

# **DOMESTIC TRAVEL POLICY**

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## DOCUMENT REVISION HISTORY

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1.0	1/04/2011	Recruitment	Initial Draft	Head, HR
1.1	15/11/2013	Recruitment	Travel Policy	Head, HR
1.2	24/10/2014	Recruitment	Travel Policy	Head, HR
1.3	1/01/2018	Recruitment	Domestic Travel Policy	Head, HR
1.4	21/11/2018	Recruitment	Updated Per-Diem entitlement	Head, HR

## 1. OBJECTIVE

Travel is a business need and employees of Altran Technologies India have to travel to meet the business needs as and when required. This document serves to clarify the means by which travel should be arranged and the parameters that must be adhered to. It is Altran policy to reimburse the employees for necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of Altran business. All travel must be done in accordance with this policy to qualify for reimbursement.

## 2. SCOPE

All employees of Altran Technologies India, traveling with in India and Overseas, for the Purpose of work, business, training and conference/seminar.

## 3. GENERAL GUIDELINES

1. The policy has been laid down with the expectation that Operation Units will ensure that the expenses claimed and sanctioned are as per the guideline.
2. All claims for reimbursements must be made on the basis of actual expenses incurred and on submission of original bills.
3. Travel advance will be paid based on the number of days of travel approved.
4. A travel is defined as an authorized journey undertaken for official work to a destination outside the regular office location either involving stays or same day return.
5. Employees are expected to plan their trip well in advance which can be covered in minimum possible time. For all travel, prior approval of Operations Unit head / Department Head is mandatory.
6. Rebooking or change fees will be reimbursed to employees for emergency situations only.
7. All overseas travels needs to be initiated through online Travel Request (International) with relevant details. Once it is approved by the Operation Unit Director/ Department Head, request will be processed by the HR department.

## 4. DOMESTIC TRAVEL

### 1. Local Travel (with in city):

- Employees are expected to exercise their fair judgment in choosing a single or combination of modes of transport.
- Employees will be reimbursed the actual conveyance for travel by auto/City taxi/personal vehicle.
- Employees who use their own Two/ Four Wheeler for official work other than regular commuting between residence and office, will be reimbursed as per limit specified in below table with prior approval.

Levels	Eligibility	Reimbursement Limit
L0 – L3/G2 – G4B	Two wheeler/Four wheeler	Rs. 4.00 per km
L4 – L8/G5A – G7	Four wheeler	Rs. 12.00 per km

### 2. Outstation Travel (Outside Bangalore with in India):

Employees traveling (outside Bangalore, with in India) for Trainings, Seminar, Conference, Visa or for Business Meetings are requested to submit the online Travel Request with prior approval from the Operation Unit Director/ Department Head.

#### A. Expenses on Travel

- All employees are required to get in touch with the Administrative coordinator/Mobility coordinator for all travel requests.
- When travelling by Air, employees should travel by the morning flight and return by evening flights.
- Any exceptions to the above have to be justified and approved accordingly.
- All employees are expected to plan their trip in advance.
- Wherever company guest house is available, employees will use the same.
- If the travel is 7 days & above, employee will be entitled for per diem of INR. 200 per day apart from the expenses which can be reimbursed on actuals.

Levels	Below or up to 500 kms	501 kms and Above	Local Conveyance
L8/G8 & Above	Business class Air Fare	Business class Air Fare	Booked Taxi
L4 – L7/G5A – G7	Economy Air Fare	Economy Air Fare	Booked Taxi
L2 – L3/G4A – G4B	2 tier A/C train fare	Economy Air Fare	Taxi from point to point
L0 – L1/G2 – G3	2 tier A/C train fare	2 tier A/C train fare	Taxi from point to point

## B. Expenses on Accommodation

- All employees are required to get in touch with the Administrative coordinator for their accommodation booking.
- The reimbursement of expenses will be against actual bills/receipts in original.
- Refer Annexure A for more details on Accommodation.

## C. Expenses on Food and Beverages

The expenses will be reimbursed on per day basis (on actuals) subject to the mentioned limits specified in the table below:

LEVEL	Tier I	Tier II	Tier III
MD/Executive Director	At Actuals	At Actuals	At Actuals
L6 – L7/G6 - G7	Rs. 2250/-	Rs. 1750/-	Rs. 1500/-
L4 – L5/G5A – G5B	Rs. 1500/-	Rs. 1250/-	Rs. 1000/-
L0 – L3/G2 – G4B	Rs. 1000/-	Rs. 800/-	Rs. 600/-

## D. Classification of Cities in India

Class						
Tier I	Bangalore	Mumbai	Delhi	Kolkata	Chennai	Hyderabad
Tier II	All state capitals other than mentioned in Class “Tier I”					
Tier III	All Cities other than mentioned in Class “Tier I” & “Tier II”					

## Important points to remember

1. All amounts on food and beverages are exclusive of service charges.
2. Expenses of personal nature such as cigarettes, magazines, liquor, non-official telephone calls are not reimbursed.
3. No laundry expenses are payable for a stay of less than 3 nights.
4. Local conveyance will be reimbursed on actuals.
5. All Room Service charges has to be mentioned on the main bill for reimbursement. Please note that expenditures made on lunch/dinner for friends & relatives will be treated as your personal expense.
6. Employees are expected to spend judiciously while on tour.
7. Where tickets are bought by individuals, the counterfoil/ticket/receipt/any other expenses bills must be attached with expense claim form for reimbursement.
8. If an employee is required to entertain a guest on company's behalf while on tour he/she shall claim reimbursement at actuals along with original bills. The name and designation of the guest must be stated in the expense claim form.
9. All advance travel claims should be submitted and settled within 7 working days from the date of return to the base location. In case the employee fails to do the travel settlement within the stipulated time, the company reserves the right to hold his / her salary or any other dues till the travel settlement is done.

## 5. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.