**DOMESTIC TRAVEL POLICY**

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* + 1. **OBJECTIVE**

Travel if is a business need and employees of Supremology Software Solutions Private Ltd., may need 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 Supremology policy to reimburse the employees for necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of Supremology business. All travel must be done in accordance with this policy to qualify for reimbursement.

* + 1. **SCOPE**

All employees of Supremology - India, traveling with in India and Overseas, for the Purpose of work, business, training and conference/seminar are eligible for Travel re-imbursement.

* + 1. **GENERAL GUIDELINES**
* The policy has been laid down with the expectation that Operation Units/Business Department Heads will ensure that the expenses claimed and sanctioned are as per the guideline.
* All claims for reimbursements must be made based on actual expenses incurred and on submission of original bills.
* Travel advance will be paid based on the number of days of travel approved.
* 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.
* 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 / Business Department Head is mandatory.
* Rebooking or change fees will be reimbursed to employees for emergency situations only.
* All overseas travels need to be initiated through online Travel Request (International) with relevant details. Once it is approved by the Operation Unit Director/ Business Department Head, request will be processed by the HR department.
  + 1. **DOMESTIC TRAVEL**

## Local Travel (Within city):

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

( Request Jayaram to review and revert the above bullet point, Meaning do we need the above travel re-imbursement for now, do we revisit this once we witness such a situation?)

|  |  |  |
| --- | --- | --- |
| **Levels** | **Eligibility** | **Reimbursement Limit** |
| L0 – L3/G2 – G4B | Two wheeler/Four wheeler | Rs. 4.00 per km (Request Jayaram to review and revert) |
| L4 – L8/G5A – G7 | Four wheeler | Rs. 12.00 per km (Request Jayaram to review and revert) |

## Outstation Travel (Outside Bangalore within India):

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

* + 1. **Expenses on Travel**
* All employees are required to get in touch with the Administrative HR 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 and secure prior approval.
* On availability of Company guest house, 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. (Request Jayaram to review and revert)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

(Request Jayaram to review and revert the above table, Is it applicable now?)

* + 1. **Expenses on Accommodation**
* All employees are required to get in touch with the HR 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.
  + 1. **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/- |

(Request Jayaram to review and revert the above table, Is it applicable now or shall we just have Row #1 and Row #2?)

* + 1. **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” | | | | | |

* + 1. **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 must 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.
   * 1. **DISCLAIMER**

This policy and its contents are confidential and intended solely for the use by employees of Supremology Software Services Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these contents to other than the intended recipient/users are 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.