PRESIDIO DOMESTIC TRAVEL POLICY 2024 - 25

Table of Contents:

I.   Travel Policy

1. Objective

1.1. The travel policy is intended to facilitate travel for official purposes, while maintaining efficient business processes.

1.2. The travel policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expenses.

2. Applicability

2.1. This policy is applicable to all full-time employees of PRESIDIO.

3. Guidelines

3.1. Planning for Official Travel

3.1.1. Official travel should be conducted in the most cost-effective manner and should be consistent with the needs of PRESIDIO, its Code of Conduct, and all applicable laws.

3.1.2. All employees are expected to exercise prudent business judgment regarding incurring travel expenses. Employees should discuss the travel plans with their Reporting Manager, prior to initiation of travel request, in order to ensure agreement on the need to travel.

3.1.3. Virtual alternatives to travel, such as conference calls, web-conferencing and other collaboration technologies should be considered in lieu of travel, wherever possible.

3.1.4. All domestic and international travel should be booked as far in advance as practical to allow tickets and hotel accommodation to be purchased as economically as possible. Request should be made to admin department at least 30 days prior to travel and in case of emergency, day of request can be reduced to 15 days prior to travel.

3.1.5. In the case of air travel, employees should be flexible enough in planning their departure times to take advantage of the lowest cost flights on any of the preferred airlines.

3.1.6. The Administration department at PRESIDIO shall provide the facility of travel desk for all travel and hotel bookings pertaining to official travel. And commute from hotel to work location can be claimed through Concur tool. In a nutshell PRESIDIO admin will take care of Travel, accommodation and Food (Breakfast).

3.1.7. For events like Technical Community Program, Presidio India Exchange or any other event involving larger employee group travelling between one location to another location, per diem cost

will be communicated to employees prior to the event. Presidio India will cover most of the expenses and detailed information will be provided in advance of the event.

3.1.8. If there is any project critical situation and situation demands urgent travel between Presidio office locations, employee may need approval and validation from their practice heads. This option is strictly for critical situations.

3.1.9. In case of any change in travel plans, employees should inform the Travel Desk and get the bookings changed/cancelled at the earliest possible to avoid high ticket and hotel booking cancellation charges.

   a. Any excess charges incurred in the form of airport tax or excess luggage on account of carrying PRESIDIO's materials, claims for reimbursement can be submitted with proper bills and rationale after approval from Reporting Manager.

   b. It should be noted that PRESIDIO will not reimburse the cost of personal trips, nor can the savings from travelling in a lesser category be used to purchase extra tickets for family or friends.

3.1.8 During their stay, all employees are strictly requested to maintain **"Decorum"** and follow our guidelines as they would be representing PRESIDIO.

   a. It is necessary to carry proper ID cards such as Aadhar, PAN or Passport etc and should be provided during your check-in at the hotel premises.
   b. Please uphold room cleanliness. Smoking or consumption of alcoholic beverages in room is strictly prohibited.
   c. No reimbursements will be made for alcoholic beverages, cigarettes/native cigarettes and similar products.
   d. Cancellation of tickets will not be encouraged.
   e. PRESIDIO will not be responsible for any loss or damage of personal belongings during the stay in the hotel.
   f. It is expected from the employee to treat the hotel staffs/room service personnel with an optimum dignity (tips provided to the service staffs is not eligible for reimbursement).

3.2. Domestic Travel

3.2.1. All Domestic travel should be approved by the Functional Head/Reporting Manager.

3.2.2. The travel request must be made via email to the Functional heads and thereafter forwarded to the admin team for approval.

3.2.3. The time limit to approach the admin team to book the ticket should be at least three weeks prior to the journey for seamless booking process.

3.2.4. The entitlement of food and all other incidental expenses has been fixed as INR 1,750/- Per Diem.

3.3. **Air Travel**:

3.3.1. For air travel employees are expected to fly in economic class which comes the category of economic fare.

3.3.2. All other policies like approval, booking, per day limit are same as any other mode of transport.

3.4. **Travelling by Train/Road**:

3.4.1. The Rail Travel fare can be reimbursed if employees book by themselves. However, in case the tickets need to be booked by PRESIDIO Admin team, a request (via email) needs to be raised with the functional heads' approval and submitted to them at least 3-4 weeks prior to the date of journey.

3.5. **Cancellation of Travelling**: In case of any cancellation of the travel plan, the employee must inform the admin team by email copying the functional heads at least 24 to 48 hours prior to the date of journey.

3.6. **Late Travel Policy:** This policy is applicable for women employees and includes commuting/Local travel from workplace/ any other location to home during domestic travel.

3.6.1. Female employees should avoid travel between 8:00 pm and 7:00 am.

3.6.2. If unavoidable, travel during the said hours should be undertaken using a cab provided by PRESIDIO from/ to airport/ workplace/ home.

3.6.3. If required, PRESIDIO shall also provide hotel stay for additional day to female employees to avoid late night travel arrival between the said hours.

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