

IBC24 MP/CG										
For all locations within the Group										
Grade	Mode of Travel	Class	Traveling Expenses Entitlement							
			City Class : A			City Class : B			City Class : C	
			Hotel	D.A	Conv	Hotel	D.A	Conv	Hotel	D.A
			Actual			Actual			Actual	
M 10	Air/Rail/Road	I/ II AC or equivalent	Actual			Actual			Actual	
M 9	Air/Rail/Road	I/ II AC or equivalent	Actual			Actual			Actual	
M 8	Air/Rail/Road	I/ II AC or equivalent	Actual			Actual			Actual	
M 7	Air/Rail/Road	II AC, I Class or equivalent	4000	1200	ACT	3000	800	ACT	2000	800
M 6	Air/Rail/Road	II AC, I Class or equivalent	3500	1200	ACT	2500	800	ACT	2000	800
M 5	Air/Rail/Road	II AC, I Class or equivalent	3500	1200	ACT	2200	800	ACT	2000	800
M 4	Air/Rail/Road	II AC, I Class or equivalent	3000	1000	ACT	2000	700	ACT	1700	700
M 3	Air/Rail/Road	II AC, I Class or equivalent	2500	800	ACT	1800	600	ACT	1500	600
M 2	Air/Rail/Road	III AC, I Class or equivalent	2000	700	400	1500	600	300	1200	600
M 1	Rail/Road	III AC/ Chair car/AC Bus	1500	600	350	1200	500	200	1000	500
Officer/E		Same as E	1200	500	300	1000	500	150	700	500
Staff	Rail/Road	Sleeper/Bus	800	300	300	500	250	150	300	200
Class A City:		Delhi/Mumbai/Bangalore/Kolkata/Chennai/Hyderabad/Pune/Jaipur/Ahmedabad/Noida/Gurgaon								
Class B City:		Indore/Bhopal/Bubneshwar/Nagpur/Raipur/Gwalior/Jabalpur								
Class C City:		other than above								

**NOTE :**

- In case of Tour, the employee is required to submit the detailed tour report, duly approved and attested by the concerned manager within 03 days of tour completion. This will be applicable for both in case of advance taken or not.
- Failing to submit such report within 07 days the advance taken will be deducted from the employee's salary without intimation.
- Employees in Grades M2 & below can avail of air travel with special sanction from CEO / HR only in case of emergency as ratified by their Business Head / Sales Head / Function Head.