

**DEPARTMENT: HR TITLE : DOMESTIC & FOREIGN TRAVEL POLICY**
**REV.NO**  
**. 01**
**VERSION NO. 01.1**
**DATE: 21.06.2021**

Staff may be required to travel between locations, in India or overseas on account of various Business requirements. This policy will apply to all such Official business visits carried out by Staff.

**Eligibility**

- Travel has to be approved in principle by the approving authority before it is undertaken. Only after obtaining the approval for the travel, the tickets and other arrangements are to be made.

**Domestic Travel entitlement**

Grade	Travel	Mode of Conveyance	Lodging & Boarding	
			Metros	Other Cities
P	Air- Business/ 1st AC	AC Private Taxi	Actual	Actual
M1	Air- Economy/ 1st AC	AC Private Taxi	Actual	Actual
M2	Air- Economy/ 1st AC	AC Private Taxi	9,000	7,500
M3	Air- Economy/ 1st AC	AC Private Taxi	7,500	6,000
M4	Air- Economy/ 1st AC	AC Public Taxi	6,000	5,000
M5	Air- Economy / 2nd AC	Taxi	5,000	4,000
M6	Air- Economy / 2nd AC	Taxi	4,000	3,500
M7	Air- Economy / 2nd AC	Taxi	3,500	3,000
M8	2nd AC	Auto	2,500	1,500
M9	2nd AC	Auto	2,500	1,500

Prepared by: Amanda  
D'souza

Approved by: Praveen George

**DEPARTMENT: HR TITLE : DOMESTIC & FOREIGN TRAVEL POLICY**
**REV.NO**  
**. 01**
**VERSION NO. 01.1**
**DATE: 21.06.2021**
**Notes:**

- The above expenses are subject to actual expenses incurred and on production of bills.
- Expenses on liquor will not be allowed.
- All lodging, boarding etc. will be reimbursed at actual, subject to the limits laid down. Up to 5% of the allowable expenses can be claimed without bills (within the limits specified above) to defray expenses incurred on food, laundry, personal telephone calls, tips.
- In case of the employee not using Hotel Facility, food and other Miscellaneous expenses can be claimed not exceeding 10% of their Boarding & Lodging limit. Submission of bills is optional.
- Metro cities include Mumbai, Delhi, Chennai, Bangalore and Kolkata.

1. Journey Incidentals – Domestic Travel: Rates for journey incidentals during Domestic Travel will be as under

<b>Journey Duration</b>	<b>Maximum Limit</b>
Less than 5 hours	Rs.100
5 to 12 hours	Rs.150
12 to 24 hours	Rs.300
Above 24 hours	Rs.400

2. In case there is a mismatch between grades & designations, grades will prevail.
3. Incase of any deviations/exceptions to the entitlement as mentioned above, deviation approval is to be sought from the respective Business Director and for corporate or IOB common employees exception approval to be sought from respective IOB ManCom member.

Prepared by: Amanda  
D'souza

Approved by: Praveen George

**DEPARTMENT: HR TITLE : DOMESTIC & FOREIGN TRAVEL POLICY**
**REV.NO**  
**. 01**
**VERSION NO. 01.1**
**DATE: 21.06.2021**
**Foreign Travel Policy**

This policy is applicable for all the travels outside India and is subjected to CEO/ COO's approval.

Travel entitlement for foreign travel are as under:

**Class of Travel**

Grade	International Travel
President & Sr. Vice-President	Business
Vice-President & Below	Economy

**Foreign Travel Allowance (USD \$ per day)**

Grade	USA/ Europe/Australia/Japan/Korea	Rest of Asia/Africa/Latin America
P	USD 450 per day	USD 350 per day
M1	USD 450 per day	USD 350 per day
M2	USD 375 per day	USD 300 per day
M3 TO M6	USD 300 per day	USD 250 per day
M7	USD 300 per day	USD 250 per day
M8 & M9	USD 250 per day	USD 200 per day

**Notes:**

1. All the, above are to be reimbursed against submission of bill (except up to a maximum 10% of daily allowance without the bills to defray incidental expenses).
2. The travelling allowance per day fixed above is maximum allowable limit. In case actual expenses are less than above amount, the employee is eligible for actual amount incurred only.

Prepared by: Amanda  
D'souza

Approved by: Praveen George

**DEPARTMENT: HR TITLE : DOMESTIC & FOREIGN TRAVEL POLICY**
**REV.NO**  
**. 01**
**VERSION NO. 01.1**
**DATE: 21.06.2021**

3. For the purpose of Foreign Travel:

- a. The start of foreign travel will be considered from the landing time at destination
- b. The above rates will be applicable for every night spent in the hotel.

c. For part of the day, if spent abroad, per day allowance will be restricted to

- Up to 12 noon 20%
- Up to 6 pm 40%
- Up to 12 midnight 60%

4. Laundry expenses of USD 10per day over and above the daily limits.

5. Reimbursement of reasonable taxi fare incurred outside India may be paid at actual.

6. To the extent possible, balance of local currency should be converted to USD at the airport before departure to India.

7. Balance of any foreign currency given by company should be returned along with tour bill within 7 days of return from the tour.

**Kit allowance for foreign travel:**

All employees travelling overseas on Official work or Company's business are eligible for a Kit Allowance in order to attire themselves in accordance with the requirements of Business Etiquette.

Grade	Amount	Frequency
M2& above	Rs.15,000	Once in two years
M3 & Below	Rs.10,000	

The allowance would be given once in two years against submission of bills.

Prepared by: Amanda  
D'souza

Approved by: Praveen George