



INTERNATIONAL TRAVEL POLICY

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DOCUMENT CONTROL

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| DOCUMENT NAME | International Travel Policy |
| ABSTRACT | This document details the international travel policy – guidelines for the management and employees |
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AUTHORIZATION

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VERSION HISTORY

| VERSION | DATE | PREPARED BY | CHANGES & REASONS FOR CHANGE |
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| Draft 1.1 | 15/05/2019 | Dave Manning | First Draft |
| Issue 2.0 | 21/06/2019 | Bipin Chandra | Incorporate changes after review |
| Draft 2.1 | 01/10/2019 | Radhakrishna | Changes regarding accommodation & advances |
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| Issue 5.0 | 03/08/2020 | Radhakrishna | Rebranding & Logo change |
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1. PURPOSE AND OBJECTIVE

The purpose of this document is to familiarize all the employees of the Company with the rules and regulations governing their travel and business expenses. The Company has voluntarily adopted this policy. It has the sole authority to make suitable deviations to the general provisions specified in this policy and can amend or withdraw from this policy at any time with or without prior notice.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees, unless specified otherwise when traveling out of their home country. Employees travelling within their home country should refer to the domestic travel policy of their home region. Wherever an employee is specifically advised about any provision/issue, the communication so issued will prevail over the provisions specified in this policy. In the absence of a specific understanding with the employee, provisions specified in this policy and as amended from time to time, will prevail. All references/clarifications/ questions regarding interpretation of any provision can be made to the HRD department. The Company's decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

3. REIMBURSEMENT FOR TRAVEL ON BUSINESS INTERNATIONAL TRIPS

Employees will be reimbursed for reasonable expenses incurred during business when authorized by the Assigned Manager. These expenses will include air travel, hotels, motels, meals, cab fare. The Company will have no obligation in respect of expenses incurred without prior authorization. The expense statement should be submitted to the Company along with the receipts within 15 days from the date of the expenditure (completion of trip). In case of a continuing assignment, the monthly expense statement is required to be submitted within 10 days from the end of the month. In case an employee takes an advance and fails to clear the advance within this stipulated time, the entire advance will be recovered from the employee's subsequent month's salary. Further, no subsequent advances will be provided till the time the employee settles his ongoing advance.

Employees are authorized to take an advance prior to travel and the same is limited to 50% of the total per diem entitled to or 50% of the total per diem for a month whichever is lower. For assignments of more than a month, the employee needs to submit his reimbursement claim before requesting for the advance forex for the following month.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact the HRD/Finance department in advance if they have any question about whether an expense will be reimbursed.

Exceptions to this policy must be approved by the concerned CXO (CEO/COO/CTO/CFO/CHRO) as per the reporting hierarchy of the individual. The finance team will monitor and ensure compliance. This policy should not violate any legitimate legal or tax regulations.

For traveler security tracking purposes ***all booking should be done through company admin team/ travel desk only***. All travel bookings should be made as far in advance as possible and at least 2 weeks prior to the travel date. Exceptions need CXO pre- approval.

4. AIR TRAVEL

All travel should be arranged such that no single event could create a catastrophic loss of key personnel. No more than the number of Invenio employees as outlined below should travel together in any type of transportation:

| Traveler | Co-travel Number Guidance |
|---------------------------|-------------------------------------|
| Board Members/CXO/EVP/SVP | No more than 3 may travel together |
| Regional MDs, AVP & VP | No more than 5 may travel together |
| All other roles | No more than 15 may travel together |

It is important for the organization to encourage the need for travel by its leaders & associates while also balancing the employee health & safety aspects. Frequent and long-travel schedules can impact the sleep & food patterns of the individual. Further given the current and expanding global footprint of customers and delivery centers, quite often individuals in senior leadership positions tend to work during transit and while in flight. This is in addition to the fact that senior leaders tend to undertake travel multiple times every month. Hence, the framework below is designed to balance the high frequency of travel undertaken by people in certain roles. When the recommended class of ticket is not available, the next alternative should be lower class and not the higher class as per this matrix.

| Traveler | Travel Class |
|------------------------|---|
| Board Members/CXO/EVP) | Premium economy (Any single flight of 6 hours, or if a combination of flights is greater than 10 hours (less connections), business class should apply) |
| VP/SVP | Premium economy |
| All Other Roles | Economy |

4.1 FLIGHT CANCELLATION/ UNUSED TICKETS

Cancellations to tickets must be made prior to flight departure and all cancellations will need to be approved by the same Assigned Manager & next level Assigned Manager who has earlier approved the travel. Tickets not cancelled (Except Medical condition with supported document & Emergency situations) prior to departure may result in the total ticket amount being lost to Invenio will be recovered by the employees.

4.2 CHANGE IN FLIGHT TICKETS

Change in ticket due to personal reasons (Except Medical condition with supported document & Emergency situations) may have an impact in cost will be borne by employee.

4.3 SPOUSAL/ DEPENDENT TRAVEL (ON BUSINESS VISA)

In case of long-term onsite deployment (more than 6 months) of the employee to a location other than the home country location, ticket for family round trip (One time only for Spouse and 2 dependent children up to the age of 18 years) will be provided by the company. Employees should have completed 1 year of service with the company and should have prior approval from the Project Manager. The company will take care of travel and visa incidentals only. Per Diem and Accommodation will not be enhanced/ modified for family.

5. GROUND TRANSPORTATION

Traffic and parking violations incurred while utilizing a personal or rental vehicle for Invenio business purposes are the full responsibility of the employee and cannot be reimbursed by the company. Where public transport isn't practical, local cab hire or App cab hire must be used. When multiple associates are in the same location and travelling to the same client site, they should carpool and not use individual cabs. If you have license to drive in a geography, car could be hired.

6. Accommodation

In general, all travels requiring an overnight stay must have a hotel booked by company admin team and the hotel information must be included in the traveler's itinerary prior to departing on a trip.

| Traveler | Entitled Accommodation |
|-------------------------|--|
| Board Members/ CXO/ EVP | On Actual |
| All other roles | Booked by Travel Desk based on availability & economic viability |

Note: On cancelation of hotel/accommodation after cancelation time, would be considered as no show & recovery to be done from employee (Except Medical condition with supported document & Emergency situations).

7. PER DIEM

Employees are either on Per Diem for the visiting location or Actual Receipts. All title's up to and including AVP will receive per diem. VP and above are on actuals.

Note: USA based employees will follow the GSA schedule to comply with the IRS requirement.

| UK, European Union | USA | MENA Region (Qatar, KSA, UAE, Jordan, Bahrain) | Fiji & Mauritius | India |
|--------------------|-----|--|------------------|-------|
| GBP | USD | USD | USD | INR |
| 50 | 60 | 60 | 60 | 4000 |

The above allowance covers all expenses incurred towards meals/ food, snacks, beverages, laundry, tips etc. inclusive of taxes and service charges. shall be paid as a fixed entitlement, without the need for any supporting bills. In addition, employees can claim conveyance expenses relating to travel to & from Airport or Train/Metro. In case an employee is issued with a corporate card, the spend on the CC will be adjusted against the per diem before releasing the balance. Individuals on long stay travel can ask for per diem advance/ payment on a periodic basis apart from the initial advance, as per eligibility details given in para 3 above8.

8. GENERAL GUIDELINES

Any employee undertaking Travel must fill in the Travel Requisition Form (TRF), duly approved and signed by the Assigned Manager. No hotel or travel bookings will be entertained without the appropriate TRF. Employee undertaking international Travel needs to plan travel ahead of time and submit his approved request to Admin/Travel Department for necessary action. All Flight & Hotel bookings need to be done through the Admin/ Travel Department only. The choice of airline will be at the sole discretion of the Admin Department and will be aimed at efficient and cost-effective travel. Employees are not permitted to opt for an airline/hotel of their choice.

Visa Expenses for all official tickets under this policy will be borne by company. Travel/Medical insurance, as the case may be, would be provided by the company along with Travel Tickets & Accommodation Details.

Employees travelling overseas should not use their home country mobile phone for making any incoming or receiving outgoing calls due to the prohibitive cost. Those on short term travel and requiring making and receiving official calls should obtain calling cards like Matrix/ Clay before leaving home country. These cards are much cheaper & normally provide free incoming calls while being overseas. Alternately, employees can also obtain local SIM in overseas locations & claim the official calls in their expense reimbursement.

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