



FOREIGN BUSINESS TRAVEL POLICY

Applies To	Location – All business units of VVF group Employees – All employees of VVF group
Released By	Head HR - Corporate Office
Version No.	1.2
Effective Date	August 01, 2014

Version History

Version No.	Updated By	Version Update	Reviewed By
1.1	Accenture + VVF HR team	Final Version	Shanaz Diwan
1.2	Corporate HR	December 7, 2015 (approved in Board)	Vice President – Human Resources

Purpose

The purpose of this policy is to provide detail guidelines, entitlements and procedures for approved business travel to different international locations.

Definitions

- **International location:** Any location outside the boundaries of the base country of the travelling employee will be defined as an international location.
- **Per Diem – The per diem allowance includes expenses under the following categories:**
 - **Boarding** expense refers to tea/coffee, breakfast, lunch, evening snacks and dinner. Personal expenses like liquor and tobacco or entertainment will not be reimbursed.
 - **Local Conveyance** expenses refer to expenses incurred for local travel in the city the employee is visiting.
 - **Incidental** expense refers to all miscellaneous expense incurred during the travel like personal calls, tips, laundry expense, bottled water etc.
- **Other miscellaneous expenses** like airport tax in India, expenses related to obtaining travel documents / inoculations VISA etc., essential before the start of international travel will be borne by the company. Expenses related to issuance/renewal of passport will not be borne by the company.
- In case the employee meets a vendor and the lunch is organized by the VVF employee, then amount can be claimed by getting proper approval from the BU heads. In case a BU head meets any vendor, then the bill must be self-signed and the amount can be claimed.
- **Conveyance within the base country** will be as per Domestic Travel/Local Conveyance policies (wherever these policies are available) or at actual. This will include travel from residence/office/plant to airport. If conveyance is arranged by the company/client, then the employee cannot claim these expenses. Wherever possible, the employee must ask for receipt of payment.

Approvals

All international travel will be formally approved by the HOD or by the Managing Director sufficiently in advance. The approvals will be received at least one month (one week in case employee is travelling because of some emergency work requirement) in advance. Any claim which is not defined in entitlements or exceeding the limit will have to be approved by the respective BU Head.

Entitlements

Air Travel:

Air Travel Entitlement		
Level	Travel Time	Mode of Travel
President & above	More than 6 hours continuous*	Business Class
President & above	Less than 6 hours continuous*	Economy Class
Sr. Vice-President and below	All countries	Economy Class

* Travel time will include only the actual time of travel and will not include the layover time and the check-in & check-out time.

Accommodation:

- The Travel Help Desk with the help of the local HR team in that country (if available) will arrange for accommodation based on the commercial feasibility, basic comfort and distance from the airport or place of visit.
- The exhaustive list of approved network hotels will be maintained by the Travel Help Desk. The same will be reviewed periodically and updated as per the prevailing requirements.
- The employee will have to inform the Travel Desk at least one week in advance for cancellation of the room reservation to avoid cancellation charges. The cancellations charges will not be reimbursed.

Per Diem Allowance:

This per day allowance is provided to employee to set off expenses during the travel. This allowance includes expenses on boarding, local conveyance and Incidental expenses during travel.

Trips should be planned with care to get best business results with minimum expenses i.e. one should not reach the country on a weekend or holiday when no work can be accomplished.

Region/ Country	Country	Per Diem (SMC)	Per Diem (MMC and Below)
USA	United States of America	\$120	\$95
Canada	Canada	\$120	\$95
Latin America	Latin America (excluding Brazil)	\$100	\$80
Brazil	Brazil	\$175	\$140
UK	UK	€125	€100
Western Europe	Andorra	€110	€85
	Austria	€110	€85

	Belgium	€110	€85
	Denmark	€110	€85
	Finland	€110	€85
	France	€110	€85
	Germany	€110	€85
	Gibraltar	€110	€85
	Greece	€110	€85
	Iceland	€110	€85
	Italy	€110	€85
	Liechtenstein	€110	€85
	Luxembourg	€110	€85
	Malta	€110	€85
	Monaco	€110	€85
	Norway	€110	€85
	Netherland	€110	€85
	Portugal	€110	€85
	San Marino	€110	€85
	Spain	€110	€85
	Sweden	€110	€85
	Switzerland	€110	€85
Eastern Europe	Albania	€85	€70
	Belarus	€85	€70
	Bosnia	€85	€70
	Herzegovina	€85	€70
	Bulgaria	€85	€70
	Croatia	€85	€70
	Czech Republic	€85	€70
	Estonia	€85	€70
	Hungary	€85	€70
	Latvia	€85	€70
	Lithuania	€85	€70
	Macedonia	€85	€70
	Moldova	€85	€70
	Poland	€85	€70
	Romania	€85	€70
	Russia	€85	€70
	Serbia	€85	€70
	Montenegro	€85	€70
	Slovakia	€85	€70
	Slovenia	€85	€70
	Ukraine	€85	€70
Australia	Australia	\$120	\$95
New Zealand	New Zealand	\$100	\$80

China	China	\$120	\$95
South East Asia (Excluding Singapore)	Brunei	\$100	\$80
	Indonesia	\$100	\$80
	Laos	\$100	\$80
	Malaysia	\$100	\$80
	Philippines	\$100	\$80
	Vietnam	\$100	\$80
	Thailand	\$100	\$80
	Cambodia	\$100	\$80
	East Timor	\$100	\$80
Singapore	Singapore	\$130	\$105
South Asia	India	\$75	\$60
	Bangladesh	\$75	\$60
	Bhutan	\$75	\$60
	Maldives	\$75	\$60
	Nepal	\$75	\$60
	Pakistan	\$75	\$60
	Sri Lanka	\$75	\$60
	Afghanistan	\$75	\$60
	Myanmar	\$75	\$60
East Asia	South Korea	\$150	\$120
	North Korea	\$150	\$120
	Japan	\$150	\$120
Middle East	UAE	\$120	\$95
Africa	South Africa	\$120	\$105
	Remaining countries	\$75	\$60

- Per Diem will be applicable from the start day of travel, from the time of arrival at the base country international airport and end again at the time of arrival at base country international airport.
- Employees will be entitled up to 50% of per diem on the first day if they arrive at the airport after 1200 hours.
- The employee will have to provide appropriate supporting for per diem allowance.
- Maximum 20% of per diem allowance will be treated as incidental expenses and employee may not provide any supporting for this 20% expenses.
- When the lodging, boarding and local conveyance arrangements are made by the company, the employees will be entitled only for the incidental expenses maximum up to 20% of per diem.
- An employee can claim fixed daily allowance upto 70% of the per diem amount in case of own accommodation arrangements. The employee will however need to provide bills related to grocery, restaurant, travel etc. to

claim this allowance and only 20% of the fixed daily allowance will be paid towards incidental expenses in the absence of any supporting.

- When the employee makes own accommodation arrangement, it must be within reasonable distance from the place of work.

Entertainment Expense Advance

An employee can claim advance towards entertainment of clients for official purpose maximum as per the entitlement below:

Cadre	Less than 10 days tour	More than 10 days tour
SMC	\$1000	\$1500
MMC	\$750	\$1000
JMC	\$500	\$750

The employee must mention the name of the clients on the reverse of the bill while settling the advance. This advance must be settled along with the travel expenses within 15 days of return.

Procedure

1. Employee undertaking travel will have to send duly approved travel plan mails to Travel Help Desk **three weeks in advance** prior to the date of travel.
2. The Travel Help Desk will
 - a) Facilitate all the visa, air travel and accommodation arrangements.
 - b) Arrange the Overseas Medical Insurance Policy covering the employee during period of stay abroad. If required, the employee will undergo medical examination.
3. Employee may also request for International SIM card for local communication to Travel Help Desk.
4. Employee will have to forward duly approved **Advance FOREX form** (attachment A) to Finance department 10 days prior to the date of travel.
5. The Finance & Accounts department will
 - a) Facilitate the FOREX amount for the scheduled trip. The currency type to be given will be decided by Finance & Accounts department and they will be the deciding authority.
 - b) An employee may, if required, avail 100% of the per diem amount as advance. Employee can also claim entertainment advance as per the limits mentioned in this policy.
 - c) Arrange the FOREX card or provide the requisite amount in foreign currency to the employee before the start date of the journey. An employee can also use credit card to pay overseas expenses.

6. Upon return, the employee will have to submit a Travel Report indicating the value addition on account of this travel to BU Head duly approved by the HOD within three working days.
7. Employees will have to submit original boarding pass to Travel Help Desk upon return immediately. They will have to attach the boarding pass with the Travel Expense Statement

Guidelines

1. Local travel in base country

- Local Conveyance policy will be applicable for travel from residence/office to international airport for employees based at Corporate, Sion, Sewree and Taloja.
- Domestic Travel policy will be applicable for employees based at Daman, Baddi, Tiljala and Kutch for travel to nearest international airport.

2. Travel Desk:

- All international travel booking and arrangement will be done by VVF (India) Ltd. Travel Desk at corporate office.
- Travel Desk at corporate will provide three options based on the shortest/cheapest possible route/fare available.
- Due to the contingencies, arrangements can be made by the overseas local office or our overseas business partner but it is required to keep Travel Desk at corporate office informed at all times.
- The employees are requested to forward travel plan mails at least two weeks in advance with due approval. Employees must immediately inform the Travel Desk, in case there is any change in travel plans.
- If an employee is travelling with higher designated employee and if they are required to travel (by Air) in the higher class then an appropriate approval needs to be obtained from the BU head.
- More than three employees will not be allowed to travel together in the same flight for their own safety reasons.
- Employees are to avail local SIM card from the Travel desk to enable effective and cheap communication during travel. Travel Desk will arrange for this SIM card if requested for in the Foreign Travel Requisition Form. In case the SIM card is not provided by travel desk due to exigencies then the employee will have to purchase the same at the landing airport. Under no circumstances, Indian SIM cards are to be used for communication from foreign land.

3. Expenses:

- Business or Company representation expenses such as cost of attending a customer meet / stationery / photocopying etc. must be mentioned separately.

- Any additional claims must be supported by tickets / bills / vouchers and must be duly approved by the HOD/ BU Head.
- Company will not reimburse expenses for excess personal baggage.

4. International SIM card

- Is meant for official communication and must be used judiciously.
- Limits for personal calls are included in per diem.
- Employee has to return the SIM card to Travel Desk within two days of return.
- Penalty will be levied for misplacing or if the SIM card is not returned within two working days of return.

5. Leave:

- An employee needs to take prior approval if they want to avail annual leave prior or post to the official date of travel. The employee will have to bear the expenses during the leave period and the company will not reimburse any expenses related to leave days.

6. Claim Settlements:

- Balance FOREX must be returned within 2 working days to Finance & Accounts.
 - a) Under no circumstances, the employee must retain the balance FOREX even if the employee has scheduled immediate trip.
 - b) Employee must return the balance foreign currency only of these countries:
 - i. US Dollar (USD)
 - ii. Singapore Dollar (SGD)
 - iii. Indonesian Rupiah (IDR) – only in case of Indonesia trip
 - iv. Emirati Dirham (AED)
 - v. Euro (EUR)
 - c) Finance & Accounts department will not accept any other foreign currency notes other than mentioned above. Even coins of any countries will not be accepted. The same must be exchanged at the airport for currencies mentioned in (b) above and valid receipt must be provided for conversion charges in the expenses claim.
- Entertainment advance taken must be settled with the Finance & Accounts department within 15 working days of completion of return travel.
- On completion of the international travel, employee will have to prepare the **Travel Expense Statement** as per attachment C and get it duly approved by the HOD.
- The travel expense statement must be supported by bills in original except for maximum 20% of incidental expenses.

- Approved **Travel Expense Statement** must be submitted for settlement to the Finance & Accounts department within 15 working days of completion of the travel.
- The Finance department will settle the claim amount with the concerned employee after due validation and verification of entitlements.
- If the advance taken by employee is not settled within 15 working days of completion of the travel along with balance currency in hand, Finance department will inform to HR department for recovery of balance advance amount from employee salary in the following next month.

7. Policy Compliance:

- Non-compliance with the provisions of this policy will lead to the claims as not reimbursable. Any deviation must be approved by the Corporate Head-HR.
- 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"> • Request to Travel Desk at least three weeks prior to the travel date. • Submission of Advance FOREX form to Finance & Accounts Department at least 10 days prior to the travel date. • Travel Expense Statement to Finance & Accounts department within 15 working days of completion of travel. • Attach the travel tickets, boarding pass and all supporting / vouchers / bills for the claims made. • Balance FOREX to be submitted to Finance & Accounts within 2 working days after return
Functional Head/ Managing Director	<ul style="list-style-type: none"> • Approve the travel plan on mail • Approve the Advance FOREX form & Travel Expense statement • Approve / disapprove deviations if any along with corporate HR Head
Travel Desk	Plan and organize the complete travel within the entitlement taking into consideration basic comfort and safety.
Finance and Accounts	<ul style="list-style-type: none"> • Approve the FOREX amount advance as required • Provide FOREX as per the country of travel • Highlight deviations if any to approving authority

	<ul style="list-style-type: none">• Settle the claims and intimate the employee and the Travel Help Desk on closure of the travel claim.• Audit and validate the claims to ensure compliance with this policy
Human Resources	<ul style="list-style-type: none">• Overall process and policy ownership.• Periodic review and revisit to the policy based on prevailing business scenario.

Exceptions

- This policy will be reviewed on an annual basis, and any change will be based on the sole discretion of the management.
- Any exception to this policy will require the approval of the Corporate Head HR.



Employee Name:	Employee Code:	Department:
Designation:	Location:	HOD's Name:
GL Code:	Cost Centre No.:	Mobile No.:
Travelling From:	Travelling To:	
Travelling Date:	Return Date:	

Foreign Currency (mention the country currency required)	Amount	Cash / FOREX Card / Traveler's Cheque

Special Instructions (If any):

Signature:	Employee	BU Head/MD	Finance & Account Department
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Name		
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Designation:		
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Date :		
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Travel Expense Statement

Employees must completely fill this form and submit it to the Finance & Accounts within 15 days of completion of travel

Employee Name:	Employee Code:	Department:	
Designation:	Location:	HOD's Name:	
GL Code:	Cost Centre No.:	Mobile No.:	
Travelling From:	Travelling To:		
Travelling Date:	Return Date:		
Total No of Days:		(journey will commence from the time of arrival at international airport)	
Date	Type of Expenses	Amount	Supporting (provide Ref No.)
	Food		
	Conveyance		
	Incidental (max 20% of per diem)		
	Other miscellaneous (With supporting)		
	Food		
	Conveyance		
	Incidental (max 20% of per diem)		
	Other miscellaneous (With supporting)		
	Food		
	Conveyance		
	Incidental (max 20% of per diem)		
	Other miscellaneous (With supporting)		
	Food		
	Conveyance		
	Incidental (max 20% of per diem)		
	Other miscellaneous (With supporting)		
	Food		
	Conveyance		
	Incidental (max 20% of per diem)		
	Other miscellaneous (With supporting)		
	Hotel (if paid by the employee)		
	Domestic Conveyance (to & fro)		
	Domestic Food expenses		



TOTAL			
Less: Advance taken			
Net Amount			
Declaration by the employee: I hereby certify that all the above claims are correct. I solemnly declare that the foreign exchange have been fully utilized by me for official assignment during my visit abroad. I undertake to reimburse the same to the company, if found otherwise.			
Signature:	Employee	BU Head/MD	Finance & Account Dept.
Name			
Designation:			
Date :			