



International Travel

It covers all Team Members who are on payroll, traveling outside India for business purpose on Business Visa and/or short durations less than 90 days. This policy does not cover personal visits and OEM/Customer sponsored visits or company-sponsored incentive-based travels.

Guidelines

1. While away from India, salaries and other allowances due to Team Members will continue to be paid in Indian Rupees, in India
2. Members shall fill in a Travel Requisition Form as per the prescribed format. This must be approved by the authorized persons. All foreign travels must be approved by SBU Heads only.
3. All visa formalities for travel and hotel bookings shall be intimated and coordinated with the Visa and Immigration Department either directly by individuals or travel agents.
4. TEAM will provide complete administrative support and bear all expenses towards arranging the required formalities such as:
 - Visa Processing
 - Overseas Medical Insurance
 - Currency/Travel Cheques
 - Travel arrangements (including return tickets, where applicable)
 - Airport and other taxes
 - Stay at location of posting/travel
 - Allowances
5. The company reserves the right to recover any of the above-mentioned expenses in case a Team Member leaves the company within 3 months of initiating the process
6. Team Members must provide emergency contact addresses and telephone numbers to their reporting authority and the HR. These would include his place of residence in India and their permanent address and a contact number abroad (if available) near the place of deputation.
7. Local travel in India connected to International travel will be organized by TEAM and wherever not possible will be reimbursed as per the local travel policy.
8. The company will organize travel to the international airport location closest to the work place. Any deviation/special requests desired by the Members will be charged back.

9. No personal travel to the nearest place of posting/travel is allowed during official work/days. The same is allowed only after completion of the work assigned to him/her and at the discretion of SBU Head. All the costs incurred on personal trips shall have to borne by the members. No allowances are payable during personal trips and those days will be treated as leave.

Per Diem (Daily Allowances)

1. The daily allowance for various categories of Team Members are applicable as per the attached matrix. The daily allowance:
 - Includes: Food and incidental
 - Excludes: Travel, airport transfers and official expenses
2. Members traveling will be paid per diem allowance. The per diem amount will be computed from the date of departure from India to the date of landing in India from the last official destination abroad.
3. This is a consolidated allowance and includes/excludes the following expenses:
 - Long journey such as airport to hotel or vice versa outside India will be reimbursed at actual against supporting documents. Local / Domestic travel connected to inter national journey would be as per the Local / Domestic Travel Policy
 - In case the Member is making his / her own stay arrangement, he / she shall be entitled to per diem only
 - Currency conversion will be determined by the Finance Department based on the prevailing published rates for all foreign currency payments.

Advances

1. Member on international travel would be paid an advance amount equivalent to no. of days visited (*) per day allowance. The money would be loaded on the debit card/traveler cheque and the initial money would continue to be for a one-month period or lesser depending on the duration of the trip.
2. The Member would be required to pay for the expenses on taxi, hotel bills, etc. and the same would be adjusted against the advance or reimbursed as per the expense reimbursement process and on submission of Bills. In case the tenure get extended and more advance is required; the same will be loaded on the card subject to approval.
3. The advance shall be settled along with the submission of expense sheet within 15 business days after the Member returns to India. The settlement will be done based originals bills/receipts and job completion certificate authorized by SBU Head.

Medical Insurance Coverage

1. Company will pay for the initial insurance premium under the Overseas Mediclaim policy up to a period of 6 months.

2. Insurance coverage and rules may vary from country to country.
3. Member is advised to check the exact nature and extent of coverage before traveling, with Visa and Immigration Department.
4. All Members who travel abroad are advised to carry with them a copy of their Insurance Policy.
5. The policy starts as soon as an Member leaves India and expires the day he/she returns, e.g., a Team Member traveling to the US returns to India in 'x' number of days and with a 1-day halt in Bombay/Delhi/Bangalore/Chennai, he/she is expected to fly off to the Middle East, would have the policy lapsed on the day he / she is in India for the journey break. Hence, in such cases the Member is advised to ensure that two policies are taken, one for the USA and the other for the Middle East.
6. The Member, whose insurance policy is to be extended, will contact the Visa & the Immigration department with the requisite details. This has to be done at least 7 business days before the date of expiry of the insurance policy.

Lodging Arrangements

1. Members going onsite to any country outside India will be provided with a Company Paid Accommodation (CPA).
2. In case of 'switch over' of accommodation (from hotel to own arrangement), TEAM will not be responsible for any cancellation charges or any other related expenses occurred due to change in the plan. Any additional expenses incurred due to this arrangement would be charged back.

Local Transportation

The company will provide means of transport or bear the local travel cost for business needs to Team Members from the place of stay to the work location. Team Members are expected to use the most cost optimum mode of transport.

Leave While being Onsite

1. Leave entitlement while on international travel remains applicable as per the 'Leave Policy'.
2. While on international travel, holidays/workday offs will be as per the client's or regional policy. During this period, the India holiday/work-day offs will not be applicable

Stay after job completion

If a suitable project has not been identified on the date of release of the current project, the member shall be expected to return to India/base location within 2 days of last working day of the project which would include weekends.

Communication Expense Reimbursements

Communication expenses such as usage of internet, fax, etc., shall be reimbursed on actual basis against bills.

Miscellaneous

1. Mobile and landline usage shall be reimbursed on actual subject to maximum amount prescribed in the travel tariff matrix.
2. Alcohol and cigarette expenses will not be reimbursed until otherwise the same has been incurred during business meetings with prior approval of the project leader. However, the claims must be supported with approvals and bills for reimbursement.

Local Conveyance

Member needs to provide the exact travel details from point to point basis in conveyance voucher. Since, the members are deputed on project specific work assignment; the local conveyance will generally be from the point of stay to the work place (client place). Any deviation from this, specific approval is required from SBU Heads.

Deductions in per diem

If a claim is made against business meeting related food expenses, deduction in daily allowance is applicable as detailed below.

1. Breakfast 15%
2. Lunch 25%
3. Dinner 25%

DA (Daily Allowance) Rate Per Day

Group Band	Band	A(USA) USD	B(EUROPE/AUSTRALIA) USD	C(ASIA/AFRICA) *Excluding INDIA USD
Policy & Strategy/GM	G4	On Actual	On Actual	On Actual
	G3			
	G2	60	60	50
	G1			
Implementation/Management	M3	50	50	45
	M2			

	M1			
	M0			
Contribution/Execution	E3	45	45	40
	E2			
	E1	NA	NA	NA
Trainee	T1	NA	NA	NA

Daily Lodging Rate Per Day(max)

Group Band	Band	A(USA) USD	B(EUROPE/AUSTRALIA) USD	C(ASIA/AFRICA) *Excluding INDIA USD
Policy & Strategy/GM	G4	On Actual	On Actual	On Actual
	G3			
	G2	150	150	125
	G1			
Implementation/Management	M3	125	125	100
	M2			
	M1			
	M0	100	100	90
Contribution/Execution	E3			
	E2			
	E1	NA	NA	NA

(Application validation) Tour Claim Requisition

1. Date of Departure, Advance Taken dropdown (Yes/No), Purpose of Visit and Member Remark fields are mandatory.
2. In Tour Claim Detail, Travelled Date, Departure Time and Arrival Time are mandatory.
3. If a Team Member selects 'Company' as Fare Paid By then Fare Paid field gets disabled.
4. If a Team Member selects 'Hotel (Self Paid)' as Accommodation then Hotel Expense field would be enabled otherwise it has been disabled for all other choices in the Accommodation drop-down.

5. If a Team Member selects 'Hotel (Self Paid)' or 'Hotel (Company Paid)' as Accommodation, only then Hotel Bill No. field would be enabled.
6. Submit button will be disabled until all the mandatory fields are populated and any error message remains pending.