

DOMESTIC BUSINESS TRAVEL POLICY

Applies To	Locations – All Locations in India (Upcountry and Outstation Travel) All Employees, All Cadres including Trainees Retainers, Consultants on special projects (equivalent cadre will be considered)
Policy Sponsor	Corporate Head, Head Office
Version No.	1.0
Effective Date	01 April 2009

Version History

Version History

Version No.	Updated By	Version Update	Reviewed By
1.1	Accenture+VVF HR team	Final Version	Shanaz Diwan
1.2	Anuradha Zingade	Final Version	Mohit Sharma

Policy Owner

Name	Corporate HR
Date	Updated on 1 st April 2013

Purpose

The purpose of this policy is to provide detail guidelines, entitlements and procedures on business travel to different locations within India.

Definitions

- **Local Travel** - Within Municipal Limits and satellite locations.
- **Upcountry Travel** - Usually within the State of base location (indicative distance - around 170 kms)
- **Outstation Travel** - More than 170 kms back & forth
- **Per Diem – Refers to daily allowances based on the expenses borne by the employee during travel under the below mentioned heads**
 - **Lodging Expenses** refers to expenses incurred on accommodation including service taxes.
 - **Boarding Expense** refers to expenses w.r.t tea/coffee, breakfast, lunch, evening snacks and dinner. Reimbursement will not be provided for personal expenses like liquor and tobacco or entertainment.
 - **Incidentals expense** refers all miscellaneous expense incurred during the travel like personal calls, tips, laundry expense, bottled water etc.
 - **Cities are categorized as A/B/C as mentioned below for availing the per diems expenses**
 - **Category A Cities:** Mumbai, NCR, Kolkata, Chennai, Hyderabad, Bangalore
 - **Category B Cities:** All State Capitals (other than above), Pune, Nagpur, Aurangabad, Kanpur, Ahmedabad.
 - **Category C Cities:** All locations other than the above.
- **Local Conveyance** expenses refer to expenses incurred to reach place of visit / work /hotel and back, where VVF local offices exits.
- **Additional Conveyance** refers to any expense incurred at the destination for long distances travel for client / site visits or onward destination journey **(if any)**

Eligibility

- Employees traveling on business Upcountry and Outstation travel, both involving night stay are eligible for reimbursement of Travel, Accommodation, Local Conveyance and Incidental Expenses as per the policy.
- VVF COB Sales Force (Area Managers & below) are not in the scope for the purpose of this policy (they are covered under the ASM Travel Policy for PCP COB)
- For business travel extending beyond 15 days but less than 30 days, allowances will be governed by this Policy. Documentation for deputation must be initiated by 15th day if HOD deems it necessary for stay beyond 30 days minimum or else this policy will be applicable for maximum 30 days.

- If there is no night stay involved in both Upcountry and Outstation travel, only Boarding & Conveyance will be paid on actual within limits as mentioned in policy.

Entitlements

Employee can avail advance upto 75% of the estimated expenses towards the travel.

Travel

Level	Air	Rail	Road
SMC & Above	Economy	I AC	Hired AC Car (Ford Ikon/Innova equivalent)
MMC	Economy	II AC	Hired AC Car/Taxi (Esteem/Logan equivalent)
JMC	Economy (with prior approval of Unit Head only if train journey exceeds 15 hours)	III AC	Luxury AC Sleeper Bus
OC	NA	III AC	AC Sleeper Bus
Associates	NA	Sleeper Class	Sleeper Bus

- If necessary an employee may use his personal vehicle for short distance travel for business purpose (within the state) – [At respective locations – Subject to max. 200 kms.]. The same must be approved by HOD prior to commence of the journey.
- The mileage reimbursement allowance covers all automobile related costs exclusive of Toll charges and parking fees.
- Car at 8/- per Km [Excluding AGM & Above] & 2 wheelers @ 3/- per km will be reimbursed at actual.
- For AGM and above, the petrol reimbursement will be as per the Local Conveyance Policy.
- The toll and parking fees will be paid extra at actual.
- Employee using personal vehicle has to necessarily have a legal driving License. (In case he has a driver, the driver should be valid license holder and other necessary documents).

It is recommended that employees using personal vehicles on company business have adequate automobile coverage (Insurance, Road Tax and other necessary documents)

Accommodation

Work Level	Hotel Reservations* (In Rs)		
	Category A Cities	Category B Cities	Category C Cities
SMC (VP, Sr. VP & Directors)	At Actual		At Actual
SMC (GM & AVP)	9000	6000	5000
MMC (DGM, AGM, Sr. Mgr)	7000	5000	4000
JMC & OC) Mgr, AM, Exec, Officer	5000	4000	3000

Workers/Associate	3000	2500	2000
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*** Expenses include Room Charges and applicable taxes**

Note:

- Wherever **Ginger/budget hotels** are available, the same must be used instead of other hotels
- Reimbursement will be on actual within limits as mentioned above.
- Wherever company has tie-up with hotels (mostly our plant locations), employees will be accommodated in these hotels only irrespective of the eligibility mentioned above and bills will be cleared by the company directly. Any expenses outside the scope of this policy will be recovered subsequently from the employee through salary.
- In case of employees making their own arrangement for Accommodation, a flat allowance of 20% on the limit of lodging is allowed without any supporting; however this is taxable as per the prevailing Tax laws.
- The exhaustive list of approved network hotels is maintained by the Travel Help Desk. The same will be reviewed periodically and updated as per the prevailing requirements.
- The employee will have to cancel the room reservation within the specified time period to avoid cancellation charges. The cancellations charges are not reimbursed.
- Employees will need to share a room with a colleague while on travel except female employee and SMC employees. Where there is a Company Guest House, same should be used by employees.

Per Diem Allowance

This per day allowance is provided to set off expenses on **Boarding and Incidental expenses** during the travel

Work Level	Per Diem Allowance per day Limits (Rs)		
	Category A Cities	Category B Cities	Category C Cities
SMC (VP, Sr. VP & Directors)	At Actual	At Actual	At Actual
SMC (GM & AVP)	1800	1200	1000
MMC (DGM, AGM, Sr. Mgr)	1400	1000	800
JMC & OC (Mgr, AM, Exec, Officer)	1000	800	600
Workers/Associate	600	500	400

Note:

- An employee will be eligible to claim boarding allowance only when the traveling distance is above 170 km one way.
- The following shall be termed as:

12 hours & more – Full Day

6 hours to 12 hours – Half Day

Less than 6 hours – Nil

- Both Local Conveyance and Additional Conveyance will be reimbursed at actual and have to be identified separately with supporting bills. However, employees are expected to apply reasonable discretion while claiming these.
- Per Diem will be on actual as per bills submitted with limits as mentioned above, except incidental expenses subject to 20% of Per Diem.
- In case of employee staying in the company managed Guesthouse and at plant location with canteen facility – will not be entitled for the boarding allowance and will not be entitled to claim the lodging.
- Wherever canteen facility is available, the employee should eat in the canteen and can claim upto 70% of per diem expenses with valid supporting (no supporting needed for 20% incidental expenses).
- In case of Guesthouse, if breakfast and dinner is provided, then the same shall not be claimed by the employee in the boarding expenses.
- MMC & below: If lunch/dinner is with local team members or guest(s), the names must be mentioned on the reverse of the bill. The same limits will be applicable in case of such additional members as that of the employee.

Procedure

Claim Settlements:

- Only business travel claims are reimbursed on actual subject to limits as mentioned.
- Approved Travel Expense Statement should be submitted for settlement to the Accounts department once in a month.
- The travel expense statement should be supported by bills in original except in cases of incidentals and local conveyance
- Advance taken should be settled with the Accounts and Finance Department within 3 working days of completion of the travel.
- The Accounts Department will settle the claim amount with the employee after due validation and verification of entitlements, once in a month only.
- Company shall not pay for expenses on excess personal baggage except in case of conference/promotion material which needs to be duly approved by HOD.

Travel Help Desk

- All travel arrangements must be through the Corporate Travel Desk only at respective locations.
- An employee can make his/her own travel arrangement as per the policy only in case of short notice and approval of HOD on mail must be attached at the time of claiming the travel arrangement reimbursement.
- Employee undertaking travel should complete the Travel Requisition Form available with Travel Help Desk.
- The completed Travel Requisition form should be submitted to the Travel Help Desk 10 days in advance to organize the travel bookings.
- Travel Help Desk at Corporate Office shall make all travel booking for employees based at Corporate, Sion, Sewree and other Plant Locations as well for air and train (e-ticket) travel.

- Plant HR/admin will assist in the local travel booking for employees at our plant locations.

Expense Settlement

- The advance is to be collected from the Account and Finance Department.
- Advance taken should be settled with the Accounts and Finance Department within 3 working days of completion of the travel

Approvals

- All domestic business travel should be approved by both reporting Manager and HOD
- Any travel advance required must be approved by Reporting Manager.
- Travel by higher mode than entitled, should be approved by the Business/Functional Head only.
- The supporting and settlement must be approved by the Head of the Department
- Business or Company representation expenses such as cost of attending a customer meet / stationery / photocopying etc must be claimed separately with due approval of the HOD and reimbursement will be against the approvals only.

Guidelines

General

- Employees should follow the guiding principle of Travel Desk to be cost-benefit to the organization.
- The company shall not be responsible for any loss of belongings during transit.
- Employees must plan their travel so as to avail benefits of Apex Fares.
- All travel must be undertaken by the shortest possible route. E.g. Air Travel between short distances is not permitted (Ex. Mumbai-Pune). Only connecting flights to the short route destination will be allowed. An employee should preferably opt for train journey wherever night journey option is available.
- Travel Help Desk will book tickets at the appropriate economic airfare available.
- The Travel Help Desk shall arrange accommodation based on the commercial feasibility, basic comfort and distance from the place of visit.

Security of Employees

- While traveling by air, not more than 10 employees should travel in the same flight together.
- It is advised not to use Hired Car/Cab for outstation business travel during 2200 hrs – 0600 hrs.
- For surface travel, train could be safest mode followed by bus and taxi.
- All travel must have prior authorization from the reporting manager.
- Before traveling, employee must keep their Manager informed of the following:
 - Travel destination
 - Traveling mode
 - Hotel name & contact details

- Employees are strictly discouraged from traveling in hired car/cab which does not have a taxi license.
- Women employees undertaking business travel are recommended to apply extra discretion and seek all assistance from our Travel Desk to make their travel a safe.
- Any changes in the travel plans should be informed in advance to the Travel Help Desk for suitable amendment to the travel arrangements.

Policy Compliance:

- Non-compliance with the provisions of this policy shall lead to the claims as not reimbursable.
- Cases of significant non compliance of the policy can lead to the disciplinary action.

Roles and Responsibilities

Roles	Responsibility
Employee	<ul style="list-style-type: none"> • Submit approved Travel Requisition and Advance Form (Annexure I) 10 days in advance to the date of travel. • Submit approved Travel Reimbursement Statement along with proper GLs to the Accounts Department after return, once in a month only. • Enclose the Travel Tickets and all supporting / vouchers / bills for the claims made • Settle the advances
Functional Head / Reporting Managers	<ul style="list-style-type: none"> • Approve the Travel Requisition Form • Approve the Travel Reimbursement Statement. • Approve / Disapprove claims beyond the entitlement based on merits
Travel Help Desk-	<ul style="list-style-type: none"> • Plan and organize travel arrangements for an employees • Identify and update travel agents / airlines / hotels / taxi database with competitive rates on regular basis. • Ticket bookings and Travel arrangement
Accounts & Finance	<ul style="list-style-type: none"> • Audit and validate the claims to ensure the compliance with this policy. • Highlight deviations to approving authority • Reimburse the claims to an employee

Exceptions

- This policy will be reviewed on annual basis and any change, modification, addition or deletion will be based on its implement ability, employee feedback and deviations if any.
- Any exceptions to this policy will require the approval of the Head – HR.

Escalations

If you have any questions about this policy, please contact your HR department.