



## DOMESTIC TRAVEL POLICY

Policy No	Version No	Effective Date	Prepared By	Reviewed / Approved By
QT-003	1.0	01-Apr-2024	HR Team	Management / ELT

**Objective:**

This policy provides detailed information and guidelines to Employees while travelling out of their base location for business purpose within India.

**Coverage:**

Employees working on the roles of Quadrant are covered under this policy.

**Classification of Cities:**

- **A Class Cities:** New Delhi, NCR, Mumbai, Kolkata, Hyderabad, Chennai C Bengaluru
- **B Class Cities:** Cities other than mentioned above

**Travel Eligibilities:**

S. No	Job Levels	Mode of Eligibility	Remarks
1	D1 to D3	Air	<ol style="list-style-type: none"> <li>1. Incase Employee travelling with his/her Reporting Managers, mode of travel can be enhanced subject to approval from respective HOD and HR Head.</li> <li>2. Employees are requested to plan their travel in advance and choose a better mode of travel to avoid financial impact on the organization.</li> <li>3. If in case train journey is more than 24 hours to the destination, then Employee can seek approval from respective HOD, HR to enhance their travel eligibility due to time constraint.</li> </ol>
2	C1 to C2	Air	
3	B1 to B3	Train (2 <sup>nd</sup> or 3 <sup>rd</sup> AC)/Bus (Sleeper)	
4	A1 to A5	Train (2 <sup>nd</sup> or 3 <sup>rd</sup> AC)/Bus (Sleeper)	

**Accommodation Eligibilities:**

S. No	Job Levels	A Class Cities	B Class Cities	Remarks
1	D1 to D3	3500	2500	If more than 1 employee (same gender) is travelling together, then prefer to stay in double sharing basis.
2	C1 to C2	3000	2000	
3	B1 to B3	2000	1500	
4	A1 to A5	1500	1000	

**Per Diem Eligibilities:**

S. No	Job Levels	A Class Cities	B Class Cities
1	D1 to D3	500	300
2	C1 to C2	500	300
3	B1 to B3	400	300
4	A1 to A5	400	300

**Process s Procedure:**

- Admin /Operations team is the owner of this process.
- Employees will have to raise a travel request via email with Admin team post approval from RM / DH.
- Admin Team will look for various options and make the best possible arrangements as per

the eligibility.

- Admin team may also ask Employee/s to make their own arrangements due to various reasons and claim for reimbursement, Employee will have to make arrangement as per the above eligibilities and claim for reimbursement after reporting back to base location.

- Employees has to submit expense report with all necessary approvals from RM/ DH within **5 WorkingDays** after returning back to base location.
- Per Diem amount covers the daily expenses of employees like break-fast, lunch, dinner, and otherpersonal expenses (if any).
- Local travel like taxi fares, rental cars, auto rickshaw, metro, bus etc., (to and fro to office / clientlocation) expenses are reimbursed based on the actuals subject to supporting bills/receipts only.
- Other business expenses like Lunch/dinner with client, gifts to customer etc. are to be pre-approved by respective Delivery Heads and will be reimbursed only if submitted with original bills.
- Local travel expenses will be considered only for working days.
- Without Bills / Payment Proofs, amount will not be reimbursed to Employee.

#### **Local Conveyance on Own Vehicle in base location:**

- Employees traveling for official work using their own vehicle within the city of base location will be reimbursed as per following rates:  
**Two Wheelers:** Rs. 10.00 per KM  
**Four Wheelers:** Rs. 20.00 per KM

#### **Non-Reimbursable Expenses**

Below listed expenses are not eligible for reimbursement as per the policy:

- Expenses incurred for other Employees or colleagues, family travel expenses if incase Employee travelling along with spouse or kids etc.
- Un-authorized service upgrade (e.g. business class or hotel rooms)
- Personal services (massages, beauty treatments etc.)
- Personal purchases (gifts, clothes, books, gadgets etc.)
- Lost personal property (e.g. luggage)
- Unauthorized or unscheduled business meetings with clients, partners or job candidates
- Fines incurred while driving the vehicle.
- Non-business subscriptions/ training
- Party expenses.
- Expenses spend on alcohol (hard liquor), mocktails, breezer, beer etc
- Personal trips or sight seeing
- Unauthorized/ Unapproved team lunch, team outings, team parties
- Employees going on leave and attending to official duties while going or coming, will not be paid anyconveyance bus/train/air fare either way. They will be paid allowances and other expenses as perschedule for the period for which they have attended to official work.

#### **Disciplinary actions:**

This is a **Zero Tolerance** policy and any Employee found guilty of forging receipts, submitting fake bills or unable to justify the expenses with proper proofs and justification, the management has the right terminate Employee from the services of the Company without notice or salary in lieu of notice period.

The company reserves the right to modify or amend this policy at any time. Any deviation to the above policy shall be taken only with written approval from the Delivery Head / Operations Head.

