

BUSINESS TRAVEL POLICY _INDIA

VERSION 1.0

RELEASED ON

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In2IT

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Document Change Control

Version	Date	Policy Owner	Change Description
1.0	13.07.2023	HR Department	Initial Release

Purpose: The Purpose of travel policy is to ensure that the travel expense of the company is controlled by establishing certain standards. Employees must control business travel expense by making sound judgment with respect to the use of company funds. Travel is an important aspect for carrying out the business, it is expected from employees that they will follow the "travel guidelines for employees "while travelling and would provide documentation in support of the same. It is also meant to reimburse the amount spent by an employee when on international or domestic travel.

Scope: The policy includes all the permanent/contract employees of the company based out of India.

Policy Guide Lines

1. A travel request must be approved before proceeding on any domestic travel.
2. All domestic travel request must be raised and followed as per the company travel policy and procedure.
3. Employees planning to travel for business purposes must plan their tour programme in advance to avail cheaper mode of travel and accommodation. Their requisition mentioning the number of days of travel, place(s), purpose and emergency contact names needs to be duly approved by the reporting manager.
4. The approved requisition needs to be handed over to the finance department for obtaining any travel advance. All travel advance needs to be settled within 10 days of completion of tour, else no travel advance will be extended for further tours unless a approval from HOD.
5. Employees must ensure that they strictly abide by their eligibility and try the most economical mode of travel.
6. Deviations if any needs to be justified and duly approved by RM and HOD both.
7. Company expects its employees to stay healthy and eat healthy, having said this adequate amount has been allocated towards expenses incurred on meals, this shall be strictly abided by. Any expenses incurred for consumption of Alcoholic beverages or cigarette's are strictly prohibited.
8. In case of any medical emergencies while on tour all medical expenses are reimbursable, however the same should be accompanied by a registered medical practioner's prescription. However, if the illness prevails for more than three days he is strictly advised to return to the base location. Deviations if any will not be the responsibility of the Company.
9. On completion of the tour, all bills including travel tickets/ boarding pass, all bills for hotel stay and meals needs to be submitted for settlement of advance within 10 working days. All further travel advance will be provided only if all the past tour advances are settled.

Travel Arrangements

All travel arrangements must be made through the administration department. Administration department will utilize the services of the company appointed travel agents only without any deviations. However, for specific travel needs one can look at other travel agents, for further details one can get in touch with the administration department. All tours should be planned in advance so as to enable cheaper mode of transportation along with boarding and lodging. Similarly in case of change in program or tour cancellation, the administration department shall be informed at the earliest. Losses arising due to negligence or delayed information shall be borne by the employer.

Transportation from home to airport

The most economical means of transportation must be chosen while commuting from home to the airport and vice versa.

Road Transportation

In case traveling by road, the employees are requested to take the help of the administration department, to book a taxi.

In case of employee utilizing his own car, then he can claim the per kilometer charges that are has been decided by the company. However, the company does not encourage the use of own vehicle and will not responsible for any accidental damages or personal loss/ injuries.

For four wheelers the applicable rates in metro cities shall be INR 9:50 per/ KM and for Non-Metro the rates applicable shall be INR 7:50 per/KM, parking will be at actuals on production of bills.

For two wheelers the applicable rates in metro cities shall be INR 6 per/ KM and for Non Metro the rates applicable shall be INR5 per/KM, parking will be at actuals on production of bills.

Travel Eligibility**For journey less than twelve hours:**

For all travels less than twelve hours employees shall travel by train where ever applicable as per the below bands.

Level	Class
S & T Bands	Tier 3 ac
E & Above	Tier 2 ac, chair car

For journey greater than twelve hours

Irrespective of bands all employees are allowed to travel economy class, however, to ensure better rates the employees are advised to plan their travel in advance.

Boarding & Lodging

Travel Policy - Rate Card					
<= 30 days [per day allowance]					
Eligibility with Bills (Company / Self arrangement)					
Band	Sub-Band	Lodging	Local Conveyance	Per Diem	Total
S	S1.1-S2.1	2000	550	500	3050
S	S2.2-S3.1	2000	550	500	3050
S	S3.2-S4.1	2000	550	500	3050
S	S4.2-S5.3	2000	550	500	3050
T	T1.1-T1.3	3000	700	600	4300
T	T2.1-T2.3	3000	700	600	4300
T	T3.1-T3.3	3000	700	600	4300
E	E1.1-E2.2	4000	750	700	5450
E	E3.1-E3.2	4000	750	700	5450
P	P1.1-P1.2	On Actuals	On Actuals	On Actuals	On Actuals
P	P1.3-P1.5	On Actuals	On Actuals	On Actuals	On Actuals
P	P2	On Actuals	On Actuals	On Actuals	On Actuals
Note: Per Diem includes Food and miscellaneous expenses and can be claimed without bills.					

Disclaimer – The company reserves the right to alter or withdraw this policy either in part or in full based on management's discretion.