

PRESIDIO INTERNATIONAL TRAVEL POILICY

Table of Contents

Table of Contents

I. Travel Policy 3

1. Objective..... 3

2. Applicability..... 3

3.1 Guidelines..... 3

3.2. International Travel 3

3.3. Travel Advance..... 4

3.4. Safety Guidelines..... 4

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, 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 international travel should be booked as far in advance as practical to allow tickets and hotel accommodation to be purchased as economically as possible.
- 3.1.5. The Administration department at PRESIDIO shall provide the facility for all travel and hotel bookings pertaining to official travel. The admin shall ensure that appropriate mode is used for travel, basis the request received, and the eligibility guidelines indicated in this policy document.
- 3.1.6. 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.

3.2. International Travel

- 3.2.1. International Travel guidelines pertain to official travel undertaken by employees outside of India.
- 3.2.2. Such a travel will require approvals from Functional Head. The employees will

be supported for any international travel-related requirements / approvals, such as visas, tourist cards and immunizations, by the Travel Desk.

- 3.2.3.** Employees are expected to fly in economic classes which comes under the category of economic flier.
- 3.2.4.** Employees are advised to use public transport for local travel within the city, wherever applicable, otherwise local taxi may be used. Reimbursements for this will be done on actuals, upon submission of bills (as applicable).
- 3.2.5.** If an employee falls ill during travel, the expenses occurred while taking the treatment will be reimbursed on the actual bill - which is less than \$100. The bills are required to be submitted along with the doctor's prescription. Any amount spent beyond \$100 can be claimed from the International Travel Policy.

3.2.6. Boarding & Lodging

- a. The entitlement limits for Boarding & Lodging (including meals) and other incidental expenses has been fixed as **72 \$ Per Diem**.
- b. Payments should be settled directly by the employee, and these can be claimed upon return.

3.3. Travel Advance

- 3.3.1.** Necessary Travel Advance for hotel stay, food and any other expenses should be requested from accounts in writing along with travel approval, 15 days in advance.
- 3.3.2.** Unused Travel Advance should be returned to PRESIDIO within 48 hours of return (excluding weekend/holidays) from the official travel.
- 3.3.3.** Any Travel Advance not settled within one month will be settled from the employee's salary.

3.4. Safety Guidelines

- 3.4.1.** It is imperative for employees traveling for work to carry their photo identity cards and always visiting cards with them, so that in case of an emergency, the Company can be intimated immediately.
- 3.4.2.** Employees should avoid traveling, to the extent possible, in hired cabs/ cars, which do not have valid license.

3.5. Travel Insurance

For all the international travels, employees are covered under the business Travel Insurance.
