



Corporate
Renaissance
Group

Travel and expenses Policy

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Purpose

This document defines the policy to be followed by the employees of CRG Solutions Pvt. Ltd., India (called CRG India henceforth), when travelling on Company business and its related expenses and reimbursement.

Scope

This policy applies to all the employees of CRG India.

Travel Authorization and Approval

All kind of travels and lodgings for the employees must be approved by the respective senior authorities, controlling officers nominated for the purpose or any of the Directors of the Company. The approval shall be sent to the traveller and the Admin department through any mode of communication, like emails, letters etc.

All Travels by the Director's of the Company need approvals from Mr Vijay Jog or any co director as intimation sent through mail or any other mode.

The mode of travel will be determined by the concern managers or the Directors of the company, on case to case basis, depending upon the location, distance, the urgency of the visit and other necessary factors. In all cases, it will be the responsibility of the managers to select the most economical mode of travel among the various options available. The managers shall also be responsible to send the approvals for all travels to the CRG India Admin department. For the selected mode of travel, the respective procedures for booking, payments and reimbursements if any, will be as per the rules as laid down in this Policy.

Refer to the various mode of travel options below.

The related expenses bills will be passed and paid only if they will be within the rules as laid down in this Policy.

Type of Travel

Local Travel

Any travel within the jurisdiction of the base station of the employee will be termed as Local travel. The base station is the location where the employee is posted for the time being. Any expenses incurred during local travel will not be eligible for the reimbursement by the company.

Outstation Travel

Any travel outside the jurisdiction of the base station of the employee will be termed as Outstation travel.

On account of Outstation travel, there can be a regular travel for shorter duration and long term deputation at client sites. Following table describes the criteria to identify a travel as a regular trip or a long term deputation.

Criteria	Travel Type
Less than or Equal to 5 Days (<=5 days)	Regular Trip
More than 5 Days (>5 days)	Deputation

International Travel & Visas

Employees travelling internationally should check that their passport is current with at least six month validity and sufficient blank visa pages.

1. Visa Application Procedure
 1. The Company will apply for the necessary Visa and other documents on behalf of the employee, in coordination with the designated agency.
 2. All the expenses required for the process will be borne by the Company.

Mode of Travels & Procedures (Outstation Trips)

The below mentioned modes are applicable for outstation travel only

Air

For all the air travels the employees will be entitled for the Economy class only.

1. Reservation Procedure

All the bookings should be done through the Travel Agency designated by CRG India.

1. The employees must fill in the travel booking request form with details and send it to the Travel agency with a copy to the Admin department and the concern Manager. Please refer **Annexure A** for the template of the travel booking form.
2. Depending upon the details filled in the flight booking request form, the travel agency will advise the lowest fare and routing, determined by examination of all carriers possible.
3. Employee will select from the available options provided by the travel agency by which time the manager's approval for the travel must also be received. The manager shall send the approval of the travel to the employee with a copy to CRG India's Admin department and the travel agency.
4. Any kind of deviations from the lowest fare must have the manager approval prior to the booking.
5. After receiving the manager approval and the employee confirmation on the options, the reservations will be done by the travel agency and the tickets will be issued.

2. Payment & Reimbursement Procedure

The travel agency will make all the payments related the flight bookings and will submit the bills to the CRG India's Admin department for the reimbursement.

Rail

1. Reservation Procedure

The employees will have to make the reservations by themselves.

1. The employees must make the reservations either through the online services provided by IRCTC, or directly at the reservation counters designated by Indian railways.
2. The employees must also fill in the travel booking request form with details and send it to the Admin department with a copy to the concern Manager. Please refer **Annexure B** for the template of the travel booking form.
3. The employees in coordination with the concern managers, will select the route, train and the class depending upon the most economical and convenient options available.
4. The manager shall send the approval of the selection of the options as above, to the employee with a copy to CRG India's Admin department. Any kind of deviations from the lowest fare shall also have the manager approval prior to the booking.
5. After receiving the confirmation the reservations will be done by the employee.

2. Payment & Reimbursement Procedure

All the required payments will have to be borne by the employee and they must submit the expense details along with the respective bills to CRG India's Admin department for reimbursement. Refer the section "**Reimbursement Procedure**" below for details.

BUS

1. Reservation Procedure

The employees will have to make the reservations by themselves.

1. The employees must make the reservations either through the online services, or directly at the reservation counters.
2. The employees must also fill in the travel booking request form with details and send it to the Admin department with a copy to the concern Manager. Please refer **Annexure B** for the template of the travel booking form.
3. The employees in coordination with the concern managers, will select the route, bus and the class depending upon the most economical and convenient options available.
4. The manager shall send the approval of the selection of the options as above, to the employee with a copy to CRG India's Admin department. Any kind of deviations from the lowest fare shall also have the manager approval prior to the booking.
5. After receiving the confirmation the reservations will be done by the employee.

2. Payment & Reimbursement Procedure

All the required payments will have to be borne by the employee and they must submit the expense details along with the respective bills to CRG India's Admin department for reimbursement. Refer the section "**Reimbursement Procedure**" below for details.

Shared Taxi

1. Reservation Procedure

The employees will have to make the reservations by themselves.

1. The employee shall contact the travel agency of their choice and provide details of the travel
2. The employees must also fill in the travel booking request form with details and send it to the Admin department with a copy to the concern Manager. Please refer **Annexure B** for the template of the travel booking form.

3. The selection of the type of the vehicle, route etc will be done depending upon the most economical and convenient options available.
 4. The manager shall send the approval of the selection of the options as above, to the employee with a copy to CRG India's Admin department. Any kind of deviations from the lowest fare shall also have the manager approval prior to the booking.
 5. After receiving the confirmation the reservations will be done by the employee.
2. Payment & Reimbursement Procedure

All the required payments will have to be borne by the employee and they must submit the expense details along with the respective bills to CRG India's Admin department for reimbursement. Refer the section "**Reimbursement Procedure**" below for details.

Personal Automobiles

Employees might be authorized to use their personal automobiles for outstation trips.

1. Prior to the travel, the concern manager must send the approval in writing to the Employee with a copy to CRG India's Admin department.
 2. The employees must also fill in the travel booking request form with details and send it to the Admin department with a copy to the concern Manager. Please refer **Annexure B** for the template of the travel booking form
1. Payment & Reimbursement Procedure

If the employees will be authorized for usage of personal vehicle for outstation travels they will be reimbursed for the total kilometres incurred at the normal reimbursement rate as follows:

Vehicle Type	Rate per Km
Four wheeler	INR 7.00

Refer the section "**Reimbursement Procedure**" below for the claim procedure.

Other Modes

For the outstation travel, selection of a mode other than the standard modes mentioned above, would need pre-approval in writing, from the Managers and anyone of the Directors of the company.

The reservation process and the payments/reimbursements of the respective expenses shall be decided on a case to case basis, subject to approvals from the concern managers.

Per Diem (Outstation Trips)

Regular Travel

For regular travel the following per diem allowance will be applicable.

Per diem will include all out of pocket expenses, including food, laundry and personal expenses and any other incidental expenses, excluding Hotel Accommodation and Local Transportation conveyance. Per Diem allowance will be payable for the actual number of days spent onsite including the travel days and no receipt will have to be submitted by the employee to claim the same. Refer the section “Reimbursement Procedure” below for details.

During an outstation visit, on non travel days, the per diem is not applicable if anyone's staying at designated company Guest’s House and the food is also provided by the Guest House itself.

Rate Details

Location	Per diem
Domestic (Within India)	INR 600
International	USD 45

Following are the standard per diem rates applicable:

Long Term Deputation

For long term deputation the standard per diem rate as mentioned above will not apply. For all such long term deputations, on a case to case basis, the manager shall send the pre-approval in writing to the Admin department, for the number days of deputation and other necessary details. The CRG Management will decide the respective rates and norms/procedures to be applicable.

Out of Pocket on Actual (Outstation Trips)

Transportation

Employees on outstation business trips will utilize the public transportations, taxi etc to reach the client sites, company offices, airports, bus stations and railway stations as necessary.

The selection of type of the transport will be done depending upon the most economical and convenient options available.

Refer the section "**Reimbursement Procedure**" below for the claim procedure.

Any Other Expenses

Certain expenses incurred during outstation travel, such as local toll charges, parking charges if any shall also be claimed by the employee. The expenses incurred for the usage of internet and mobile during the outstation trips will not be reimbursed by the company.

In some exceptional cases additional expenses (apart from per diem definition) subject to approval by the concern manager and anyone of the Directors shall also be considered for claims.

Refer the section "**Reimbursement Procedure**" below for the claim procedure.

Accommodation (Outstation Trips)

Regular Travel

For regular travel, the accommodation expenses refer to overnight hotel stay/lodging or similar costs.

Following would be the approved rates:

Location Category	Maximum Price per night (inclusive of taxes)
Metros	INR 5,000
Urban	INR 4,000
Semi Urban	INR 3,000
Other	INR 2,000

1. Reservation Procedure

All the bookings should be done through the Travel Agency designated by CRG India or by the Employees themselves through their own resources within the limit specified above

1. The employees must fill in the hotel booking request form with details and sent it to the concern manager with a copy to the Admin department. If the reservation is done by the travel agency, then the hotel booking request form must also be sent to the travel agency. Please refer **Annexure C** for the template of the Hotel booking form.
2. The manager must send the stay approval to the employee and/or the travel agency with a copy to the Admin department
3. Depending upon the details filled in the hotel booking request form, the travel agency will advise the tariff, determined by examination of all options possible. If the booking is done by the Employees, the selection will be done for the most convenient and economical options available.
4. Any kind of deviations from the approved rates due to room availability and venue considerations, must have the manager pre-approval (in writing) prior to the booking. These exceptions must be approved in advance by the concern manager and the Admin department.
5. After receiving the confirmation the reservations will be done.

Long term Deputation

For long term deputation, on a case to case basis, the manager shall send the pre-approval in writing to the Admin department, for the number days of deputation and other necessary details. The CRG Management will decide the respective rates and other norms/procedures to be applicable

1. Payment & Reimbursement Procedure

The travel agency will be making all the payments after receiving the go-ahead confirmation from the concern manager. The travel agency will submit the bills to the CRG India's Admin department for the reimbursement

When the reservation will have to be done by the employees, all the required payments will have to be borne by the employee and they must submit the expense details, along with all the receipts/bills to CRG India's Admin department for reimbursement. Refer the section "**Reimbursement Procedure**" below for details

Advance Payments

In circumstances where the employees would need to spend from their pockets, they may approach the CRG Admin department through the respective manager requesting for the

advance towards the expected expenditures. Employees must submit the accounts to the CRG Admin within 8 days of the completion of the purpose, and this should be supported with the reimbursement claims, respective bills and per diem allowances.

Reimbursement Procedure

For the all expenses reimbursements, the following procedure will be followed:

1. The employee will have to provide the details of all the expenses applicable under this section, on the expense voucher provided by Admin department. The voucher must be submitted in the form of softcopy through email (excel attachment as per the **Annexure D** below).
2. The valid receipts must be provided to support the claims. A receipt could be the original or a copy of the same, and must include sufficient information to establish the amount, date, place and all the essential information about the expenditure.
3. For per diem claims, no receipts are required.
4. The Admin department will coordinate with the respective employee to verify the details provided and the supporting documents and receipts.
5. In cases where the receipts are generally not provided by the service providers (ex: travelling by auto rickshaw etc) then these expenses will be calculated depending on the distance covered and the current rate applicable, as per Admin department's guidelines.
6. The Admin department will send the details to the concern manager. The concern manager must send the approval to the Admin department, for processing the reimbursement.
7. After receiving the confirmation from the manager, the Admin department will make the necessary payments to the employee.

Reimbursement for items or activities requiring receipts will not be made unless receipts are included with the expense voucher. In cases where receipts are not available to the employees, they must seek an approval from the manager. The manager shall send the approval in writing to the Admin department for the consideration of the expense without the receipts.

In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception (in writing) by management/directors of the Company.

Employees are responsible for any charges incurred due to lateness of submitting an expense report. In addition, it is responsibility of the employees to make and retain copies of submitted expense reports.

Cancellation Policy

Should any travel needs to be cancelled then the following policy will apply:

Cancellation done by the company

All respective charges related to the cancellation would be borne by the company.

Cancellation done due to unavoidable circumstances

If the cancellations are done by the transport carrier or due to any other circumstances which are beyond control, the respective charges related to the cancellation would be borne by the company.

Cancellation done by the employee

The Company will not reimburse any cancellation charges for a “no-show” due to an employee’s failure to comply with this requirement. All charges related to the cancellations would be to the account of the Employee concerned.

In case there are exceptional circumstances, then it has to be approved by respective concern manager. In this case the cancellation charges will be borne by the Company.

Accidents during Travel

Domestic travel

ACCIDENT Insurance policy for the employee will be provided by CRG India.

International Travel

The Employee will be provided with the overseas Mediclaim policy with a limit up to USD 1,00,000.00. The employees can register and apply for the policy themselves, and the respective charges/premium amounts will be reimbursed upon submitting the required receipts of the payments.

Annexure A – Flight Booking Form

Employees must fill in all the details as shown in the form below, including the last section “CRG Internal use”.

Flight Booking Form					
Date of Request			Name of Requester		
Select Travel Type					
Round / One way / Multi Locations					
# Travellers					
Route Details					
Route No.	From Location	To Location	Departure Date	Preferred Time	
				Location	Time
1					
2					
3					
Passenger Details					
Passenger No.	Full Name	Age	Gender	Email ID	Contact No.
1					
2					
3					
For CRG's Internal Use					
Reasons for Travel					
Client Name					
# Days at Client site					
Type of engagement (Sales/Service)					
Expenses Reimbursable? (Yes /No)					
Name of Account Manager					
Name of the Approver					

Annexure B – Travel Booking Form (Other than Flight)

Employees must fill in all the details as shown in the form below, including the last section “CRG Internal use”.

Travel Booking Form (Other than Air)					
Date of Request			Name of Requester		
Select Travel Type					
Select Travel Mode					
(If other then specify Mode details)					
Round / One way / Multi Locations					
# Travellers					
Route Details					
Route No.	From Location	To Location	Departure Date	Preferred Time	
				Location	Time
1					
2					
3					
Passenger Details					
Passenger No.	Full Name	Age	Gender	Email ID	Contact No.
1					
2					
3					
For CRG's Internal Use					
Reasons for Travel					
Client Name					
# Days at Client site					
Type of engagement (Sales/Service)					
Expenses Reimbursable? (Yes /No)					
Name of Account Manager					
Name of the Approver					

Annexure C – Hotel Booking Form

Employees must fill in all the details as shown in the form below, including the last section “CRG Internal use”.

Hotel Booking Form				
Date of Request		Name of Requester		
Hotel Requirements				
Location				
Check-In Date				
Check-Out Date				
# Rooms				
Details of Room Accommodation				
Room No	Full Name (Primary Guest)	Age	Email ID	Contact No.
1				
2				
For CRG's Internal Use				
Reasons for Travel				
Client Name				
# Days at Client site				
Type of engagement (Sales/Service)				
Expenses Reimbursable? (Yes /No)				
Name of Account Manager				
Name of the Approver				

Corporate Renaissance Group				For Office Use Only
<h2>Expense Voucher</h2>				
Submit Date				
Emp Name		Approved By		
Client		Reimbursable by Client?		
Date	Description	Type of Engagement	Amount	
			Total	-