

INDIA POLICIES



Domestic India

Version 3.3

Wipro – For Internal circulation only
Group HR Function

Table of Contents

1. Objective	3
2. Applicability	3
3. Premise	3
4. Mode/Class of Travel	3
5. Travel Advance	5
6. With bills option	5
7. Without bills option	8
8. En-route travel expense	9
9. Availing Leave during Travel	9
10. Lodging and Boarding entitlement limits	9
11. The Process	9
12. Guidelines for Domestic India Travel Reservation	10

1. Objective

To ensure that employees are able to perform their business tasks in an effective and efficient manner

2. Applicability

Domestic India (DI) Travel Policy is extended to all employees in India

- Wherever travel undertaken is less than 30 days the employee will be governed by the Domestic India Travel Policy limits
- Where the employee exceeds 30 days on DI, the employee will be governed by the Temporary Relocation Policy. On exceeding 30 days on DI the travel will be converted to a Temporary Relocation unless an approval from BU HR Head and BU Head is provided. This approval from BU HR Head and BU Head will allow continuation of the travel on DI.
- Domestic India Travel Policy can be availed as per the following options;
 - [With bills option of DI \(section 6\)](#)
 - [Without Bills Option of DI \(Per Diem Allowance \) \(section 7\)](#)
- As per the process, DI request for employees in career group C2 & below has to be approved by supervisor. Band D1 and above travel request is auto approved.
- All employees should raise the DI request in myWipro→My Travel at least 7 days prior to the date of travel.
- If employees in career group B3 and below request for back to back DI within 15 days timeline for travel to the same location, the DI request will be directed to L2 supervisor for approval.

3. Premise

- Business tasks are to be performed in an effective and efficient manner
- You may need to travel from city to city to achieve this
- You will be reimbursed reasonable actual expenses within the specified limits
- The policy does not provide for an element of profit or remuneration and is not intended to build status through expensive travel modes

4. Mode/Class of Travel

The following table mentions the permitted mode of travel:

MODE	CLASS	CAREER GROUP
AIR	Economy Class (only if the travel time exceeds 14 hrs)	AA – C2 & TRB
	Economy Class	D1- E
RAIL	Air- Conditioned 1st class	C2 - E
	1st Class/ AC Chair – car/AC 2 Tier Sleeper	AA – D1, TRB

ROAD	Bus (AC) / Shared taxi whenever conveniently available. (Please note that if the shared taxi mode is used, reimbursement will be made only on submission of original taxi bills & the maximum ceiling would be equivalent to INR 700/- one way. In the case where bills are not submitted, 2nd AC train fare will be reimbursed.)	Career Group AA – D1, TRB
-------------	---	------------------------------

- Employees in Career Band A1 to C2 would have to select mode of travel as train/bus where travel time involved is less than 14 hours. If the travel time by train/bus exceeds 14 hours, air travel for official purpose would be permitted across all Career Groups. As per the above table, if you are not eligible for air travel, you can avail air travel with prior approval from supervisor in Career Band D1 and above, under the following situations:
 - Emergency / critical service to customers
 - When escorting prestigious clients
 - Where rail / road fare is more than or equal to airfare
 - Operational exigencies necessitate air travel.
- Employees with disability* can avail travel by Air even if the travel time is less than 14 hrs. when Train, Bus travel is not possible. Travel for an escort (1 in number) for the employee who is severely disabled will also be provided for. This will be subject to prior approval from immediate supervisor.
- If the travel is a one-day travel with return on the same day, employees can avail Air travel provided no stay expenses are incurred.
- Employees are expected to plan such travel 7 days in advance wherever possible to make use of low fares.
- In case employees are travelling to Onsite for greater than 180 days assignment and if the employees are taking the family along with them to Onsite then for VISA interview, spouse is also allowed to travel along with the employee. Spouse would be covered in DI policy however travel is allowed by train 2nd A/C only for VISA purposes for travel less than 14 hours by road.

Reimbursement if personal car is used for official travel:

In case of non-availability of air/rail ticket OR due to Emergency/critical service to customers for the short sector travel (where travel time involved is less than 14 hours by road), employees may have to use the personal car for official travel, employees can claim conveyance reimbursement basis 'reimbursement per kilometer traveled', at INR 8.50 per km. Submission of travel proof like toll receipts is mandatory in this case. Employees who have availed of the company car policy are not eligible for claiming this.

*Note: Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments, as defined by the current Indian Laws & Wipro's Equal Opportunity Policy

4.1 International travel from Pune Location

1. Due to international airport facility not present in Pune, employees from Pune location for purpose of official international travel need to travel to Mumbai International Airport. The process of booking is as under:
 - a) All official travel that would include visa stamping, airport transfers, client visit, Mumbai office visit etc. would be supported by Pune FMG team. For cab bookings, please mark an e-mail to employeeecab.pdc@wipro.com

- b) All such cab arrangement requests should be necessarily authorized by minimum General Manager/Project Head and above. Mails to reach FMG minimum 8 hours prior to scheduled pickup/drop along with the approval.
 - c) For any bookings for the days Sunday or Monday of the respective week, please submit your request the prior Saturday by 1800 hrs only. This would facilitate seamless service support.
 - d) Please ensure that you sign the trip sheet after entering the correct kms on the odometer.
 - e) Vehicle arrangement would not be extended for the email requests which are not supported with requisite approval.
2. For regular Pune-Mumbai /Mumbai-Pune travel other than Mumbai – Pune / Pune-Mumbai.

The claims should be submitted with all the required supporting bills on or before the first month of the subsequent quarter post travel end date. Any claims submitted post the timelines will not be accepted.

5. Travel Advance

1. Travel advance of INR 2000 per day will be provided upto a maximum of INR 60,000. This requires authorization of immediate supervisor
2. Employees are advised to carry their credit cards during travel for convenience which would allow a lot of flexibility as you don't have to carry large amounts of cash with you to avoid transactional risk.
3. Travel advances should be settled within 14 days on return from travel. In the event of non- settling in the stipulated time the travel advance amount will be deducted from your salary in the immediate month payroll.

5.1 Recovery from Salary

In the event of the employee not responding to the mail triggers encouraging him to settle his travel, the reimbursement team would advise for payroll recovery subject of local/applicable relevant regulations and the adequacy of the salary amount.

6. With bills option of DI

For reimbursing expenses under this head, necessary and relevant receipts/bills will have to be provided.

6.1 Lodging

Stay at Guesthouse/Hotel

- The assistance for accommodation options must be routed through the hospitality team. While on travel, you are required to stay in campus and company administered / sponsored guesthouses where available. Volumes based inventory is also procured in approved hotels.
- It is compulsory that you first use the availability of such accommodation in the below order of preference:

1. Campus Guest House
 2. Inventory
 3. Approved Hotel
- Company will reimburse lodging expense at actuals in approved hotels (in select cities).
 - Lodging entitlement is given in the table in section 6.3
 - Employees with disability will be given preference while booking for guesthouse which are disable friendly. Employees with disability who have been accompanied by an escort will also be provided accommodation on sharing basis.

Employees who would like their Hotel booking to be done in Hotels other than 1. The Company Guest House 2. Company purchased inventory in hotels and 3. Hotels suggested by the Hospitality team (in this order of preference), would need L2 approval for employees up to D1 and L1 approval for employees in Band D2. Such an approval must be obtained by the employee and when provided with, the Hospitality team will proceed to book the Hotel of choice.

6.2 Boarding

- Boarding expenses (excluding purchase or consumption of alcoholic beverages, cigarette, tobacco, paan and similar others) will be reimbursed on reasonable actuals, up to specified limits, Boarding limits are given in the table in section 6.3
- Employees are required to produce itemized bills wherever possible for the food expense charged in of lodge bill. In the event itemized bill is not given by the Hotel, a self-declaration stating "these bills do not contain any expenses towards liquor or cigarettes" needs to be uploaded along with the bill or on a plain sheet of paper duly signed and uploaded by the employee.
- Boarding limit is on the basis of full period of tour.

Please note: Boarding expenses for the escort accompanying an employee with disability will also be reimbursed as per the limits mentioned above.

6.3 Lodging & Boarding Entitlements

The below limits are applicable for the travel starting on or before Jun 30, 2019

PROPOSED LIMITS (Rs/day)	CAREER GROUP A1,A2,A3,B1,B2, B3	CAREER GROUP C1,C2	CAREER GROUP D1,D2	CAREER GROUP E
Lodging:	2800	4000	5500	Actuals
Mumbai/Delhi/Kolkata/Bangalore				
Pune/Hyderabad/Chennai				
Lodging: Other Cities	2000	2500	3200	Actuals
Boarding*	350	550	Actuals	Actuals

The below limits are applicable for travel starting on or after July 1, 2019

PROPOSED LIMITS (Rs/day)	CAREER GROUP A1,A2,A3,B1,B2, B3	CAREER GROUP C1,C2	CAREER GROUP D1,D2	CAREER GROUP E
Lodging:	2800	4000	5500	Actuals
Mumbai/Delhi/Kolkata/Bangalore				
Pune/Hyderabad/Chennai				
Lodging: Other Cities	2000	2500	3200	Actuals
Boarding*	400	550	Actuals	Actuals

* These will not apply for temporary relocation.

Please Note:

- Boarding limits indicated above are inclusive of tax.
- Laundry expenses will be reimbursed at actuals against bills while on stay in hotel/private guest house and where trip is for more than 5 days.
- Small incidental expenses viz. mineral water, tea, coffee, tips, porter charges, etc., which do not have any supporting receipts, will be reimbursed on actuals based on a declaration up to a maximum of Rs 75/- per day for all Career Group employees.
- Reimbursement of bulk quantity of Sweets and dry fruits are not allowed during DI period.

Per Diem Allowance (Bhatta) cannot be claimed if employee is staying in Company Guest House or Company Booked Accommodation or Self Booked Accommodation

6.4 Intra-City Travel

- You can claim one-way auto fare on actuals up to a maximum of INR 350 and one-way non AC taxi fare by providing supporting cab bill up to a maximum of INR 450. The bill will be checked for authentication as a process before reimbursing the amount to you.
- Band E employees can claim as per actuals, The aforesaid conveyance limits are as per Intra-city Travel Policy, the policy is hosted on [myWipro→mypolicies→India→MyTravel→Intra City Travel](#).
- Where distances are beyond 30 kms one way, reimbursement will be made at actuals irrespective of travel by auto/cabs in all cities. It will be the responsibility of each supervisor to ensure that all reimbursement claims are made only for actual, reasonable business expenses in connection with authorized travel.
- To and fro would mean travel between work location to destination and return to work location within the city
- En-route expenses will be reimbursed on actuals. En-route expenses will include only conveyance expense that are incurred on the way while travelling between base location and destination like airport to place of stay. Employees using self- driven car for commuting to airport or railway station are eligible to claim the expenses for fuel as per the Intra-city policy limits.

- Employees can also claim parking fees of the vehicle at the airport for up to 2 days at reasonable actuals.

Please note: All expenses will be reimbursed on submission of original bills. Credit card charge slip will not be accepted as proof of expense.

7. Without bills option

(Per Diem Allowance - Bhatta) of DI; (Stay with friends and relatives) Entitlements under this head can be claimed without submitting supporting bills/receipts.

7.1 Lodging, Boarding and Intra-city Travel:

- You may prefer to stay with a friend, relative or family member where;
 - It does not violate the 'Conflict of Interest' Policy
 - It is within reasonable commuting distance that does not affect work adversely and stay with friends / relatives are not detrimental to your working or working hours.
 - Per Diem allowance (Bhatta) of stay is as per table given below:

The below limits are applicable for the travel starting on or before Jun 30, 2019

Proposed Limits (Rs/day)	CAREER GROUP A1,A2,A3, B1,B2,B3	CAREERGR OUP C1,C2	CAREER GROUP D1,D2	CAREER GROUP E
Stay with friends/relatives	500	650	900	1200

The below limits are applicable for travel starting on or after July 1, 2019

Proposed Limits (Rs/day)	CAREERGROUP A1,A2,A3, B1,B2,B3	CAREER GROUP C1,C2	CAREER GROUP D1,D2	CAREER GROUP E
Stay with friends/relatives	1500	2000	2500	3500

- Where there is no night stay or where stay is less than 12 hours, Per Diem Allowance (Bhatta) would not be applicable. However you may claim boarding expenses on actual subject to applicable limits. Boarding entitlements are given in the table in section 6.3.
- The number of travel days will be calculated on the basis of nights stayed with friend or relative
- Boarding, Lodging, small expenses viz. mineral water, tea, coffee, tips, porter charges, laundry expenses etc., will not be reimbursed if you have opted for Per Diem Allowance.
- Reimbursement of bulk quantity of Sweets and dry fruits are not allowed during DI period.
- You can claim one-way auto fare on actuals up to a maximum of INR 350 and one-way non AC taxi fare by providing supporting cab bill up to a maximum of INR 450. The bill will be checked for authentication as a process before reimbursing the amount to you.

Band E employees can claim as per actuals, the aforesaid conveyance limits are as per Intra-city Travel Policy, the policy is hosted on myWipro→ my policies→ India→ My Travel→ Intra City Travel. Where distances are beyond 30 Kilometers one way, reimbursement will be made at actuals irrespective of travel by auto/cabs in all cities. It will be the responsibility of each supervisor to ensure that all reimbursement claims are made only for actual, reasonable business expenses in connection with authorized travel.

- To and fro would mean travel between work location to destination and return to work location within the city.

8. En-route Travel Expenses

En-route expenses will be reimbursed on actuals. En-route expenses will include only conveyance expense that is incurred on the way while travelling between base location and destination like airport – to place of stay

9. Availing Leave during Travel

If you are on leave, other than due to illness during travel, you will not be eligible for any reimbursement on the days of leave

10. Lodging and Boarding entitlement limits

- Lodging limit is for single occupancy. It does not include tax, service, surcharge etc
- Lodging and boarding limits will be reckoned on the basis of full period of tour in one or multiple locations.

11. The Process

Approved Accommodation

- Wipro has Campus Guest Houses in major metros. Volume based inventory is also procured in approved hotels.
- Each has a homely comfortable atmosphere and should be used as the first preference for accommodation for traveling executives
- Bookings can be done only through the Hospitality team of the location being visited and the contact details of hospitality team can be obtained from myWipro →MyTravel →My Accommodation → Contacts
- In case of non-availability of the guest house, you can opt for inventory procured by Hospitality Team. Only when guest house & inventory is unavailable you can opt for any of the approved hotels.
- All accommodation bookings should be routed only through the hospitality team. No reimbursement towards lodging cost for self-booked accommodation will be made unless approved by hospitality team in advance.
- In case of any exception and in case of Employees who would like their Hotel booking to be done in a Hotel other than the hotel booked by the Hospitality Team, L2 approval for employees up to D1 and L1 approval for employees in Band D2 must be obtained. Such an approval must be obtained by the employee and when provided with, the Hospitality team will proceed to book the Hotel of choice.

Cancellation of Accommodation:

- If you have booked accommodation either at the guest house or approved hotel and then cancel the travel, you must inform the hospitality team/hotel / guest house to cancel the reservation at least 1 day prior to the standard check-in time otherwise, Wipro is liable to be charged the equivalent of one night's stay as "Retention Charges" which will be charged to your account
- All travel requires prior authorization by immediate supervisor and location /department / functional / divisional / business head as the case maybe.
- Employees are required to submit the boarding pass incase no other supporting documents like hotel bills are produced.

12. Guidelines for Domestic India Travel Reservation

- All travel bookings will be routed through the Wipro Travel Services team with a duly approved Travel request.
- One alternate supervisor can approve the travel request in the absence of Supervisor
- Travel on Domestic India - Approved requests for the purpose of Training, Visa stamping, Relocation, Deputation short term, and Campus recruitment needs to reach Wipro Travel team 7 days in advance.
- Most economical fare will be provided within a travel window of +/- 60 minutes at all times
- All official tickets will be issued without any premium services (ie, premium seating, additional baggage so on).
- Any deviation or purchasing new tickets in lieu of missing flights needs approval of the BFM (Business Finance Manager).

Check In

- If you are traveling by Air, it is advisable to reach the airport **check-in counter** at least 1 hour prior to flight departure

Cancellation

- The onus of ensuring timely cancellation of tickets lies with you once the ticket is issued to you
- Under no circumstances will the company condone "No-Show" tickets and the amount lost by the company will be debited to you In case you are unable to cancel your ticket due to illness or some other personal emergency, approval from BFM has to be sent to travel team.

Note:

Provision of escort guard for escorting employees with disability while travelling to airport/ railway station on official work at odd hours**

- For employees with disability, the company offers a provision of an escort guard for escorting the employee while travelling to airport / railway station on official purpose during odd hours. This provision will be extended on need basis and will not be provided by default. This provision will be extended only in locations where Wipro Technologies has its office.

- Employees with disability who opt for taking such assistance will have to write to transport.helpdesk@wipro.com at least 24 hours in advance to the date of travel; this is required so that the transport team will get reasonable notice to make necessary arrangements. The employee will have to provide a copy of the approved travel requisition, supervisor approval and BU HR manager approval to the transport team for validation.

- **Provision of reimbursement of auto/cab/ public transport expense for one escort when women employees are travelling to airport/ railway station on official work at odd** hours**

**Odd hours is defined as when travel is carried out between 8.00 pm and 6.00am.

- Business needs may require women employees to travel to other locations anytime at short notices. In order to reach safely to airport / railway station at odd hours it is recommended that women employees take company provided cab with GPS facility or recognized taxi provider such as MERU Cabs/ escort for women employees for airport/ train/ Bus/ client location/ intercity drop/ pick-ups would be provided if a Special Transport Request is raised in ITMS portal at least 6 hours prior to the travel time.
- Only in the absence of availability of company authorized cab facilities, it is recommended that a woman employee has a family member accompanying her to the airport / railway station. The company will reimburse local transport charges both to and fro in such occasions since the family member had to escort the woman employee to reach the destination. Reimbursement will be made on providing the proof of travel like tickets etc. and submission of bills towards local transport. Where bills cannot be obtained, self-declaration will have to be given by the employee along with approval from supervisor.

**Odd hours is defined as when travel is carried out between 8.00 pm and 6.00am.

All claims should be submitted with all the required supporting bills on or before the first month of the subsequent quarter post travel end date. Any claims submitted post the timelines will not be accepted. i.e. the claim documents for the travel period of January, February or March should be submitted by April. The claim documents for the travel period of April, May or June should be submitted by July and so on. This clause will be effective August 1, 2017

- **Contacts:** For any further clarification or information with regard to this policy, please log a call at <https://helpline.wipro.com>. Please use a keyword to search for the service while logging a helpline ticket.

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
1-April-11	1.8	C&B Team	TED Head & C&B Head	Employees with disability will be provided escort while travelling at odd hours on need basis. Women employees travelling at odd hours will be allowed return conveyance reimbursement for the family member who dropped the employee to railway station/ airport.
1-April-11	1.9	C&B Team	C&B Head	No reimbursement towards lodging cost for self-booked accommodation will be made unless approved by hospitality team in advance. In case of any exception, approval from the BU TED Manager must be obtained.
1-Oct-11	2.0	C&B Team	C&B Head	Additional advance due to changes in the travel plan given up to a maximum of Rs. 15000/- per week (7 days) and such additional advance would be limited to a maximum of 4 weeks during the DI period subject to approval from the immediate supervisor.
1- Nov-11	2.1	C&B Team	C&B Head	Pune-Mumbai-Pune travel to International Airport for official purpose can be booked through Pune FMG team post approval.
1-Jul-12	2.2	C&B Team	C&B Head	Recovery from salary if DI not closed on time, clause on providing salary advance if previous DI is open.
1-Apr-13	2.3	C&B Team	C&B Head	BU HR for approval for B3 and below request for back to back DI within 15 days timeline for travel to the same location
14-Jun-13	2.4	C&B Team	C&B Head	Travel on Domestic GTS to reach Wipro Travel team 7 days in advance.
01-Jun-15	2.5	C&B Team	C&B Head	Cabs/ escort for women employees for airport/ train/ Bus/ client location/ intercity drop/ pick-ups would be provided if a Special Transport Request is raised in ITMS portal at least 6 hours prior to the travel time.
12-Aug-16	2.6	C&B Team	C&B Head	Band D1 and above travel request is auto approved
01-Sept-2016	2.7	C&B Team	C&B Head	Clause 4. Mode/Class of Travel - Reimbursement if personal car is used for Official Travel: In case the personal car is used for official travel, employees can claim conveyance reimbursement basis 'reimbursement per kilometer traveled', at INR 8.50 per km. Employees who have availed of the company car policy are not eligible for claiming this.
01-Apr-2017	2.8	C&B	C&B Head	Added the clause on submission of claims of every quarter in the first month of the subsequent quarter.
25 July 2017	2.9	C&B	C&B Head	Airport Parking clause added for en-route travel

29 Aug 2018	3.0	C&B	C&B Head	DI to be raised at least 7 days prior to the travel.
27 March 2019	3.1	C&B	C&B Head	Change in lodging clause 6.1 and clause 10. Change in travel advance limits
1 July 2019	3.2	C&B	C&B Head	Change in with bill Boarding limits Change in Per Diem allowance (Bhatta)
01 May 2020	3.3	C&B	C&B Head	Change in terminology of DTR to DI (Domestic India)