

OPD_Domestic Travel Policy

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1. PURPOSE

The purpose of this policy is to provide standard guidelines to the employees of Fifth Generation Technologies India (P) Ltd. (5G) who travel on business purposes so that the travel arrangements are made in a standardized manner.

This document covers the policies and procedure pertaining to domestic travel (within India) only and is intended for all employees who undertake travel for business purposes on behalf of 5G.

2. TRAVEL POLICIES (within India)

2.1 Eligibility

1. All Employees who have been approved to travel shall be covered under this policy;
2. Following expenses shall be covered by this policy:
 - a. Travel
 - b. Boarding
 - c. Lodging
 - d. Local Conveyance
 - e. Flat Allowance

2.2 Travel Request

1. Employees should fill-in Travel Request Form ([Tmplt_All_Travel Request Form](#)) and get them approved by their respective department heads at least a week in advance.
2. The approved Travel Request Forms should be submitted to Admin Manager for making necessary arrangements.
3. In case the travel needs to be undertaken at short notice, where the travel bookings cannot be done before, then a special approval is sought from the Reporting Manager and the reason for such a travel should be included.

2.3 Terms of Travel

This section explains the maximum limits allowed and the other terms associated with components of travel.

Travel:

- All employees are eligible to travel by III A/C in train or by sleeper buses for overnight travel.
- Bookings by Tatkaal are discouraged. In case it becomes necessary, then such bookings need to be approved by the respective department heads.
- In case of Air Travel, the reporting manager shall get the request approved by the CEO of the company.

Lodging:

- Accommodation shall be arranged by the company (based on the individual client contracts).
- Administrative department shall handle the necessary bookings related to hotels and accommodation.

Boarding (Meal Expenses):

- Maximum limit per day that is permitted for meals) in case of metro cities is INR 350.00 and non-metro cities is INR 300.00
- The expenses incurred for meals shall be reimbursed, on actuals, up to a maximum limit as specified above.
- Food expenses shall include expenses incurred on breakfast, lunch and dinner. Expenses incurred on alcoholic beverages shall not be reimbursed.
- In case where the Boarding and Lodging arrangements are taken care by the clients, employees shall not be entitled for reimbursement claims.

Local Conveyance:

- Employees are encouraged to take the local conveyance that are specific to the cities and shall be reimbursed at actuals.
- Hiring of Cars shall be permitted from case-to-case by the Reporting Managers.

Flat Allowance:

- In case the employees make their own arrangements for boarding and lodging, then the company shall pay a flat rate of INR 350 per person per day. Bills need not be submitted for reimbursements.
- The disbursements shall be calculated in slots of 12 hours.

3. SETTLEMENT PROCESS

- ✚ Employees must submit their Travel Expense form ([Tmplt_All_Travel Expense Form](#)) to the respective heads of departments for approval within 72 hours of their return from their business travel.
- ✚ All Travel Expense forms should be submitted with a Client Visit Report ([Tmplt_All_Client Visit Report](#)). Expense forms submitted without Client Visit Reports shall not be processed.
- ✚ Original bills related to boarding, lodging and local conveyances must be submitted along with the Travel Expense forms. Claims without the original bills shall not be included in the reimbursement settlement.
- ✚ The Accounts department shall initiate the payment process only upon receipt of the approved Travel Expense forms.
- ✚ Employees should contact the Accounts department for any clarifications.
- ✚ Any deviation to the policies mentioned above, require prior approval from the CEO of the company.

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