

TRAVEL POLICY

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| Policy : Travel Policy | Policy Version : 1.2 |
| Date of Issue : October 4, 2022 | Prepared by : HR Department |
| Effective from : October 1, 2022 | Reviewed & checked by : GM - HR & DGM – F & A and Business |
| Approved by : CFO, CEO & Chairman | |

1. Purpose

To regulate travel of employees on official work / business and also to ensure travel of employees is effectively managed.

2. Scope

All Sahayog employees - confirmed and on probation.

3. Features

3.1 Prior authorization from **immediate reporting manager** is necessary for the travel to be considered official in nature.

3.2 Travel Desk (if any) at Head Office and or Regional Office is authorized to handle consolidated travel operations viz. ticketing, guest relations, hotel bookings and cab bookings (as per the eligibility), in case if employee is travel to Head Office and on case to case basis. Travel to other locations, employee can request to Travel Desk or individual can handle travel booking as per the eligibility.

3.3 Reimbursement of expenses with respect to tickets, hotel bookings etc. are not allowed in situations where such facilities have been booked by the Travel Desk or admin team at HO / RO.

3.4 All domestic Air travel (as per the eligibility) shall be economy class for employees pre-approved for travel by air. Air travel should compulsorily be on lowest fare. Any deviation to this need to be approved by the Head HR in consultation with CEO.

3.5 Mode of Travel - Outstation

Table no. 1

| Level | Distance | Mode of Travel | Class |
|-----------------------------|----------------|--------------------|---|
| CMT Member | | Air | |
| GM | > 500 KMs | Air | Economy Class |
| DGM | | | |
| ZBH | < 500 KMs | Train / Bus / Taxi | AC – II tier AC – III tier AC – Bus |
| AZBH | | | |
| SRM | > 1000 KMs | Train | AC – II tier AC – III tier |
| RM | | | |
| ARM | < 1000 KMs | Train / Bus | AC – II tier AC – III tier AC – Bus |
| AZM | | | |
| | < 100 KMs | Bus / Taxi | AC - Bus |
| Area Manager | | | |
| Dist. Head | | | |
| Managers (Support function) | < 1000 KMs | Train / Bus | AC – II tier AC – III tier AC – Bus |
| BM/Branch Incharge | | | |
| SM | | | |
| Asst. Manager, Executive, | > 1000 KMs | Train | AC - III tier |
| Sr. Executive | 400 - 1000 KMs | Train | AC - III tier |
| (Support Function) | | | |
| | < 400 KMs | Train | Sleeper |
| | | Bus | AC - Bus |
| ABM, TL | | Train | Sleeper |
| | | Bus | Non - AC |
| BO, BDO, BDE, RO, RE, FO | | Train | Sleeper |
| | | Bus | Non - AC |

* The mentioned mode of Travel is at higher side, however employee can choose any mode lower to this.

* SRM, RM, ARM & AZM can travel by Air with an exceptional approval from HOD in consultation with CEO.

3.6 Mode of Local Travel

3.6.1 Employees traveling on official work within the city are entitled to reimbursement of expenses incurred on local conveyance according to their entitlement as per **Table 2**. This must be accorded approval by the respective reporting manager.

Table no. 2 – Local Conveyance

| Level | Mode of Travel | Remarks |
|--|--|---|
| CMT Member | Car / Cab | |
| GM DGM ZBH AZBH | Car / Taxi / Cab | |
| SRM RM ARM AZM DM/DH Area Manager SM | Any Public Transport / Taxi / Cab / Car | Employee using personal / rental car - expenses will be reimburse @ 10 / Km Max cap is 1000 km SRM – RM & SM max cap 1500 kms |
| Manager – Support function | Auto / Public Transport/ Bike | Cab / Taxi in exceptional cases and on prior approval, Bike @ 4 Rs Max cap is 1000 km / month |
| Support Function - Executive Sr. Executive Asst. Manager | Auto / Public Transport/ Bike | |
| ABM, BM, TL | Auto / Public Transport/ Bike | BM / Branch Incharge – Cab / Taxi in exceptional cases on prior approval, Bike @ 4 Rs Max cap is 1000 km / month |
| BO, BDO, BDE, RO, RE, FO | Auto / Public Transport/ Bike | Bike @ 4 Rs Max cap is 1000 km / month |

* The mentioned mode of Travel is at higher side, however employee can choose any mode lower to this.

3.7 Lodging and Boarding entitlements:

3.7.1 Lodging:

3.7.1.1 Employees are eligible to stay in hotels subject to the following limits on the tariff. The tariffs are exclusive of taxes.

3.7.1.2 Employees travelling together are advised to avail lodging on a twin sharing basis.

Table 3 - Lodging Limits

| Level | Category of Cities | | |
|--|--------------------|--------------|--------------|
| | A Class City | B Class City | C Class City |
| CMT Member | At an Actual | | |
| GM DGM | | | |
| ZBH AZBH | 4000 | 3500 | 3000 |
| SRM RM ARM AZM | 3700 | 3000 | 2500 |
| Area Manager DH Manager of Support function SM | 3000 | 2500 | 2000 |
| Support Function - Executive Sr. Executive Asst. Manager | 2000 | 1800 | 1500 |
| ABM, BM, TL | 1500 | 1200 | 1000 |
| BO, BDO, BDE, RO, RE, FO | 1200 | 1000 | 800 |

3.7.2 Boarding:

3.7.2.1 Employees are eligible for the following allowances to cover expenses incurred on food when on official travel. Boarding allowance is to be claimed during travel/stay based on the destination city.

3.7.2.2 Boarding/Daily Allowance (DA) shall be admissible to employees to cover expenses incurred on food when on official travel when the employee travels out of his/her base office (assigned location) to another office located in another village/town/city which is outside the Municipal limits of the base office.

3.7.2.3 Employee is not eligible to claim Boarding / DA of the base office.

3.7.2.4 During the official travel / visit, if food is arraigned by the company then employee is not entitled to claim Boarding Allowances / DA.

3.7.2.5 Employees can claim full day's DA only if they work for more than 8 hours in a day. If less than 8 hours will be eligible to claim half day's DA. Hours will be calculated from start point (destination city / home) and will be closed when employee returned to home.

3.7.2.4 Employees can claim boarding allowance during official travel/stay depending upon their destination city.

Table 4: Boarding Limits

| Level | Category of Cities | | |
|--|--------------------|--------------|--------------|
| | A Class City | B Class City | C Class City |
| CMT Member | At an Actual | | |
| GM DGM | | | |
| ZBH AZBH | 700 | 650 | 600 |
| SRM RM ARM AZM | 650 | 650 | 600 |
| Area Manager DH Manager of Support function SM | 650 | 650 | 600 |
| Support Function – Executive Sr. Executive Asst. Manager | 450 | 400 | 400 |
| ABM, BM, TL | 400 | 350 | 350 |
| BO, BDO, BDE, RO, RE, FO | 350 | 300 | 250 |

* Employee claiming Boarding Allowances / DA, need not require to attach any food bills.

3.8 Halting:

3.8.1 Halting allowance is paid to those employees who do not wish to stay in a hotel and intend to make their own arrangements.

3.8.2 Halting allowance is permissible in the absence of lodging and boarding as per the limits given in the table below.

Table 5: Halting Limits

| Level | Category of Cities | | |
|---|--------------------|--------------|--------------|
| | A Class City | B Class City | C Class City |
| CMT Member | Not Applicable | | |
| GM DGM | | | |
| ZBH AZBH | 700 | 650 | 600 |
| SRM RM ARM AZM | 600 | 550 | 500 |
| Area Manager DH Manager of Support function SM | 500 | 450 | 400 |
| Support Function - Executive, Sr. Executive, Asst. Manager | 350 | 300 | 250 |
| ABM, BM, TL | 250 | 225 | 200 |
| BO, BDO, BDE, RO, RE, FO | 250 | 200 | 150 |

* Employee claiming Halting Allowances need not require to attach any bills.

| Category of Cities | |
|-----------------------|---|
| A class cities | All Metro Cities - Mumbai, Delhi, Chennai, Kolkata, Pune & Hyderabad |
| B class cities | Nagpur, Amravati, Aurangabad, Nashik, Kolhapur, Solapur & Gondia being HO |
| C class cities | All Cities other than A & B class |

3.9 Travel Advance:

3.9.1 Employees up to the level of executive alone are eligible to avail travel advance as an exception for traveling other than base office. The approving authority i.e the concerned reporting manager has to approve such advance in writing. Other than executive level, can take advance in exception cases with prior approval from HOD and CFO.

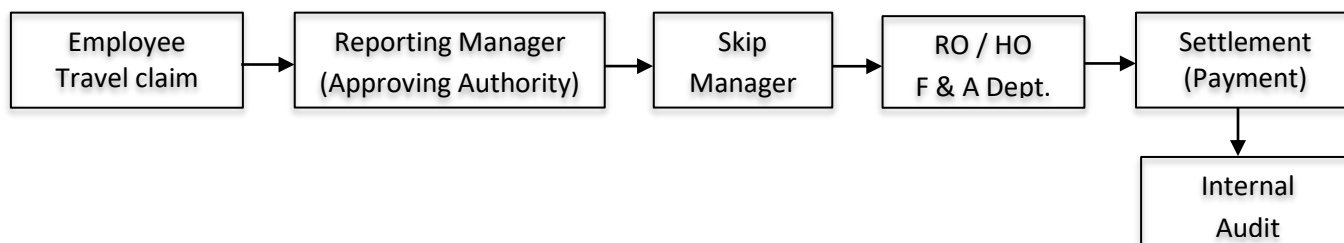
3.10.2 Travel advance should be applied for at least two working days prior to the date of travel.

3.10 Settlement of Travel Advance

3.11.1 All employees are required to submit a Travel Expense Statement and a tour report to the Reporting Manager for approval within 5 days of his/her return from the tour. Reimbursements which the employees are eligible for will have to be approved by the Reporting Manager. Reimbursements should be supplemented with original bills wherever required.

3.11.2 No second advance will be given unless the first advance taken is settled.

3.11 Flow Diagram for the settlement of Travel Claims:



* Approval Matrix in details is mentioned in TA process (attached with this mail)

3.12 Deviation Matrix

3.13.1 Any deviation to the Travel Policy has to be approved by the Head – HR in consultation with CEO. The deviations shall be approved over **e-mails only**, and the same is required to be attached with the hard copies while claiming the travel expenses.