



# HEXAGON

## **Business Travel Policy**

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# 1. Introduction

The purpose of the policy is to provide guidelines when an employee is required to travel for business to cities other than their base location in India. It outlines the employee benefits & eligibility, and associated guidelines for ease of travel and settlement of expenses.

# 2. Scope & Eligibility

The policy is applicable when a full-time employee is required to travel to any other city apart from their base location for business needs. E.g. employee's base location is Mumbai and if he must travel within Mumbai to another office, the benefits of the business travel policy will not be applicable. This policy is not intended for work travel. For such travels, refer to the Work Travel Policy.

# 3. Definitions

Term	Definition
Business Travel	Less or equal to 18 days of travel within India
Work Travel	More than 18 days of travel within India, including the weekends between the travel dates.
Base location	The regular place of work of the employee

# 4. Guidelines

## 4.1 Prior Approval of Travel plan

- ❖ Employees need to ensure prior approval is sought as defined by their Management for any travel. The immediate manager should validate the claim before approving it.
- ❖ It is recommended that the employees clearly mention the purpose of the trip. For example - business trip to Delhi is not sufficient but should be more explicit viz Sales Conference meeting with India Team.
- ❖ All expenses should be entered in the travel memo format and it should be approved both in-country and by the requestor overseas.
- ❖ In case of any flight route change due to personal requirements, differential amount between flight tariff to official destination and revised flight tariff to personal chosen destination must be borne by the travelling employee – which should be declared while requesting for approval.

## 4.2 Accommodation

- ❖ Accommodation shall be provided/arranged/reimbursed for the entire period of stay by the organization at any of the designated hotels or at a guest house identified by the organization as per guidelines available with the travel desk.
- ❖ Employees travelling can request for specific area where hotel/guest house should be arranged and they will be provided feasible options based on which final hotel/guest house can be booked.

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- ❖ However, employees can also opt to make their own arrangements for stay and not stay in a hotel. In such a case, an amount of INR 1,500 per day shall be reimbursed to the employee for the period of stay.
- ❖ Exception to this shall require prior approval from Department Head and Finance based on business justification.

## 4.3 Travel

### 4.3.1 Mode of Travel-Outstation

- ❖ The primary mode of travel for all employees shall be by air, in economy class. In exceptional circumstances where air travel is not feasible, travel desk may opt for train travel, in second class AC. Business travel by road may be used only when other modes are not available.
- ❖ The tickets for the travel shall be arranged by the Organization.
- ❖ Travel desk will share options based on most cost-effective flight schedule available within a permitted range of travel time and will not book flights based on preference unless warranted due to business reasons.
- ❖ Employees in Band 1 to 7 may travel economy class by Air or AC Second Class by train.
- ❖ Employees in Band 8 & 9 may travel by AC Second Class by train or travel economy by Air (in case train tickets are unavailable).
- ❖ Employees using personal vehicles for official work can claim INR 15 per km for to and fro travel.

### 4.3.2 Local Travel

- ❖ Employee should make their own arrangement towards local travel from home to the airport/station and from the place of stay to the place of work and vice-versa, through appropriate means of transport which, shall be reimbursed to the employee at actuals against submitted bills.
- ❖ Employees should not book a cab/taxi for the whole day and should only book trip-based taxis/cabs. In case a full day cab/taxi is required, it should be coordinated with the Travel department with the necessary justification for the same.
- ❖ Cab/taxi booked should not be booked through the hotel and will not be permitted for reimbursement unless with prior approval from the Department head and Finance.

### 4.3.3 Local Conveyance Reimbursement and usage of personal vehicles

All expenses for Local Conveyance shall be verified and approved by the employee's manager. Use of Personal Vehicles to travel to the Airport/Station shall be reimbursed based on the below rates.

Travel Model	Maximum Claim Value
By Personal car to Airport/Station	INR 15 per km one way only
By Personal car from Airport/Station	INR 15 per km one way only

#### 4.4 Per Diem

- ❖ The per diem for business travel will be INR 1,500 will be paid for meals and incidental expenses.
- ❖ Per diem covers the following expenses meals, and incidentals (including but not limited to laundry, newspaper, trolley charges, water, snacks, tips, telephone, extra baggage, etc.). Tobacco or alcohol cannot be claimed as part of the per diem.
- ❖ In case a traveler's departure flight/train time from the base location is before 2 PM or arrival flight/train time to the base location is after 2 PM, full day per diem will be applicable.
- ❖ In case a traveler's departure flight/train time from the base location is after 2 PM or arrival flight/train time to the base location is before 2 PM, half day per diem will be applicable i.e. INR 750 per day
- ❖ At the specific request of the customer, the choice of the hotel or guest house and the Meal and Incidental expenses at actual, shall be allowed by the company. All bills/invoices in original will have to be submitted in the event this option is exercised and this option must be pre-approved by Department Head and Finance.
- ❖ In situations where the employee's accommodation does not include breakfast an allowance of INR 500 would be provided in addition to the per-diem.
- ❖ In situations where Lunch/Dinner or both is provided by the Client or part of any other Business meeting or Company arranged as a group, per diem will be reduced by INR 500 for each meal. E.g. if lunch is provided, then per diem can be claimed for a maximum of INR 1000 for that day.

#### 4.5 Medical and Travel Insurance

Insurance for employees on official business is provided by HCCI through the HCCI-approved corporate insurance vendor by the Administration Department. Employees should ensure to collect the travel insurance-related information through the Travel Desk before the start of the travel.

#### 4.6 Advances

- ❖ If the employee holds a corporate credit card, no advance should be sought.
- ❖ A reasonable amount of sum may be advanced by the Finance Department to facilitate travel depending on the place to visit and the status of travel arrangements.
- ❖ Travel advance will be deposited in the prescribed Bank account of the employee.
- ❖ It is required by the Finance Department that the advance payment is adjusted by the employee at the time of travel expense settlement immediately upon return.

#### 4.7 Attendance Regularization

Employees on Business Travel should in advance use the provision of the On-Duty option to regularize attendance.

#### 4.8 General Guidelines

- ❖ Employee Reimbursement of travel expenses is made only against valid receipts and bills.
- ❖ Higher mode or class of travel needs to be specifically sanctioned by the employee's Department head and Finance.
- ❖ The employee on tour is expected to exercise discretion on travel expenses.
- ❖ The travel settlement form for reimbursement shall be submitted through the Expensing tool, within 7 days upon return along with original copies of bills/invoices/supporting documents.
- ❖ No lounge access will be reimbursed.
- ❖ No amount outside of policy will be approved without prior approval from the Department Head and Finance.

- ❖ If the travel advance is not settled within 30 days after return, the advance taken will be adjusted/recovered from Salary.
- ❖ Any exception should be approved jointly by HR and Finance.

## 5. Policy Administration & Exceptions

Human Resources shall be responsible and final arbiter for administering this policy.

## 6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	21-Oct-2024	Change of name from Domestic Travel Policy to Business Travel Policy; updating policy in revised format	Anant Gupta	Nousheen Khan