Ethical interaction with clients and vendors
- No solicitation of personal gifts or tips

Violations of travel conduct may result in disciplinary action and impact eligibility for future travel.

9. Do's and Don'ts While Traveling

Do's

- Book early and finalize itinerary after approval
- Keep receipts scanned or photographed
- Use official calendar to block travel days
- Mark attendance as "On Business Travel"
- Use hotel safe to store valuables

Don'ts

- Don't combine personal and official travel without disclosure
 - Don't book premium travel unless eligible
 - Don't claim expenses without documentation
 - Don't deviate from approved route without informing manager
 - Don't miss scheduled meetings due to poor planning
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10. Policy Review & Exceptions

- This policy is reviewed **annually** or post any major travel policy breach.
 - **Exception requests** must be:
 - Justified via email
 - Approved by the **Functional Head** and **Finance Controller**
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11. Final Notes

- All employees are expected to **acknowledge and accept** this policy during onboarding
- The latest policy version is always available on the **HRMS > Policy Center**
- For assistance, contact **travel@companyabc.com** or your HR Business Partner