

Business Expense and Travel Policy

SCOPE: India

PURPOSE

The purpose of the Employee Travel Process is to outline the General Mills philosophy and requirements around business travel for GIC India Employees. The responsibility of ensuring that all the rules applicable to this policy have been adhered to lie with the employee.

RESPONSIBILITIES AND REQUIREMENTS NEW BULLET REMOVE SUBSCRIPT

Under this policy employee should take note of the following:

- All Travel bookings to be done via travel desk using employee corporate credit card.
- All employees must make air reservations at least 14 days in advance of their international and domestic travel date to maximize discounted airfares.
- In case of Travel cancellations, kindly contact the Travel Desk immediately to process with the cancellation of tickets accordingly.
- Throughout this Policy, the term "Meeting" refers to a non-Group event, e.g. internal meeting, plant/warehouse operations, customer visit, project meeting, etc. The term "Group" refers to a General Mills sponsored event, e.g. National Sales Meeting, Bake-Off, etc.

CLASS OF SERVICE CHART AND OTHER ELIGIBILITY CRITERIA

	Sector	Class of Travel
PG 70 and above	India & International Domestic sectors	Economy Class
	International sectors	Business class if Flight is over 6 hours
All other employees	International sectors	- Economy Class or - Economy Comfort subject to seat availability for flight time over 6 hours*
	India & International Domestic sectors	Economy Class

***Employees can upgrade the flight to Economy Comfort only if this option is available on all sectors of the journey from start to end of destination**

Note: In case of two or more persons in different eligibility classes traveling together, adherence to the respective eligibilities must be met.

CONCENTRATION OF PERSONNEL- GIC INDIA MANAGEMENT TEAM

- No more than 3 members of the GIC India Management Team may travel on the same aircraft.
- In all other circumstances the senior person travelling with a group is responsible to assess the company risk and apply good judgment to the travel arrangements.

CONCENTRATION OF PERSONNEL – ALL OTHER EMPLOYEES

- A maximum of 25 employees can travel on any one flight
- When a flight nears maximum capacity, other General Mills employees will be restricted from booking that flight

TRAVEL BOOKING GUIDELINES

- Employees must raise a TAR (Travel Approval Request Form) to initiate the Travel Process.
- Please use this [LINK](#) for TAR and [LINK](#) for TAR OPL
- Employee must either have an invitation letter or mail from Global stakeholder or India Manager indicating the need to travel. This email and or invitation letter should be attached to the TAR.
- For International and Domestic travel, TAR must be raised at least 17 days in advance & ticket purchased 14 days in advance.
- Any delayed request will need a business justification, and these will get auto- routed to respective Functional Head/ Director for exception approval.
- Employees should furnish all necessary information as requested in the TAR.
- Employees must restrict domestic travel to a single location to three days and two nights.
- Employees should limit travel to the same location for the same purpose to no more than 4 times per fiscal year.
- Travel should be limited to 3 General Mills employees (including a maximum of 2 per function) per trip for a business meeting.
- Travel will be booked by the lowest logical fare.
- In case personal travel is clubbed with official travel, the incremental cost is to be borne by employee. (To check with AMEX for detailed itinerary)
- Subject to availability of seats, Economy comfort class is permitted where flight time from origin to destination airport is above 6 hours.
 - Employees can upgrade online within 3 days of ticket booking.
- Employees travelling economy & economy comfort with flight time of 10 hours or more (single flight leg) and a journey break time of more than 4 hours can avail the airport lounge facility if available. The maximum amount that can be claimed is US\$80.
- Company will not reimburse any annual lounge subscription fee.
- The Company will provide international travelers a limited amount of foreign exchange (no more than USD 200) to meet immediate expenses upon arrival and sundry expenses which cannot be expensed through the corporate card.

What IS an acceptable travel expense?

Airfare booked far enough in advance to obtain a reasonable fare (at least 14 days in advance of their international and domestic travel date).

What IS NOT an acceptable travel expense?

- An airline ticket selected based on individual travel award points offered by either the airline or another vendor
- Payment of extra fee for preferred seat selections (e.g. aisle seats).
- Purchase of headsets for in-flight entertainment.
- Any loss of money and/or personal belongings. These must be recovered by the employee from airline or insurance. Unavoidable loss in excess of the recoveries above will be evaluated for reimbursement by the GIC India Finance Director.
- Changing a previously issued ticket within 14 days of departure.
- Any personal travel or insurance will not be borne by the company.

Exceptions

Specific circumstances may create the need for a policy exception. An employee must document an approved exception by obtaining an email from GIC India Function Director attaching the email to his/her expense report.

The specific circumstances detailed below may qualify for a policy exception, but will still require prior approval:

- Booking lead time which is less than the prescribed 14-day limit. Limited exceptions may be allowed in cases such as critical customer-related situations, a catastrophic failure (food safety, people safety, and equipment failure) or a major vendor issue.
- There are **no exceptions** to flight class requirements.
- Excess baggage Claims will need a business justification and approval from Functional Director.
- For regulatory and customs reasons, employees are advised to refrain from bringing into India any official food samples, ingredients, products, by themselves, even in their personal baggage. These items must be shipped through standard couriers.

BUSINESS-TO-COACH BONUS PROGRAM

- Employees must be eligible to fly in business class in order to qualify for the bonus program.
- Employees who choose to save on airfare costs by purchasing a coach class or premium economy class airline ticket instead of a business class airline ticket are eligible to receive a cash bonus.
- The bonus program will pay an employee 2000 USD or equivalent (less applicable taxes) when the savings achieved by downgrading is at least 4000 USD or equivalent. Airfare savings of less than 4000 USD or equivalent do not qualify for any bonus payment.
- Reservations must be made at least 14 days in advance in order to qualify for the bonus program

Steps

- Employee must mention in remarks while raising TAR that they are interested in exploring the option of Economy against entitlement of Business Class.
- Book your coach class ticket with Mumbai Travel Desk - 30999.
- Travel desk will first share business class fare options of which the employee has to indicate their choice to Travel desk. Travel desk will then check economy fare for the same itinerary and share with the employee.
- After checking the economy fare, the employee should confirm whether to issue Business or Economy basis which the Travel desk will issue ticket.
- The agency itinerary will include the comparison of your purchased coach class fare or premium economy fare vs. the lowest discounted business class fare available at the time of booking.
- Employee can then use the fares shared by Travel desk to claim differential in fare, if entitled.

- For documentation and audit purposes, flight arrangements must be made only with your GMI-designated travel agency and never directly with the airline.
- Upon completion of your trip, submit the following documentation:
- Invoice/receipts showing actual airfare paid, hotel, meals, transportation and other international business expenses for the trip)
- The travel agency itinerary with the airfare comparison noted in the comments section.
- For your request to be processed, submit everything via Concur Expense reporting. Your bonus payment will be processed via payroll subject to taxes.

VISA PROCESS

For **US Visa** processes, kindly refer US VISA APPLICATION PROCESS & FAQ or contact below numbers.

US Visa Contact	Non-US Visa Contact
HR Direct	Travel Desk
Call -30111	Call -30999



INSURANCE

Overseas Medical Insurance will be provided by the Company for official travel period only.

In cases of extension of overseas travel for personal vacation needs to be declared prior to travel in the TAR. The company may provide additional insurance cover, up to a max of 10 days beyond the official travel duration. Beyond this time period, employee shall pay for their own insurance amounts

What IS NOT an acceptable expense?

Purchase of personal travel/accident insurance is not allowed.

In event of a covered emergency, simply call the HDFC ERGO 24-hour Help Center Number. Landline (chargeable): +91-120-4507250 , Toll free number (globally): +800 08250825 , (Fax No.: 91-120-6691600) Email id: travelclaims@hdfcergo.com and quote your Name, Certificate Number, Insurance Company, Travel Card Number, Passport Number and Employer/Group Manager when seeking assistance.

- GIC travel insurance policy-dummy
- GIC travel insurance claim document checklist
- Travel insurance claim form

GROUND TRANSPORTATION HOST LOCATION

- Employees should avail of Hotel shuttle services wherever applicable.
 - In case shuttle is not available cost-effective use of taxis/cabs on business travel will be reimbursed by the Company. Uber For Business is an approved transportation vendor and should be considered in lieu of a taxi.
- When practical, trains may be used in lieu of other modes of transportation.
- Employees can avail a cab/taxi for to and fro transportation from airport to hotel.

GROUND TRANSPORTATION HOME COUNTRY

- Any local travel incurred for visa application/Interview process and pick up of passport, will be paid by the company and should be expensed once the travel is complete.
- Expenses incurred on to and fro travel from residence to airport will be paid by the company.
- Employees can book cab for airport transfer / intercity travel through Transport Helpdesk. Please inform the transport team at least 2 business days in advance by sending an email to transport.mumbai@genmills.com . It is **Mandatory for Female employees** to book cab through Transport Team in case if their business travel / airport transfer is between 9.30 pm or before 7 am.

GENERAL INFORMATION ON FOREX

- The Company will provide international travellers a limited amount of foreign exchange (no more than USD 200) to meet immediate expenses upon arrival and sundry expenses which cannot be expensed through the corporate card.
- All FOREX amounts given to the employees for international travel will be authorized by the *AMEX Travel Desk representative*. This will be provided around 4 days prior to travel.
- Any unutilized Foreign Exchange should be surrendered to Travel Desk in the original currency taken and within 20 days of return to work at home location.
- As per RBI instructions, Travel Desk will not be able to provide restricted currency to some specified locations. Hence, currency will be made available in USD. The employee needs to convert them to the required currency at the airport. For such locations at time of return to base location the employee needs to reconvert the balance currency to USD at the airport and surrender the same to Travel Desk.
- Change (coins) will not be accepted by Travel Desk at the time of returning the currency

LODGING

While booking lodging, the following should be considered:

- Hotel Bookings will be done by Travel Desk (Amex Representative).
- A domestic hotel stay may not exceed more than 2 consecutive nights in the same location.
- The Company will pay the actual, reasonable costs of employees' lodging expense that are incurred as a result of business travel.
- Whenever possible, lodging arrangements should be made through the contracted travel agency or contracted online booking tool.
- Employees may need to provide their corporate card details. to Travel Desk for Hotel Booking. General Mills preferred hotels must be used whenever possible. For a listing of preferred hotels, check with the travel desk when planning the trip or check General Mills Preferred Hotels. If Travelling to countries other than US, employees should contact local GMI office for lodging tie-ups.
- Laundry services are reimbursable, only if the trip exceeds three days and the expenses are incurred outside of the home city.
- If lodging accommodations are provided by friends or relatives in lieu of staying at a hotel, no expenses towards such accommodation will be provided. Employees are entitled to incur expenses for their meals and other expenses as they would if staying in a hotel.
- In case internet facility is required, and is not included in the stay package, employees need to obtain approval from their Manager.
- Travel Desk has been provided with the Hotel City caps in key cities (international locations). Travel Desk will reserve hotels rates as per these rate guidelines. In case of any queries please

contact Travel Desk.

- Employees should use discretion with food purchases when traveling. Meal expenses that seem unreasonable will be flagged for review.

What IS an acceptable expense?

- Accommodations that are safe and acceptable for business travelers
- Accommodation that is reasonably priced and within the city rate caps
- High speed internet access for business purposes
- A hotel stay that is booked for you through a conference housing authority, such as a block of rooms booked for a conference

What IS NOT an acceptable expense?

- Unreasonable, extravagant accommodation that are more expensive than standard, acceptable alternatives.
- Selecting a hotel based on frequent guest programs.
- Room upgrades for pool-side or special floors.
- Discretionary personal expenditures not related to company business (e.g. movies, personal entertainment, newspapers, books, magazine, haircuts, massages, etc.)
- Extra expenses incurred at home while traveling on Company business (e.g. dependents or pet care)
- Expenses towards newspapers, magazines, books and periodicals will not be reimbursed.

Lodging Exceptions

Limited exceptions may be allowed in cases such as capital projects, project trials, plant start-ups, audits or critical customer-related situations.

Pre-approved exception with business justification from function Director is required where hotel costs are higher than the city rate caps.

Telephone expenses

Should be planned in advance, ensuring that the most cost- effective method is used such as:

- Use of IM/office communicator to talk to employees in home location
- Use of SKYPE to talk to family, where possible
- Purchase a calling card e.g. Matrix

Telephone Expense will reimburse up to a limit of USD 30 for 2 weeks stay in US and an equivalent amount for non-US locations.

ACCEPTABLE EXPENSES

Meal Expense-The company will reimburse the reasonable and actual costs of employee meals appropriate for the conduct of business.

- Meal expense that exceeds what would seem appropriate will be flagged for review. Employees will need to have itemized bills for the same.
- When several employees are eating together or incurring expenses together, the senior most member of the group should pay and claim the expenses.
- Employees should continue to use discretion with food purchases when traveling.

- Discretion should be followed for consumption of alcohol during business Travel, excessive alcohol expense is prohibited.
- Expenses such as tips, vending machine purchases, self-laundry where receipts are not available should be highlighted in the expense report with a brief description. Any unreasonable amounts will be flagged for review.

Examples:

- Breakfast – ideally this would be a part of the Hotel package. If not, breakfast is normally USD 8 to USD 14. Including a tip thus totaling USD 15
- Lunch – at office café – USD 10. If not at a hotel/mall cost ranges from USD 15 to USD 30 depending on quality of eating place
- Dinner – ideally at place of stay - USD 20 to USD 30

Those staying at service apartments instead of Hotel Rooms may find it easier & cost effective to purchase the ingredients at a local store.

UNACCEPTABLE EXPENSES

- Gifts or chocolates for the team.
- Flowers or gifts for non-business (personal) purposes or reasons, to Company officers, or employees or retirees, and/ or members of their families.
- Fresh Passport application fee or renewal fees are the responsibility of employees. In cases of emergency travel where employee has to either renew or apply for new passport on an urgent basis, the company would provide the reimbursement of "Tatkal Fee" subject to receipts and manager's approval. The company does not recommend the use of any agency and will not reimburse agency fees for any passport related services.
- The bottom stub of a restaurant guest ticket or a credit card receipt without detail, is not an appropriate detailed receipt and will not be accepted. Details such as what was consumed and names of all participants attending is required.
- Purchase of Alcohol for personal consumption over weekend stay or Duty free purchases.

Cultural immersion expense

As General Mills employees continue to work with people of different cultural backgrounds, our understanding of other cultures and our ability to effectively navigate differences will become more critical to our success.

- The cultural Immersion will help employees to gain a deeper understanding of a different culture and of self by living as a member of a local community, participating in experiential learning activities, and actively engaging in the local culture.
- As part of cultural Immersion, employees are eligible for \$30 per week or equivalent currency in other locations.
- Employee to provide itemized bills for all expenses including Cultural Immersion, if the amount spent is lesser than \$30, and then T&E will reimburse only the amounts up to which receipts submitted and tax top up to that extent only.

Acceptable Expenses

- Entry fee to Places of Interest/ Cultural Orientation
- Local Sight seeing

Unacceptable Expenses

- Personal Shopping
- Gifts for self or others
- Costs incurred by your spouse or other dependents traveling with you

KIT REIMBURSEMENT

Kit Expense Reimbursement is an amount which is made available to employees who are travelling overseas on business, to defray expenses on, extreme climate-related clothing, and luggage.

- A maximum reimbursement of Rs. 10,000/- can be claimed, once in 4 years.
- No carry-forward of unused amounts will be available.
- The employee can incur this expenditure either in India or overseas (since, specifically, climate-related clothing may not be available easily in India). The employee is expected to incur this expenditure on his/her own and subsequently claim this amount along with the T&E statement for the travel, under the head "Other Incidentals". No advances would be made available for this purpose. In case of expenditure in foreign currency, the conversion amount will be as per the rate applicable when the foreign exchange was provided to the employees.
- In order to be eligible for reimbursement the employees should incur expense only after a TAR has been raised. All expenses prior to TAR date will not be reimbursed

Indicative list:

Indicative lists of allowable and disallowable items have been provided below. However, the Company reserves the right to accept or reject items which are not on these lists.

Allowable Items:

Climate-related Attire like warm Jackets, parkas, caps, overcoats, gloves, thermal innerwear, woolen socks, etc.

Unallowable Items:

Sunglasses, spectacles, make-up, toiletries, accessories, purses, jewelry, handbags, watches, hair dryers, travel irons, casual footwear, belly bags, toiletries bags. Formal Trousers, Shirts, Blazers, Suits, Ties, Formal Shoes, Formal Belts Western Formals, Scarves, etc.

Disclosure & responsibility:

It will be the employee's responsibility to ensure that the proper period of time has elapsed before claiming this reimbursement again. The employee will need to retain all bills and supporting, without which no reimbursement will be provided.

DOMESTIC TRAVEL

Responsibilities & Guidelines

- Employees must raise a Travel Approval Request (TAR) in case of Air /Train Travel for domestic travel. For Car hire (rentals through company) employees should reach out to Facilities Assistant in the Employee Services Team.
- All employees must make air reservations at least 14 days in advance of their domestic travel date to maximize discounted airfares.
- In case of Travel cancellations kindly contact Travel Desk immediately.
- Throughout this Policy, the term "Meeting" refers to a non-Group event, e.g. internal meeting,

plant/warehouse operations, customer visit, project meeting, etc. The term "Group" refers to a General Mills sponsored event, e.g. National Sales Meeting, Bake-Off, etc.

Domestic Travel To/From office/residence

- Employees are entitled to claim taxi fare to/from office or residence on the day of their travel to airport/ Railway station.

Inter-city (travelling between cities) Train Travel

- All inter-city train travel should be by II AC or AC Chair Car.
- Please refer to page 1 for Class of Service Chart and other eligibility criteria in case of Air Travel
- All inter-city Train booking will be done by Travel Desk

Inter-city (travelling between cities) Road Travel:

- Employees should avail of point-to-point taxi services as much as possible.
- While travelling within the city during the stay Taxi services like Uber, Ola, Meru, TabCab, Mega, etc. are preferred and encouraged.
- Car hire (rentals through company) should be booked through approved travel agencies that have been reviewed and updated from time to time.
- Requests for car hire (rentals through company) should be routed through the Facilities Assistant in the Employee Services Team.
- It is advisable to avoid travel after dark.
- Only air-conditioned cars should be used.

Intra-city (operating within a particular city) Road Travel

- Employees should avail of point-to-point taxi services as much as possible.
- While travelling within the city during the stay Taxi services like Uber, Ola, Meru, TabCab, Mega, etc. are preferred and encouraged.
- Employees may avail of need-based car hire (rentals through company) where business involves market visits or multiple points of visit where the cab is required to be engaged for a long time. For hiring a car through the company, one needs to write to transport.mumbai@genmills.com or get in touch with Facilities Executive at Transport desk contact number is 9930780049 / 022 40430520.
- Car hire services (rentals through company) may be availed in case of early airport check-in before 7:00 am or late arrivals after 10:00 pm only in the event point-to-point taxi services are unavailable.
- Compact or medium-sized cars are permitted for individual use.
- Larger cars are permitted if more than three employees are travelling.
- In case of use of personal car, rules of eligibility and reimbursement apply as per Appendix A.

HOTELS

- Hotels should be booked through Travel Desk as per the Company's list of Preferred Hotels (Appendix B) that is updated at regular intervals. Additionally, you can also review General Mills Preferred Hotels List.
- These hotels bookings will be done by Travel Desk using the employee credit card. The employee will need to pay for the bookings and get these reimbursed while filing their T&E.
- In case hotels in the list below are unavailable, employees may choose a hotel of similar grade on internet portals that offer such services.
- Although individual hotel arrangements may appear lower, the total cost to Company is generally higher due to lost leverage, discounts, rebates and other benefits from our preferred vendors.

Besides, coordinating travel arrangements through a service enables the Company to locate travelers in case of emergency.

- Exceptions to the Preferred Hotels list will be made if employees are attending a group event (e.g. training, Company function, etc.) at a pre-arranged hotel.
- Pre-booking an extra night is permitted if the airfare is considerably cheaper when flying the night before a meeting or the flight time is in excess of 8 hours and rest is required. In most instances, hotels can arrange a temporary room or other facilities which one could use to freshen up.
- It is advisable to check-out prior to the hotel check-out time (12 noon in most cases) even if your flight is departing at night. Luggage and personal belongings can be left with the concierge to be collected later. Only under very exceptional circumstances when the use of that extra half day hotel room is truly warranted should extending the stay be considered.

TRAVEL & EXPENSE

- The Company will reimburse reasonable expenses at actuals subject to submission of receipts provided they are appropriate to the conduct of business.
- If travel is 5 days or less, one needs to incur expenditure and seek reimbursement on return.
- Hotel bookings will be done using the employee credit card. Please refer to Hotel guidelines above and Appendix B below. If Hotels are not available either in the General Mills Preferred Hotels list or in Appendix B below, employees are expected to use a similar range hotel.

Submission of Travel & Entertainment (T&E) Statement:

- All employees who undertake travel, whether or not any expenses have been incurred, must submit their expense report in the Concur system, duly approved by the approving authority, within 30 days on resuming work after return.

It is necessary to attach all receipts such as: Itemized receipts for -

- Meals
- Cab/ Train/taxi receipt
- Hotel Invoice including room service
- Ticket jackets / e-tickets /boarding cards
- Receipt for visa expense and kit reimbursement receipts in case of international travel
- Telephone Bill (such as Matrix/Claycomm receipt) in case of international travel
- Itemized Hotel Services Bills
- To claim the Business to Coach Bonus payout. The agency itinerary which states the comparison of your purchased coach class fare or premium economy fare vs. the lowest discounted business class fare available at the time of booking.
- Tips, if any, paid for Meals, Taxi, Hotel services etc. should be included with the itemized bill and should be correlated in the expense sheet
- A detailed receipt normally includes the following key facts:
 - Merchant Name
 - Item detail description
 - City, State / Province
 - Tips
 - Date
 - Applicable taxes
 - Total Charge

Employee should retain all the receipts for any business expense incurred during overseas travel. These receipts should be attached to the. Concur Expense reporting.

- Always submit legible copies of the original bills, receipts, and credit card charge slips as support for expense reports.
- Illegible or altered receipts are not acceptable. If a receipt is illegible/damaged, and there is no alternative to replace the receipt, it must be approved by your supervisor.

All expenses should be stated in the currency in which they are incurred. However, conversion for expenses booked on personal credit card, and refund of FOREX in Indian Rupees to the company, would be done on the basis of the rate at which foreign currency is submitted to Travel Desk.

Any personal expenses incurred by the employee using the company advance should be reimbursed to the company.

In case of expense-related queries you can reach out to GIC Expense Reporting team at GBSExpense.Reporting@genmills.com and you can expect to receive a response in 24 working hours.

Role of Approver:

The designated expense report approver should be the submitter's direct supervisor, or if this is not possible, the approver must have the appropriate knowledge and authority to adequately review the authenticity and appropriateness of expenses submitted

The expense report approver is responsible and accountable for ensuring that all approved expense reports are properly represented and in compliance with all applicable Company policies.

Approval of misleading or fraudulent expense reports may subject the approver as well as the submitter to disciplinary actions.

Reporting Misleading or Fraudulent Expense Reports:

In an effort to ensure appropriate and consistent responses to instances of employee misconduct, General Mills has established a protocol to guide unit management in their actions when certain instances of employee misconduct occur. The protocol applies to all General Mills units worldwide.

For more information, see Accounting & Control Policy: Employee Misconduct and Fraudulent Practices .

The company will reimburse the reasonable and actual costs of expenses appropriate for the conduct of business. Expenses that exceed what would seem appropriate or Expenses incurred other than business reasons – will be flagged for review.

Employees are required to review the Travel Policy & Process as amended from time to time, in order to comply with the rules and regulations mentioned.

Any exception to the Travel Policy must be approved by GIC India Finance Director

*Global assignments will be governed by the Global Assignment Policy.

Appendix A – Travel by Personal Car on Official Work

Statement of Policy

The policy specifies the rules applicable to the reimbursement of expenses to employees using their own cars to undertake official travel within their headquarters. We do not encourage any usage of personal car for inter-city business travel. This policy is not applicable to two-wheelers.

Policy Administration

Finance Department & Regional Offices shall be responsible for administering this policy. All such expenses shall be verified and approved by the employee's immediate supervisor.

Entitlement

The reimbursement shall be limited to the fuel expenses incurred by the employee, which shall be computed as follows

Amount to be claimed = (No. of Kms travelled * Rs 70 (petrol price per litre) * 0.10)

Example: An employee travels a total distance of 22 kms by his personal car. The petrol cost is taken at Rs.70/- per litre. The amount is: (22 * 70 * 0.10) = Rs. 154/-

The actual expenses incurred on declaration by the employee and approved by the employee's supervisor will have to be attached to the concerned T&E statement and will be approved by GIC Expense Reporting.

Appendix B – Preferred Hotel List (India)

THERE IS NO GRADE / LEVEL ENTITLEMENT – ALL EMPLOYEES WILL USE THE SAME HOTELS

City	Preferred Hotel	Budget Limit (Including Tax)
Bangalore	Conrad	10000
	Fairfield by Marriott	10000
	Hilton Garden, Manyata Business Park	10000
	Hyatt MG Road	10000
	ITC Windsor	10000
	JW Marriott Bengaluru Hotel	10000
	Ritz Carlton	10000
	Sheraton Grand	10000
	Taj M.G. Road	10000
	The Park	10000
	Vivanta Whitefield	10000
	Welcome by ITC Richmond Road	10000
Chennai	Courtyard by Marriott	10000
	Crown Plaza Adiyar	10000
	Fairfield by Marriott	10000
	ITC Grand Chola	10000
	Le Royal Meridien	10000

	Novotel, Chamiers Road	10000
	Taj Club House Road	10000
	The Leela Palace	10000
	The Park	10000
	The Westin Vellachery	10000
	Trident Chennai	10000
	Vivanta by Taj Connemara	10000
	Vivanta Hotel by Taj	10000
Delhi	Trident, Gurgaon	10000
	Hyatt Place	10000
	Hyatt Regency New Delhi	10000
	Radisson Blu Marina Connaught Place	10000
	The Claridges New Delhi	10000
	The Leela, Gurgaon	10000
	The Marriott Aerocity New Delhi	10000
	The Park	10000
	The Westin, Gurgaon	10000
Hyderabad	<u>Courtyard by Marriott</u>	10000
	<u>Hyatt Palace</u>	10000
	Marriott Convention Center	10000
	<u>Sheraton</u>	10000
	<u>The Westin, Mindspace</u>	10000
	<u>Vivanta, Begumpeth</u>	10000
Indore	Marriott	10000
	Radisson Blu	10000
	Sheraton Grand Palace	10000
	The Park	10000
Kolkata	Hyatt Regency	10000
	ITC Royal Bengal	10000
	JW Marriott	10000
	Novotel	10000
	Taj, City Center	10000
	The Westin	10000
	Vivanta	10000
Mumbai	Holiday Inn, Saki Naka	10000
	J.W. Marriott International Airport.	10000
	The Leela, Sahar	10000
	The Lemon Tree	10000
	The Westin Powai Lake	10000
Nashik	Courtyard by Marriott	10000
	Express Inn	10000
	The Gateway Hotel, Ambad	10000

DO's	DON'TS
<p><u>Meals:</u></p> <ul style="list-style-type: none"> • Always ask for itemized & printed copy of meal receipts. • While claiming expenses for a small group dinner, you must provide the name of all employees in the group. • When dining in a group, the <u>highest ranking</u> employee should pay the bill • Get the 'paid' stamp on receipt wherever possible (India). 	<p><u>Meals:</u></p> <ul style="list-style-type: none"> • Do not accept/submit handwritten receipts of lump sum amount. Most US restaurants provide printed receipts. If printed receipt not available, take itemized copy of hand written receipt.
<p><u>Telephone Expense:</u></p> <ul style="list-style-type: none"> • Telephone charges are reimbursed up to \$30 for 2 weeks stay. 	<p><u>Telephone Expense:</u></p> <ul style="list-style-type: none"> • Do not claim telephone expenses more than stated in policy. • If the amount exceeds the limit , provide proper business justification and an email approval from your manager.
<p><u>Travel Expense:</u></p> <ul style="list-style-type: none"> • Avail of Hotel shuttle <u>services</u>, whenever possible. • Members of the same team, travelling together to the same destination, should pool Taxi services, whenever possible. • Employee who paid the taxi fare is the only one who can claim this as an expense. 	<p><u>Travel Expense:</u></p> <ul style="list-style-type: none"> • In most cases, taxis will not provide receipts, unless you specifically request for a receipt card. Do not sign a receipt card on behalf of the cab driver. If you do not get a receipt, write down the amount paid to ensure that there is no mistake in the claim submission. • Expenses reporting team and approvers will be checking for reasonableness of the claims.
<p><u>Excess Baggage:</u></p> <ul style="list-style-type: none"> • Excess baggage charge is not an allowed expense under normal circumstance. 	<p><u>Excess Baggage:</u></p> <ul style="list-style-type: none"> • Do not claim excess baggage charges. • If the

Remote Employee Travel Guidance

- Employees must raise a TAR (Travel Approval Request Form) to initiate the Travel Process.
- Remote working employee can contact travel desk and book airfare and outstation Train Booking.
- All Travel bookings to be done via travel desk using employee corporate credit card.
- Employees are not allowed to do airfare booking on their personal card. If Employee do not have corporate credit card, then Travel Desk will book airfare expenses on Business Travel Account Card.
- All employees TAR must be raised at least 17 days in advance & ticket purchased 14 days in advance.
- Employees can book hotels via travel desk by using employee corporate credit card. If Employee do not have corporate credit card, they can book via personal card, and it can be reimbursed via expense reporting. Employees needs to adhere to the hotel limit given in Appendix B – Preferred Hotel List (India)
- Number of days business travel should be based on business requirement.
- Remote working employees will be eligible for food and local commute up to Rs.1700 per day. Travel and food expenses will be on actuals and payments restricted to amounts mentioned.
- This policy is applicable only for permanent employees. Contract employees will have to connect with the respective vendor for reimbursement.
- Any exception to the Travel Policy must be approved by GIC India Finance Director.