



## DOMESTIC TRAVEL POLICY - INDIA

**DOCUMENT CONTROL**

<b>DOCUMENT NAME</b>	Domestic Travel Policy - India
<b>ABSTRACT</b>	This document details the India Domestic travel guidelines for the management and employees
<b>DOCUMENT REFERENCE</b>	HRD042

**AUTHORIZATION**

<b>Process Owner</b>	<b>Reviewed By</b>	<b>Authorized By</b>
Name: Gaurav Nautiyal	Name: Rick M, Himani K	Name Katy Quilter

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**VERSION HISTORY**

<b>VERSION</b>	<b>DATE</b>	<b>PREPARED BY</b>	<b>CHANGES &amp; REASONS FOR CHANGE</b>
Draft 1.1	14/09/2019	Radhakrishna	First Draft
Draft 1.2	26/12/2019	Radhakrishna	Incorporate changes after review
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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 business travel Intra-city (within city limits) and inter-city, within the geographical boundaries of India. 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 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 within India. 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 HR 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. DEFINITIONS

Term	Definitions
Local Travel	Travel for official purposes within the city limits of Invenio office locations
Short Term Domestic Travel	Any inter-city travel within India for less than two weeks duration (14 days including travel time) will be termed Short Term Domestic Travel
Long Term Domestic Travel	Any inter-city travel within India for more than two weeks duration (14 days including travel time) and less than 180 days will be termed Long Term Domestic Travel
Title of Employees	All titles

#### 4. GUIDELINES FOR LOCAL TRAVEL

1.1 All travel undertaken within a radius of 50 KM or within city limits is termed as Local Travel. City limits for Delhi and Mumbai are amplified below:

1.1.1 New Delhi: Delhi City, Noida, Gurgaon and Faridabad

1.1.2 Mumbai: Mumbai City, Navi Mumbai and Thane

1.2 Local travel reimbursements for employees based out of Invenio offices:

1.2.1 Travel expense reimbursement is applicable to all employees for official purpose travel from Invenio office to customer location. Approval of the Assigned Manager is mandatory for all such reimbursements.

1.2.2 The mode of travel authorized for reimbursement is Local train / Metro / Cab. Cab / Taxi travel may be opted, where the other modes are not available/Feasible, but with pre-approval by the Assigned Manager.

1.2.3 Use of a personal car or bike for local travel on business purposes is reimbursable at the rate of Rs 10/- per Km (car) and Rs 5.00/- per Km (bike), subject to prior approval from the Assigned Manager.

1.2.4 Reimbursement is not applicable for travel from residence to office location and for railway / metro station.

1.3 Local travel reimbursements for employees based at customer / project location:

1.3.1 If an employee is posted to work at a customer location, then local travel reimbursement is not applicable. However, if the cost impact to the individual is high, then the respective Assigned Manager may recommend reimbursement within the project budget on a case-to-case basis.

1.3.2 Daily food expenses are not eligible for reimbursement.

1.4 Food expense reimbursement is not applicable for local travel and for employees based at customer / project location. However, a food reimbursement of **Rs 500-** per day is applicable in cases where the overall hours of work have exceeded 12 hours in the same day and the work has either commenced before 6 AM or completed after 10 PM.

1.5 All Local travel and food expense reimbursements are taken up by the finance after approval from the respective Assigned Manager.

## 5. GUIDELINES FOR DOMESTIC TRAVEL

Employees would be required to travel out of their base location on account of company business. While business travel is necessary, it should be our endeavor to minimize the requirement and simultaneously make sure the travel is comfortable, practical and economical. Domestic travel requirement is categorized as Short Term and Long Term based on the number of days applicable for considering the daily allowance entitlement.

**The following guidelines are applicable to Domestic travel for all employees.**

- 1.1 Travel requirements and accommodation requirements are to be initiated by the employees through the Travel Request Form on the Employee portal a minimum of seven days in advance. The travel request should be approved by the concerned approving authority for the travel arrangements process to get initiated.
- 1.2 The Travel desk team will initiate the booking process based on receipt of the approved travel request only.
- 1.3 For all titles, Air tickets will be booked by economy class only, by the shortest route and preferably on no-frills carriers. A full-service airline will only be used if there is no availability of a no-frills carrier or if the timings are not suitable.
- 1.4 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.
- 1.5 All travel should be arranged such that no single event could create a catastrophic loss of key personnel. No more than the number of Company employees as outlined below should travel together in any type of transportation.

Title	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

### 1.6 Local Conveyance during Domestic Travel

- 1.6.1 Taxi fares will be reimbursed when employees travel from their residence to the airport or from the airport to their residence. Pre-paid taxis, OLA and UBER taxis are preferred to Radio Taxis and employees are encouraged to use the same.
- 1.6.2 Taxi may also be used for any official local conveyance in the destination city/ Client city. Reimbursement will be on production of payment receipts/ proof.

## 6. GUIDELINES ON ACCOMMODATION FOR DOMESTIC TRAVEL

- 1.1 On receipt of an approved accommodation request, the travel desk team will initiate the accommodation booking process. The entitlement of the type of accommodation based on title is given in the table below.

Title	Entitled Accommodation
Upto Associate Managing Consultant & equivalent roles	Hotel room Single room basis – 3-Star Hotel
Managing Consultant upto AVP & equivalent Roles	Hotel room Single room basis - 4-star Hotel
Board Members/ CXO/ EVP/ SVP/VP	Contracted Hotel or equivalent -5-star Hotel

- 1.2 Direct hotel booking by employees is not permitted.
- 1.3 Based on certain situations, when intimated in advance by the Travel desk, the employee may be asked to clear the hotel bill on check-out and claim the amount through reimbursement procedure.
- 1.4 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. GUIDELINES FOR DAILY ALLOWANCE (Per Diem)

Daily 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, while on travel as per the following matrix.

Title	Long Term Domestic Travel	Short Term Domestic Travel
Up to AVP	Rs 2000 Per Day	Rs 1500 Per Day
All Other Roles	As per actuals	As per actuals

## 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. Employees undertaking Travel need to plan travel ahead of time and submit the travel request form. All Flight & Hotel bookings need to be done through the Admin/ Travel Desk only. The choice of airline and accommodation will be at the sole discretion of the Travel Desk and will be aimed at efficient and cost-effective travel. Employees are not permitted to opt for an airline / hotel of their choice.