

INTERNATIONAL TRAVEL POLICY

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DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/04/2011	HR Operations	Introduced the policy	Head, HR
1.1	15/11/2013	HR Operations	Travel Policy	Head, HR
1.2	24/10/2014	HR Operations	Travel Policy	Head, HR
1.3	01/01/2018	HR Operations	International Travel policy	Head, HR

1. OBJECTIVE

Travel is a business need and employees of Altran 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 India, traveling 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 Directv2 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.
8. For detailed visa & travel process country wise/policies/escalation matrix, please visit the below link:
https://directv2.altran.com/com/INIS_IL_ADL/International_Travel/default.aspx

4. INTERNATIONAL TRAVEL

All approved International Travel Requests have to be submitted at least 30 days in advance to organize the required VISA and other logistics. Employees should check that their passport is current with at least six (6) months validity and three (3) blank visa pages.

5. CLASSIFICATION OF INTERNATIONAL TRAVEL

Overseas travels are classified in to the following categories, based on the nature and purpose of visit:

Business Meetings: For a travel up to a period of 90 days Business Meetings travel need may arise to attend business meetings, trainings and conferences. The business visit may be to facilitate discussions, catering to client/associate's business needs, requirement study to propose solutions, strengthening business ties and enhancing the knowledge.

Short term: Short Term travel is meant for a maximum period of 180 days. Short Term travel need may arise to perform work at onsite Altran offices/client site

Long term: For a fixed period for work travel above 180 days (Secondment / Transfer)

Altran recognizes that it is in the interest of the organization to encourage work in foreign country and that Altran employees may be seconded/transferred to an Associate / Client company outside India for any of the following reasons:

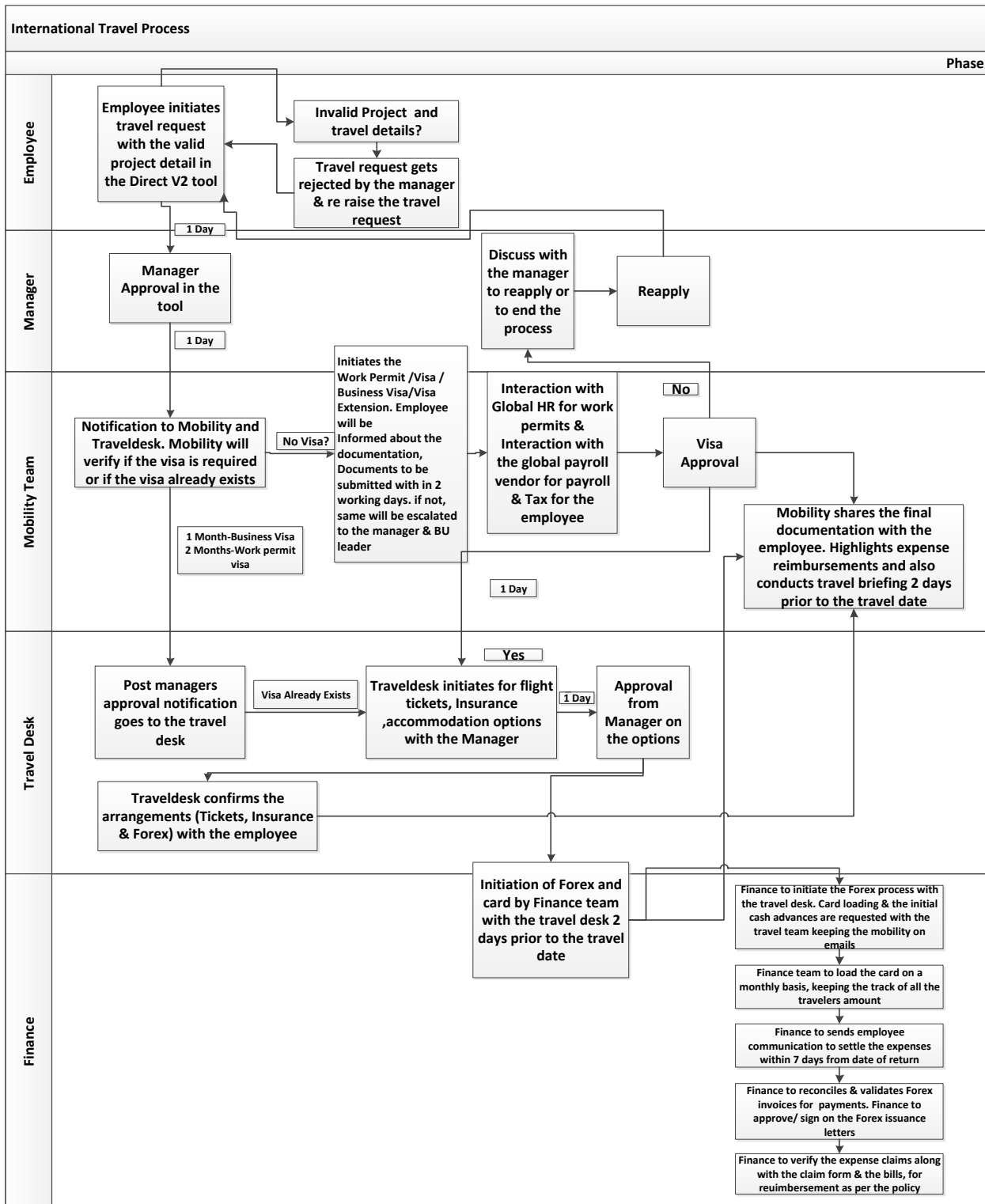
- a) To enable staff to gain broader experience and to develop new skills this will be of benefit to Altran group / Altran India.
- b) To promote offshore work for Altran India.
- c) To provide an opportunity to develop technical competencies and full fill long term aspirations of the employees.

For short term and long term visit work permit is applied.

Transfers: Based on the business need & the opportunities available employee can be transferred to Altran office globally on host country payroll.

6. INTERNATIONAL TRAVEL PROCESS

International Travel Process SLA's, timelines & responsibility matrix



7. TRAVEL ARRANGEMENTS

7.1 Flight Booking and Travel Reservations:

1. Travel reservation will be made as per the eligibility and keeping in mind the cost and availability of tickets, ensuring that it does not affect the travel objective.
2. Any deviation or any extensions in original travel duration is subject to approval from Operation Unit Director / Department Head.
3. In an event, employee needs any changes/modifications in the travel plan/ticket for personal reason then it should be approved by the Operation Unit Director / Department Head. In such situation, the expenses towards any such deviations or extensions should be borne by the employee.
4. In case the change/modification is official, then the request needs to be made to the Mobility coordinator with due approvals.

7.2 Check-list before departure:

Prior to departure, the following action must be taken by every employee visiting overseas country:

- Settlement of **visa expenses** and all such bills in connection with the overseas visit to Finance Department.
- If the employee fails to settle the advance, company shall adjust the outstanding amount against their salary. If the specific advance has been granted to the employee prior to the deputation, the same shall be adjusted against their future per diem allowance in the coming months.

7.3 Local Travel Eligibility

Residence to airport (on departure) Airport to Residence (on arrival)	As per actual supported by Bills transportation company cabs); Original receipt for the fare charged must be obtained by the taxi operating company. Hand written bills will not be accepted.
Airport to Hotel / Office in foreign country (arrival in the host country) Hotel / Office to Airport in foreign country (departure from host country)	As per actuals supported by Bills

Note:

1. All the original bills are required to be submitted within **7 days** of return from onsite. In case original bills are not submitted, the expenses shall not be reimbursed.
2. Expenses incurred shall be submitted in the "Onsite Tour Expense Claim Form".

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The travel expense form must include an explanation of why such expenditures are being claimed.

Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations as long as there is no additional cost to Altran as a result.

8. ENTITLEMENT OF PER DIEM /SALARY

8.1 On Business visa:

- a) Employee will be entitled for Per Diem Allowance (PDA). In case the PDA is to be given in any other currency the RBI average rate will be taken to convert into equivalent local currency amount. Every employee travelling will be communicated on the amount of allowance they are entitled to.
- b) PDA is meant to cover boarding and local travel expenses (Train pass, bus pass, etc).
- c) The PDA is calculated from the day the employee reaches the host country till the day they leave the host country.

8.2 On Work permit:

- a) Employees travelling on a work permit on a deputation mission will be provided with a secondment contract which will have details of their salary / allowances during the period of secondment in the foreign land.
- b) The employee has to open an IBAN account in foreign country and send the account number details to Mobility coordinator. During the secondment the salary will be credited to this account.
- c) Any extension/break due to personal reasons will be considered as a break in the continuity of the assignment and will be treated as loss of pay
- d) Employees travelling on a work permit on a transfer mode (transferred to the client / associate company in the foreign land), will receive a local contract (detailing the salary and benefits entitlement) from the host country.

9. ALLOWANCES

9.1 Short Term Travel Allowances (Max 180 Days)

Please refer the intranet that has the country specific allowances & other entitlements pertaining to the travel such as:

- Mode of Indian salary payment
- Travel Kit Allowance
- Perdiem allowances
- Accommodation
- Local Travel & Miscellaneous allowances
- Airport transfer in the foreign country (Day of travel & Return of travel)
- Brokerage Charges(Applicable for short stay)
- Telephone Calls

Below allowances are applicable for L5 & above

- Incidental Expenses
- Conveyance Expenses
- Accommodation with breakfast
- Internet/Wifi charges

9.2 Long term travel /secondment Allowances (More than 180 Days)

Country specific salary & benefits, compliances, taxation & social security norms apply.
For more details contact Global mobility spoc /BU Head.

10. TRAVEL ADVANCE

Travel advance is paid to the travelling employee to manage the expenses in the foreign land. This advance will either be recovered or deducted from employee's PDA accordingly (in case of business visa) or during the assignment tenure (monthly in case of work permit)

10.1 Travel Kit Allowance

We consider all our employees to be the brand ambassadors of Altran India and are the custodian of Altran's image worldwide. All employees travelling on **secondment and Business** will be eligible for travel kit allowance. This kit allowance will be inclusive of purchase of Formal clothing, Thermal wear, formal shoes and baggage. Employees travelling onsite can claim Travel Kit allowance upto a limit of INR. 20,000 on producing original bills. The allowance can be claimed once in a period of two years.

The bills for the claim dated with in the period mentioned below will be accepted for reimbursement under this policy:

- From the Date of travel request till the date of return (after the completion of the assignment).
- The original bills should be system generated. Hand written bills will not be encouraged.

In case if the employee resigns within a span of 1 year from the date of return of the assignment, the company reserves the right to recover the Kit Allowance paid.

10.2 Excess baggage Claim

Excess baggage allowance can be claimed upto a limit of INR. 10,000 for the whole trip, subject to country restriction on number of baggages. This is applicable only for long term travel subject to the approval by the operations head/ department head.

11. FOREX CARD

The Finance coordinator will raise a request for a forex card with travel desk 3 days in advance. The advance will be transferred to their respective forex card which will be issued to the employee traveling onsite. In no case the request for cash above 500 USD/Euro would be entertained unless and until it is justifiable.

Employees on onsite deputation should use company provided forex card, wherever possible. The withdrawal from the Forex card needs to be planned judiciously as every withdrawal is charged by the bank.

- **Settlement of Travel Expenses**

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 employee salary or any other dues till the travel settlement is completed.

Employees travelling on work permit needs to submit the expense claim form to claim their local conveyance and other miscellaneous expenditure along with original bills to the Finance coordinator within 6 weeks from the date of travel.

- **Travel settlement shall include the following supporting's**

All original bills towards Lodging, Boarding, conveyance and other expenses incurred at onsite to be submitted in hard copies in case of settlement.

All the above supporting documents (as applicable) must be submitted mandatorily to the Finance coordinator, failing may result in disallowance of the claims or delay in travel settlement.

In an event (during secondment/Business trip), an employee incurs expenses towards purchasing of air tickets, visa charges including visa extension charges etc., for business purpose then it should be pre-approved by Department Head.

If the trip is extended due to personal reasons, the employee should bear all the expenses towards extension of the travel.

12. FAMILY TRAVEL

An employee who is travelling onsite for work for more than 6 months on work permit, is eligible to take their family (spouse and children), to the deputed country. The family travel should be after 6 months of the employee travelling to the foreign country. This is because the employee needs time to settle in the foreign country and then call family if required.

Incase the employee wants to take family along during the travel, it can be done provided the entire cost incurred for the family travel (visa expenses, tickets cost, lodging and boarding expenses, documentation charges etc.) is borne by the employee initially. In such case the employee has to inform the organisation at the initial stage to facilitate the visa process. The reimbursement of the family travel expenses will be done after 6 months of the employee's travel and confirmation on the assignment.

12.1 Reimbursement of expenses for family travel

The following expenses will be borne by the company for family travel:

1. Ticket expenses (to and fro) for the spouse and children.
2. Visa expenses for the spouse and children
3. Expenses towards documentation like apostille, medical certificate and translations.
4. Travel insurance from the date of departure.

13. OVERSEAS MEDICAL INSURANCE POLICY

Altran has tied up with an Insurance Company partner for overseas travel insurance coverage for employees travelling onsite. Employees travelling onsite have to carry the copy of insurance policy with them. The travel desk will issue the travel insurance at the time of departure. The cost of the policy will be borne by the company.

Employees on secondment/long term travel/work permit need to buy insurance from host country post approval from delivery head and inform mobility to get it reimbursed from finance.

Bajaj Allianz General Insurance Company Ltd.
GE Plaza, Airport Road, Yerawada, Pune - 411006 (India)
POLICY SCHEDULE

Benefit	Limit	Deductible
Personal Accident Cover	USD 25000	NIL
Accidental Death and Disability (Common Carrier)	USD 5000	NIL
Hijack cover	\$ 500 per day upto max of \$ 2500	24 hours
Trip Delay	\$ 30 per every 8 hours or part thereof upto Max \$180	12 hours
Delay of Checked Baggage	USD 100	12 hours
Loss of Checked Baggage	USD 1000	NIL
Trip Cancellation	USD 500	NIL
Trip Curtailment	USD 250	NIL
Loss of Passport	USD 250	USD 25
Missed Connection	USD 250	4 Hours & Co-Payment 10% of Claim Amount
Emergency Cash Assistance	USD 1000	NIL
Medical Expenses, Evacuation and Repatriation	USD 200000	USD 100
Emergency Dental Expenses	USD 500	USD 100
Personal Liability	USD 200000	Co-Payment 10% of claim
Hospitalization Daily Allowance	\$ 25 per day up to max \$ 175	NIL
Home Burglary, Theft and Robbery Insurance	INR 200000	NIL

Max. limit for Emergency Dental Treatment is USD 500(included in Medical Expenses)**Maximum liability per baggage is 50% of the limit and maximum liability per item in a baggage is 10% of the limit as mentioned in the Schedule***Reimbursement of Emergency Purchases while Overseas Only.

Underwriter Comment

NA

14. 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.