



HEXAGON

Work Travel Policy

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1. Introduction

The purpose of the policy is to provide guidelines when an employee is required to work from any other place apart from 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 work from any other place apart from their base location. For e.g. employee's base location is Mumbai and if he must travel within Mumbai to another office, the benefits of work travel policy will not be applicable.

2.1 Exclusions

- ❖ Employees in sales roles, due to the nature of their work, irrespective of duration of travel are not covered as part of this policy. They should refer to the Business Travel Policy for their eligibility.
- ❖ The benefits under this policy will not apply to an employee who is hired for a remote location, which is also the client location and the employee's base location.
- ❖ This policy is not intended for Business travel and any travel beyond 365 days. For such travels, refer to the Business Travel Policy.
- ❖ If an employee works from any registered office for more than 365 days, which is different to their base location, then it deemed be relocation and the benefits of this policy will cease to apply.

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.
Remote Location	Remote location refers to areas geographically distant or isolated from urban location, often lacking adequate infrastructure and services.
Family	Spouse and dependent children
Base location	The regular place of work of the employee
Relocation	Commute to any other location that base location for more than 365 days
Remote Location	List of locations that are covered in Remote location repository in this policy document

4. Guidelines

4.1 Daily Allowance

- ❖ The Daily allowance for work travel will be INR 1,000.
- ❖ Daily allowance covers the following expenses meals, and incidentals (including but not limited to laundry, newspaper, trolley charges, water, snacks, tips, telephone, extra baggage, local conveyance etc.). Tobacco or alcohol cannot be claimed as part of daily work travel allowance.
- ❖ This allowance will not be taxed, subject to providing of necessary documentation, as outlined in this policy document. Without necessary documentation submitted, it will be deemed to be taxable in the hands of the employee.

4.2 Remote Location Incentive

- ❖ A Remote Location Incentive of INR 10,000 per month, in addition to the Daily Allowance for work travel is applicable for employees on work travel to remote locations. It will be proportioned to the actual days of the employee's work travel.
- ❖ Remote location incentive is provided only for locations categorized as "Remote locations" and mentioned in Remote location repository.
- ❖ For any locations, which is not covered as part of the list, the inclusion will be basis the authentication and validation by the HR team in discussion with the Business Leaders.
- ❖ The remote location incentive is taxable in nature .

Currently approved Remote location repository	
Work Travel Location	State
Numaligarh	Assam
Pachpadra	Rajasthan

4.3 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 can opt to make their own arrangements for stay and not stay in a hotel. In such cases, maximum INR 45,000 per month shall be reimbursed subject to submission of bills, through Expensing tool.

4.4 Travel

4.4.1 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. Domestic 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.

4.4.2 Local Travel

- Daily commute expenses from the place of stay to the place of work and vice-versa are already covered within the daily work travel allowance and cannot be claimed separately.
- For work related travel, except to local place of work in work travel city, employee may seek reimbursement for the local travel on actuals. In such cases, employee should not book a cab/taxi for the whole day and should only book trip-based taxi/cab. In case full day cab/taxi is required, it should be coordinated with the Travel desk with necessary justification for the same.
- Cab/taxi booked should not be booked through hotel and will not be permitted for reimbursement unless with prior approval from Department Head and Finance.
- Employee should make their own arrangement towards local travel from place of stay to airport/station and vice versa through appropriate means of transport which, shall be reimbursed to the employee at actuals against submitted bills.
- All expenses for local conveyance shall be verified and approved by the employee's manager.

4.5 Family members accompanying employee

- ❖ Employee on continuous work travel of more than or equal to 180 days may choose to take their family members. One time travel to and from base location shall be made by the organization.
- ❖ Family travel must be approved in advance by manager. The mode of travel for the family members will be the same as applicable for the employees.

4.6 Fly Back

- ❖ For continuous work travel for more than 90 days, employees are entitled to take 1 trip for self after every 90 days on assignment, and this trip must be used to return to the base location of the employee.
- ❖ The manager must validate this before approving the travel request.
- ❖ Employees on work travel who have chosen to take their family along and have availed for one way travel for family provided by organization are not eligible for fly back.

5. Procedure

5.1 Claiming Daily Allowance for work travel

- ❖ All employees on work travel are required to submit [Travel Expenses Declaration Form](#) while claiming daily allowance, through [Expensing tool](#).
- ❖ Daily Allowance may be claimed on a biweekly or monthly frequency.
- ❖ Submitting Travel Expenses Declaration Form is an important prerequisite for work travel Daily allowance payments to be not taxed. Failing to do so, the work travel allowance paid will be considered taxable in the hands of the employee.
- ❖ Please maintain adequate documentation in support of the expenses incurred during work travel and you will be required to produce the same if demanded by the Indian Revenue Authorities.

5.2 Remote Location Incentive payment process

- ❖ Remote Location Incentive has to be raised as an OTP (one time non recurring payment) on Hexconnect by the reporting manager.
- ❖ OTP must be raised before the payroll cutoff date (16th of each month) of the following month, for each month of completed remote location work travel.

5.3 Travel approval process, travel advance, medical and travel insurance

- ❖ These processes will be same as outlined in Business Travel Policy.

5.4 Attendance Regularization

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

5.5 Work Travel Extension

- ❖ All work travel extensions must be formally documented and approved by Division Head and HR Head.

6. Policy Administration & Exceptions

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

7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	21- Oct-2024	New policy, with effective date as 1 st Nov 2024 for all defined benefits and applicable processes and clauses.	Anant Gupta	Nousheen Khan