



LOCAL TRAVEL POLICY

Table of Contents

Objective	:	2
Scope	:	2
Travel Eligibility	:	2
Mode of Travel	:	2
Meals	:	2
Miscellaneous expenses	:	3
Entitlement for conveyance	:	3
Guidelines for reimbursement	:	4
Process for reimbursement	:	5
Policy Governance	:	5
Exception	:	5
Travel Expense Statement	:	6



Process Owner : Retail Hub HR	Title : Local Travel Policy	Proposed by : Lead - ELCM & HR Operations
Date of Introduction : 01-Aug-2017		Approved by : Business Head -HR

Objective:

- The objective of this policy is to define the approval process / entitlements for employees required to travel for official purposes within base city & surroundings area.

Scope:

- All Retail Hub employees.

1. Travel Eligibility:

1.1 Mode of Travel :

- Bus (AC/ Non AC)
- Metered Taxi (Non Ac)
- Shared Auto (from office to nearest station or bus stop)
- First Class/ Second class suburban Rail Fare / Metro Fare (Mumbai & Delhi)
- Own vehicle

Note:

- Employees can use Taxi for local transport, especially in metro and city locations.
- Portage/ Excess Baggage charges would be reimbursed in cases, where the employee is required to carry any official documents/ assets.

For Women Employees: Women employees are encouraged to plan their travel route such that they can reach their final destination latest by 8pm in the evening.

2. Meals:

- Meal expense should be supported by actual bills, subject to the limit, as indicated in below mentioned table.
- Meal allowance shall be claimed for office tour & not for meetings or seminars.



Grade	Max limit per Meal with Supporting Bill	Max. limit per Meal without supporting bill
R01 to R05 RH09 to RH13	INR 200	INR 125

3. Miscellaneous Expenses:

3.1 Fax, Photocopying & E-mail / Internet Charges:

- All official expense incurred for Fax, photocopy, Email charges due to business needs will be paid at actuals, subject to all bills being attached with the travel statement and will need special approval from the superior / Function Head.

3.2 Entertainment Claim:

- All official entertainment with clients, distributors and other business associates will be paid at actuals, subject to all bills being attached with the travel statement and will need special approval from the supervisor / Function Head.

Entitlements for conveyance:

Per Diem Allowance (City)	Local Conveyance (Upto 150 kms))
Tier 1 Cities	INR 150 or actual, whichever is lower
Tier II cities	INR 120 or actual , whichever is lower

Classification of cities:

Tier I – Mumbai & MMR, Delhi & NCR, Chennai, Kolkata, Hyderabad, Pune, Bangalore.

Tier II – Rest of the cities.



Reimbursement for Personal Vehicle usage:

- Petrol expense should be supported by actual bills and cannot be claimed otherwise, subject to the limit, as indicated below:

Vehicle	Price per km
2 wheeler	INR 3

Guidelines for Reimbursement:

- Original bills must be submitted in support of all expenses. Photocopies of any bills will not be acceptable.
- Employee must submit expense reports within 15 working days after incurring the expenses, or upon returning to the office, whichever is sooner.
- Employees will be eligible for claiming the reimbursements while commuting within the city. No claim shall be entertained for travel to and from home.
- Parking and toll charges shall be reimbursed at actual, subject to submission of bills.
- Two or more employees travelling to the same destination should share a taxi, wherever possible.
- All expenses should be claimed directly by the employee through the Travel Expenses statement (Format enclosed in Annexure A).



Process for Reimbursement:



Policy Governance:

The Business HR Head reserves the right to amend any part of or the whole policy, should it be deemed so necessary at any point of time. On all matters of dispute related to the interpretation and implementation of this policy, the decision of the HR Head, would be considered final and binding on the employee.

Exception:

Any exception to the policy has to be recommended by Regional HR and to be approved by Business HR Head.

Note:

- Please note that any misinterpretation or misuse of the policy shall be viewed strictly.
- Claims based on any false/ fake supporting documents/bills, unauthorized travel etc. will lead to disciplinary action against the individual and may result into suspension/termination of the service.



Annexure "A"									
Travel Expense Statement									
Employee ID					Department				
Employee Name					Brand				
Designation					Cost Center				
DOJ					Location				
TO BE FILLED BY EMPLOYEE									
Travel Details									
Type of Travel		<input type="checkbox"/> Local		<input type="checkbox"/> Outstationed					
Expenditure Details						Amount			
S. No.	Date	Place visited		Purpose	Mode of travel	Conveyance	Hotel	Food	Total
		From	To						
Amount in Words:									
Prepared by		Verified by		Authorised by		Signature- Finance & Accounts			
Date of Submission :									