

BUSINESS TRAVEL POLICY

DOCUMENT CONTROL SHEET

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Company Name	AlonOS Group Company		
Reviewed By	Simmi Dhamija, Sandeep Sharma, Deepa Khosla, Mohit Kanodia	Approved By/ Date	Raj Tanwar

Notes:

- Policy document(s) needs to be signed by an authorized signatory. Else, it will be treated as uncontrolled document(s).
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1. Objective

To establish guidelines for employees' entitlements and reimbursements for domestic and international business travel, ensuring cost-effective, comfortable, and secure travel arrangements, including local travel for business purposes.

2. Eligibility

This policy is applicable to all full-time employees & full-time exclusive retainers or consultants formally engaged by AionOS.

3. Scope

This policy covers travel entitlements, including transportation, accommodation, local travel, and allowances. All bookings for domestic and international travel (air, rail, hotels, insurance, etc.) must be made through the Travel Desk, which negotiates special rates.

Note: If an employee identifies lower- rate options thereafter, they may proceed with self-booking and seek reimbursement in accordance with the policy. In such case employee must enclose supporting emails along with claim form to finance.

4. Business Travel

4.1 Domestic Travel Guidelines: Employees undertaking outstation travel for business purposes such as offsite projects, seminars, conferences, or training will be governed by the following rules:

4.1.1 Outstation Travel: Refers to any travel beyond 100 km (two way) from the place of work or involving an overnight stay.

4.1.2 Place of Work: Refers to the office or remote location where an employee is assigned to perform day-to-day duties. Outstation travel begins when an employee departs from the 'Place of Work' and ends upon arrival back at the 'Place of Work' after completing the business travel.

4.1.3 Mode of Travel: All efforts should be made to book the most economical airfare for travel. If the journey is beyond 400 kms (one-way), then travel by airlines with economy class is permissible.

The travel mode eligibility is defined as under:

S.no	Band	Domestic Travel
1	Band SS*	Train: Chair Car/ III AC Sleeper
2	Band 1-3	Train: Chair Car/ II AC Sleeper
3	Band 4 - 6A	Air (Economy)/ Train/Cab (up to MUV)
4	Band 6B	Air (Economy)/ Train/ Cab

*Band SS refer to Support Staff

4.2 Hotel Accommodation

4.2.1 All accommodation expenses must be substantiated with appropriate bills or vouchers.

4.2.2 The entitlement limits for hotel accommodation (room rent, excluding taxes) and daily allowances are as follows:

Domestic Travel Entitlements	Band SS	Band 1 -3	Band 4	Band 5	Band 6A	Band 6B
Hotel Accommodation per night inclusive of breakfast (Room rent excluding taxes, Major cities as listed in point 4.3.7)	Rs. 3000/-	Rs. 5000/-	Rs. 6000/-	Rs. 8000/-	Rs. 10,000	On actual
Hotel Accommodation per night inclusive of breakfast (Room rent excluding taxes, other cities as defined in)	Rs. 2000/-	Rs. 4000/-	Rs. 5000/-	Rs. 7000/-	Rs. 8,000	On actual
Daily Allowance (Including food allowance & “out-of-pocket” expenses when staying at company-provided accommodation)	Rs. 800/- per day	Rs.1500 per day	Rs.1800/ per day	Rs.2000/- per day	Rs. 3000/- per day	On actual

4.2.3 The Hotel entitlements are inclusive of room rent & breakfast.

4.2.4 All employees on outstation business travel will be eligible to claim Daily Allowance as per the above entitlements to cover the expenses on account of meals and out of pocket expenses.

4.2.5 The employee must submit the Travel Expense Claim Form (Annexure A) for reimbursement of the Hotel accommodation expenses along with bills/invoices. Additionally, the employee must give a declaration for claiming daily allowance in Annexure A.

4.2.6 Laundry Expenses can be claimed on actual if the duration of travel exceeds 3 nights at a stretch. Expenses on account of tips, portage, and other miscellaneous items are covered under Daily Allowance.

4.2.7 “Major Cities” include, Bangalore, Chennai, Delhi, Noida, Gurugram, Hyderabad, Kolkata, Mumbai, Pune.

4.3 Daily Allowance

Employees on outstation business travel are eligible for a Daily Allowance in accordance

with the limits outlined in Clause 4.3.2

The Daily Allowance is intended to cover the following:

4.3.1 Daily allowance includes all expenses related to meals (breakfast, lunch, dinner & other refreshments) and out-of-pocket allowance to cover sundry expenses like ironing, laundry (less than 3 days of stay), reading materials, tips, portage, and other personal expenses like personal telephone calls. No bills are required for Daily Allowance.

4.3.2 Any claim of Daily allowance over and above the entitlement limit should be duly approved by the Business Heads / Corporate Function Head.

4.3.3 Daily Allowance, wherever payable as per rules, shall be claimed based on each trip day comprising 24 hours from the commencement of outstation business travel.

4.3.4 Outstation travel undertaken for more than 12 hours, but less than 24 hours, the Daily Allowance shall be payable on a full day basis.

4.3.5 For outstation travel of 12 hours or less, the entitlement shall be half of the Daily Allowance limit.

4.3.6 The calculation of the daily allowance will commence with effect from the scheduled time of employee's departure from the 'Place of work' and is deemed to complete at the scheduled time of employee's arrival to the 'Place of work'.

4.3.7 If an employee does not avail the Company provided hotel accommodation for overnight stay on a business travel, he/she can claim the Daily Allowance to cover for meals & out of pocket expenses.

4.3.8 In case the company is covering all the expenses regarding food and conveyance during the outstation travel, the Daily allowance is not applicable.

4.4 Local Travel at Outstation Locations

The entitlements for local travel while on domestic business travel are as follows:

Mode of Transportation for Local Travel at Outstation Locations		
Band	Mode of Transportation	Entitlements / Per km Rate for using Personal Vehicle
Band SS	Metro/ Auto Rickshaw /Metered Taxi/ App based Taxi (Hatchback) or Personal 2/4-wheeler	a. For 4-wheeler- Rs 12 per km + parking & toll charges on actual b. For 2-wheeler- Rs 7 per km + parking & toll charges on actual
Band 1 to 4	Metro/ App based Taxi up to Sedan or Personal 4-wheeler	
Band 5, 6A	App based Taxi up to Sedan or Personal 4- wheeler	
Band 6B	App-based Taxi up to Premier level or Cab (Private)	

4.5 Approvals and Authorizations

4.5.1 Employees can request travel advance for the period of domestic business travel/ or use the corporate credit card allotted to them.

4.5.2 Employees must obtain prior approval for outstation business travel from their reporting manager via email. The request should clearly specify the travel dates, purpose, and any advance required. For domestic travel, booking requests must be submitted a minimum of 15 days in advance, and for international travel, at least 30 days prior to the travel date. If a travel advance is required, it will be processed within three working days of receiving the approved request and all necessary documentation. Once approved, the email must be forwarded to the Travel Desk for arranging the required bookings.

4.5.3 No request for new business travel advance will be processed for payment unless all previous business travel advances have been settled in full. No settlement of travel advance is permissible across different travels.

4.6 Travel Expense Claim Settlement:

4.6.1. Employees must submit an expense statement in the prescribed format (Annexure-A), duly approved by their reporting manager, within 15 days of completing outstation business travel.

4.6.2. If an employee is unable to submit the travel expense statement including travel advance, within 15 days of the travel completion, he / she should seek the grace period and provide with proper justification for such settlement. All such requests need to be approved by the reporting manager. Any outstanding amount at the end of the grace period shall be deducted from the employee's salary or employee must remit back same to company. The Finance department shall duly inform HR of the payroll deduction by the 20th of the month.

4.6.3. Relaxation of any entitlement shall require prior approval of Business Head/ Corporate Functional Head.

4.6.4. In case the employee is called to the 'Place of work' for a specific meeting/review/assignment from the business travel and is required to return to the place of business travel, the same shall not be construed as a break in the extended travel. The extended travel shall come to an end when the assignment of the employee at the extended travel station is complete, and the employee returns to the 'Place of work'.

4.6.5. Following expenses will not be reimbursed:

- a) Personal expenditure such as health club and spa usage, alcohol, cigarettes, and any other similar expenses.
- b) Loss of personal property
- c) Travel and related expenses of family members
- d) Fines for violation of any kind

4.6.6. However, any exceptional expenses on account of business & entertainment, can be reimbursed with approval from respective Business Head/Corporate Function Head.

4.6.7. Selection of Airline or Hotel based on the frequent flyer/loyalty programs are prohibited.

4.6.8. While on business travel, if any employee takes leave, he/she will not be entitled to reimbursement of expenses for the leave period. Such leave must be applied prior to proceeding with a business travel assignment.

5. Local Transportation at Place of work [Max 100 kms (to & from)]

Employees can claim reimbursement for using own vehicles for local travel undertaken on account of official outdoor duties to a maximum of 100 kms per day. The entitlements for mode of transportation and reimbursement are as follows:

Local Transportation at Place of work (Max 100 kms)		
Band	Mode of Transportation (Public)	Entitlements / Per km Rate for using Personal Vehicle
Band SS, 1 & 2	Three-wheeler Auto or Metro – on actual	a) Two--wheeler Rs. 7 per km b) Four-wheeler Rs.12 per km (parking & toll charges payable as applicable)
Band 3 & above (Not availing Company car)	Metro/ Metered Taxi/ App based taxi (up to Sedan) – on actual	a) Personal four-wheeler: Rs. 12 per km (parking & toll charges payable as applicable)
Band 4 & above (Availing Company car)	Not Applicable	Not Applicable

6. Business Travel

Overseas: Employees proceeding on overseas travel, for attending to business matters, offsite projects, seminars, conferences, training etc., shall be governed by the following rules with respect to their travel. Employees intending to travel overseas must obtain prior written permission from the Reporting Manager & Functional Head.

Employees travel from overseas to India shall be eligible for claims as per limits specified in clause 4 above.

6.1 Mode of Travel:

The entitlement for the overseas business travel is detailed below:

Entitlement for Mode of Travel - Overseas Travel							
Entitlements	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6A	Band 6B
Air Travel	Economy Class						

6.2 Overseas Business Travel Entitlements:

The following are entitlement limits (maximum) for hotel accommodation rates (room rent, excluding taxes) and daily allowance.

Overseas Travel entitlements	Bands			
A. USA/ Europe/UK	1 & 2	3 & 4	5 & 6A	6B
Hotel Accommodation per night (Room rent excluding taxes)	USD 130	USD 175	USD 225	On Actual
Daily Allowance (Food allowance, out of pocket expenses & Intra- City travel) (When staying at company provided accommodation)	USD 100	USD 110	USD 125	On Actual
B. Singapore, & Middle East				
Hotel Accommodation per night (Room rent, excluding taxes)	USD 120	USD 150	USD 200	On Actual
Daily Allowance (Food allowance, out of pocket expenses & Intra- City travel) (When staying at company provided accommodation)	USD 80	USD 90	USD 100	On Actual
C. Other Countries				
Hotel Accommodation per night (Room rent, excluding taxes)	USD 100	USD 130	USD 150	On Actual
Daily Allowance (Food allowance, out of pocket expenses & Intra- City travel) (When staying at company provided accommodation)	USD 60	USD 70	USD 80	On Actual

In case the company is covering all the expenses regarding food and local transport during the overseas travel, the Daily Allowance is not applicable. In case if the employee has hosted a customer for business dinner / lunch etc than the employee must submit the bill copy to reimburse it on actuals.

6.3 Hotel Accommodation & Daily Allowance:

6.3.1 For overseas business travel, hotel accommodation expenses will be reimbursed only against bills/invoice, and for daily allowance employee must give a declaration in the Travel Expense Claim Form prescribed (Annexure- A) except where 'On Actual' expenses are being claimed.

6.3.2 Any claim of Daily Allowance over and above the entitlement limit should be duly approved by the Business Heads / Corporate Function Head.

6.3.3 If an employee does not avail the Company provided hotel accommodation for overnight stay on a business travel, he/she can claim the Daily Allowance to cover for meals, Intra city travel & out of pocket expenses.

6.4 Overseas Local Car Mileage Reimbursement

Employees using personal vehicles for official local travel will be reimbursed as per the below grid, excluding tolls, parking, and other incidental charges, which will be reimbursed on actuals post submission of receipts.

Country	Mileage/ Per Km
Dubai	AED 2 Per Km
France	Euro 0.529 Per Km
Spain	Euro 0.26 Per Km
UK	Pound 0.45 Per Miles
Netherlands	Euro 0.23 Per Km
USA	US Dollar 0.67 Per Miles
Singapore	SG Dollar 0.55 Per Km
Indonesia	US Dollar 0.12 Per Miles

6.5 Calculation of Daily Allowance:

6.5.1 Overseas business travel is deemed to commence with effect from the scheduled time of employee's arrival at the airport of the overseas destination and is deemed to complete at the scheduled time of employee's departure from the airport of the overseas destination.

6.5.2 For all stopover flights reasonable expenses at transiting airport on food and refreshments will be reimbursed on actuals.

6.5.3 The Daily Allowances for overseas business travel shall be calculated based on the period of travel as per Clause.

6.5.4. If the employee arrives at the overseas business destination post noon, 50% of the Daily Allowance shall be payable for the day of arrival at the overseas destination. Similarly, if the employee departs from the overseas destination, post noon, 50% of the Daily Allowance shall be payable for the day of departure.

6.5.5 All airport transfers will be reimbursed on actuals, supported by receipts. Public transport (metro, tube, rail services) or metered/ app-based cab shall be the preferred mode of transportation, as far as possible.

6.6 Local Transportation while on Overseas Travel

Local transportation expenditure is included in the Daily Allowance. For Sales Team, the local expenditure will be reimbursed on actuals based on the invoice/bills and not part of their daily allowance.

6.7 Approvals and Authorizations

6.7.1 Employees can request travel advance (Foreign Exchange) for the period of overseas business travel and/ or use the corporate credit card allotted to them.

6.7.2 Travel advance, if required, would normally be released within 3 working days prior to the date of travel subject to the approval from the Reporting Manager.

6.7.3 In case employee's travel is with his immediate supervisor or any other senior leader in the company, the entitlement for both the company officials will be as per the higher Band for the International travel. The authorization form for both shall be approved by the next higher approving authority.

6.7.4 No request for new business travel advance will be processed for payment unless all previous business travel advances have been settled. No settlement of travel advance is permissible across different travels.

6.8 Unutilized Foreign Exchange

Employees must ensure that the balance of foreign exchange is returned to the company's Travel Desk/Finance Department.

6.9 Work Permit/Visa Services

It is necessary to arrange for passport, visa, work permit (if applicable), vaccination/ immunization, travel insurance coverage, and foreign exchange, as may be required, prior to commencement of the journey. Visa, work permit (if applicable), immunization, travel insurance expenses, statutory expenses, or taxes, are reimbursable on actuals, for business travel.

6.10 Insurance Coverage while on Travel

Employee needs to ensure Travel insurance coverage has been done by Travel Desk, any extension of stay should be communicated to Travel Desk for extending coverage.

6.11. Travel Expense Claim Settlement

6.11.1. Expense statement in the prescribed format (Annexure-A), duly approved by the Reporting Manager, must be submitted within 15 days from the date of completion of business travel.

6.11.2 Any exceptional expenses on account of business & entertainment can be reimbursed with approval from respective Business Head/Corporate Function Head.

6.11.3 Selection of Airline or Hotel based on the frequent flyer/loyalty programs are prohibited.

6.11.4 While on business travel, if any employee takes leave, he/she will not be entitled to reimbursement of expenses for the leave period. Such leave must be applied prior to proceeding with a business travel assignment.

7. Executive Committee (Ex-Co) Travel Intimation

The executive committee members should keep their respective Reporting Manager informed prior to their overseas business travel. The travel claim form (Annexure-A) will be self-approved by the individuals.

8. Excess Baggage

Excess baggage expenses may be reimbursed if incurred due to the requirement to carry Company documents and equipment necessary for the business travel. Prior approval of Reporting Manager is necessary for the same.

9. Travel for Sponsored Programs

In case special agreements/arrangements (as in case of training or airline familiarization travel) are made by the company with host companies/business partners overseas, covering all/part expenses of boarding, lodging, food and miscellaneous expenses during travel overseas, whether under a contract or otherwise, the employee will not be entitled to any of the benefits and allowances under these business travel rules, and no claims of any differentials will be allowed, unless the same is approved by the Reporting Manager/Functional Head.

10. Cancellation of Trip

Any case of a no-show, any financial loss incurred, including cancellation fees or non-refundable bookings, will be charged to the associate.

11. Discretionary Spend for Upgrades

Notwithstanding the above, the Company recognizes that certain circumstances may necessitate travel accommodation beyond economy class to meet business needs, ensure employee well-being, or facilitate high-priority engagements. Therefore, a discretionary budget for travel upgrades ("Discretionary Travel Upgrade Budget") shall be established and maintained under the direct oversight of the CEO.

12. Approval Process

Any request for a travel upgrade under the Discretionary Travel Upgrade Budget must be

submitted in writing to the Chief Executive Officer (CEO) prior to the commencement of travel. The request must include a detailed justification for the upgrade, including a clear explanation of the business necessity and the expected outcomes. The CEO reserves the right to approve or deny such requests at their sole discretion. Approval of travel upgrades shall be documented in writing and maintained for record-keeping purposes.

13. Policy Deviation

Any deviation from the above-mentioned policy would need approval of the Chief Human Resource Officer (CHRO).

Annexure

TRAVEL EXPENSE CLAIM FORM														
EMP NAME								CLAIM DATE						
EMP CODE								DEPARTMENT						
BAND								MOBILE						
COST CENTRE								EMAIL ID						
PURPOSE OF TRAVEL								EXTENSION						
COMPANY NAME								PROJECT NAME						
ITINERARY														
From City	To City	Departure Date	Arrival Date	Departure Time	Arrival Time	Mode of Travel	Remarks							
Travel Bill details														
S. No.	Paid By (Company/Company Credit Card/Forex /Self)	Booking By (Travel Desk / Self Booking)	Date	Particulars	Air Tickets		Hotel		Per Diem / Daily Allowance		Others(Visa, Toll Tax, Conveyance, Business Promotions)		Total (in INR)	
					In Forex	In INR	In Forex	In INR	In Forex	In INR	In Forex	In INR	Company & Company Credit Card & Forex	Self
1														-
2														-
3														-
4														-
5														-
6														-
7														-
TOTAL Expenses					0.00		0.00		0.00		0.00		0.00	
Advance Taken														
In Forex														
In INR														
Amount Payable / Receivable														
Total Claim in INR														
EMPLOYEE SIGNATURE														
APPROVED BY														
EMPLOYEE DECLARATION														
<p>This is to confirm and certify that out of the total Daily allowance of INR _____ granted by the company, I have actually incurred expenses equivalent to INR _____ on boarding/ lodging wholly, necessarily and exclusively in performance of my duties while travelling for the official work of the company. The necessary documentary evidences of incurring the aforesaid actual expenses are attached/or are in my possession and I undertake to furnish the same to the tax authorities and/or my employer as and when required by them. I, hereby, request the company to grant me an exemption of INR _____ u/s 10(14)(i) of the Income Tax Act, 1961 read with Rule 2BB of the Income Tax Rules, 1962. I further declare that I have saved a sum of INR _____.</p>														
EMPLOYEE SIGNATURE														