



International Business Travel Policy

Table of Contents

Purpose.....	2
Eligibility	2
Applicability	2
Procedure	2
Allowances	2
Per Diem Allowance	2
Laundry Allowance.....	3
Transit Allowance.....	3
Travel Kit Allowance	3
International phone cards	4
Medical and Travel Insurance	4
Local Transportation	4
Accommodation.....	4
Attendance Regularization.....	4
Long Term Travel.....	5
Travel for Dependents	5
Secondment - Leave policy	5
Payroll	5
General guidelines	5
Policy Administration	6



Purpose

The purpose of this document is to outline the International Business Travel policy and procedures.

Eligibility

All Full-Time employees up to the level of Band 2 shall travel by Economy class. The eligibility for Band 1 & A1 shall be Premier Economy class.

Applicability

The travel initiated by the Company to any Hexagon/Intergraph subsidiary shall be broadly categorized as follows:

- Business Travel (BT) - Duration less than or equal to 30 calendar days.
- Short-Term Travel (STT) – Duration more than 30 days or equal to 90 calendar days.
- Long Term Travel/Secondment Travel (LTT) – Duration more than 90 calendar days

Procedure

- The travel request should be raised through the travel portal - <https://hexagon.expensing.com>
- All expenses should be entered in the travel memo format and it should be approved both in-country and by the requestor overseas.
- The employee should check for the validity of passport and visa before raising the travel request. The employee must abide by all foreign country immigration laws.
- Based on the travel request, the travel department will make the necessary arrangements. In certain cases, where the travel arrangements are to be made without any relevant approvals, such cases should be routed to the Head of the organization for approval.
- The organization shall reimburse the expenses to employees for Visa processing on production of original receipts of payment.
- In case of any flight route change or airlines preference 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.
- The Manager should validate the travel request before approving. The travel department shall proceed with the requests based on the final approval from the Finance Head.

Allowances

Per Diem Allowance

- While on International travel the per-diem allowance shall begin from the time and date of travel and will end at the arrival to home location.



HEXAGON

- In case the employee's departure flight time from base location is before 2pm or arrival flight time to base location is after 2pm, full day per-diem allowance will be applicable.
- In case the employee's departure flight time from base location is after 2pm or arrival flight time to base location is before 2pm, only 50% per-diem allowance will be applicable.
- The daily allowance covers the following expenses - All meals and incidentals (e.g. newspaper, trolley charges, water, snacks, tips, extra baggage, etc;). These items cannot be claimed separately. No tobacco or alcohol is permitted to be claimed.
- Conversion charges / ATM charges shall be reimbursed against submission of relevant bills.
- Per-Diem is not payable for personal vacation while on International travel.
- Per-Diem is not applicable for Long Term or Secondment Travel.
- The monthly per-diem allowance shall be paid in lieu of expenses towards accommodation, local transport or car & fuel and meal & incidental expenses.
- For payment of per-diem for part of the month, the amount shall be pro-rated based on the number of days during the month in consideration.
- Breakfast allowance of 20 US\$ would be provided in addition to the per-diem for cases where the employee's accommodation does not include breakfast. In case the employee is attending a seminar or any event where breakfast is provided as a part of the event then this allowance cannot be claimed.
- The daily allowance for travel listing the per-diem rates shall be available along with the policy.
 - Refer to Policy: <http://in-icc/Hexaview> →HR Policy →Travel Policy→International Business travel Policy→ International Per Diem Allowance- Effective 1st March 2024.pdf

Laundry Allowance

Laundry expenses may be claimed for stay beyond 3 nights (from 4th day onwards). For 3 days of stay the expenses shall be a part of the Per-Diem allowance. The employee can claim 5 US\$ per day for BT and 40 US\$ while on STT. The expenses are reimbursed against the submission of original bills.

Transit Allowance

Employees are eligible for a Transit Allowance on route to an international destination or on return, if a transit is involved. Employee shall be eligible for one-time reimbursement of INR 4,000 towards meal expenses incurred during transit to and from destination. The payment is made based on declaration by the employee at the time of travel settlement.

Travel Kit Allowance

Employees shall be eligible for an amount of INR 7,000 for purchase of appropriate clothing, baggage etc; These expenses shall be admissible once in 2 years. Expenses towards the following should be approved by the Manager & Department Head for reimbursement:

- Winter Clothing
- Baggage items
- Electronic gadgets like adaptors / plugs required for connectivity.



HEXAGON

International phone cards

International Calling cards shall be provided for employees to make official/personal calls for the entire duration of BT/STT up to a maximum of 35 minutes per week. For employees on LTT, the provision is provided for maximum 15 days up to 70 minutes per week. Alternately, we would enable international roaming facility based on the roaming packs provided by the service provider for the duration of business travel. There shall be no provision made to reimburse the amount spend towards international roaming charges. For employees on BT/STT, the personal call charges shall be settled along with the travel settlement.

Medical and Travel Insurance

Insurance for employees on official business is arranged through the corporate insurance vendor. Employees should ensure to collect the travel insurance related information from the Travel Department.

Local Transportation

- Local transportation in the foreign country while on BT/STT will be responsibility of the employee. The transportation cost can be reimbursed subject to submission of original bills.
- Employees on LTT/Secondment travel shall be abiding by the deputation rules as defined in the secondment letter.
- Employees visiting Huntsville in USA may be provided with a Corporate Car, the provisions that shall apply whenever Corporate Car is provided to a travelling employee shall be for commuting to the place of work & back, and commuting for subsistence – like restaurants, shopping groceries etc;

Accommodation

Employees shall be responsible to make the necessary arrangements for accommodation along with the client for the entire duration of BT/STT. In case the accommodation is not provided by the client then the employee may raise the request to the Travel Department.

Attendance Regularization

- To regularize attendance, employees while on travel should use provision of On Duty absence.
- All leaves of absence, while on travel must be accounted for through the attendance regularization process.
- Employees shall minimize absence during the overseas assignment and make every effort not to impact the assignment. An e-mail approval for the absence, from the manager-designate of the overseas assignment, should be taken with the knowledge of the employee's manager at home location.
- To balance the time spent on official travel or transit on a weekend, the travel time off for 1 day is applicable. Refer to Business Travel Time Off policy: Refer to Policy: <http://in-icc/Hexaview> →HR Policy →Travel Policy
- While on travel, employees are entitled to any public holidays customary in the foreign location.



HEXAGON

Long Term Travel

The employees on LTT shall abide by the nominal employee terms as defined in the Employee Classification Policy. Employees on LTT exceeding 180 days shall be eligible for one-time Relocation Allowance.

Currently this allowance is as follows;

Huntsville – USD 250

UK – GBP 200

Australia – USD 250

Travel for Dependents

For LTT/Secondment Travel, employees may at their option, have their spouse & dependent children accompany them. The eligibility for such provision is as follows:

- Upto 123 calendar days* - Employee only.
- Between 124 & 183 Calendar days* - Employee along with his/her Spouse.
- Above 183 Calendar days* - Employee along with his/her Spouse and a maximum of 2 dependent children (*Including the days of travel).
- The employee or accompanying spouse/dependent children shall always be provided with an economy return ticket by the shortest route.
- The spouse/dependent children of the employee sponsored for overseas travel under the provisions of this policy shall also be covered under medical insurance scheme for the travel.
- Employees availing this provision shall provide for reasonable and sufficient notice for making travel arrangements for their spouse and dependent children.

Secondment - Leave policy

- Upon secondment any leave credit, whether Privilege or Casual leave shall not be carried forward and employee on secondment shall not avail any leave from credit accrued at home location.
- During secondment, leave rules of the subsidiary to which the employee is seconded shall apply.
- Human Resources Department shall communicate to the employee such leave rules before the start of secondment.

Payroll

- Employees on BT/STT shall be active on HCCI payroll and given Indian salary apart from the per-diem allowance. Employees on LTT/Secondment travel shall be active on HCCI payroll, the salary being paid by the deputed organization.
- Human Resources Department shall communicate to the employee secondment rules before the start of the assignment.

General guidelines

- Reimbursement of travel expenses is made only against valid receipts and bills.
- In case of flight misses, employee will be responsible for making arrangement for alternate travel to the destination. In case employee chooses not to travel any charges levied by airlines for missing the flight will be recovered from the employee.
- No lounge access will be reimbursed.
- No amount will be provided or can be reimbursed for the business gift given to the client.



HEXAGON

- No amount outside of policy will be approved without prior approval from Department Head, HR Head and Finance Head.
- The travel settlement form for reimbursement shall be submitted within 15 days upon return along with original copies of bills/invoices/supporting documents.
- If the travel advance is not settled within 30 days after return, advance taken will be adjusted/recovered from salary.
- The employee on tour is expected to exercise discretion on travel expenses.

Policy Administration

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