

Policy: Domestic Travel	Version: 1.0	Effective from: 1st April 2019
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1. Objective

The purpose of the policy is to provide rules, guidelines and entitlements for expenses incurred by Sales Associates while travelling to filed on company's business purpose.

2. Scope

Grade	Designation
1T	Intern, Trainee, Junior Officer, Executive Trainee, Software Engineer Trainee
1	Officer, Executive, Software Engineer
2	Senior Officer, Senior Executive, Senior Software Engineer
3	Lead
4	Senior Lead, Analyst
5T	Manager Trainee, Architect Trainee, Area Manager Trainee
5	Manager, Area Manager, Architect
6	Senior Manager, Regional Manager, Senior Architect
7	Director, Zonal Manager, Department Head
8	National Manager, Senior Director, Head
9	Vice President
10	Senior Vice President
11	Executive Vice President
12	President, CEO

3. Policy:
3.1 Daily Allowances – Head Quarter Market Working:

Grade	Head Quarter - Market Working	
	Daily Allowance (Food, Local Conveyance, incidental expenses)	
	Metro	Non - Metro
1T, 1, 2, 3	200	150
4, 5T, 5	225	175
6	250	200
7	300	300
8, 9, 10, 11, 12	On Actuals	On Actuals

3.2 Travel and Daily Allowances – Outstation Market Working:

Grade	Outstation - Market Working			
	Daily Allowance (Food, Local Conveyance, incidental expenses)		Maximum Entitlement Fare	
			Travel Mode	Travel Entitlement
	Metro	Non - Metro		
1T, 1, 2, 3	200	150	Bus / Train Sleeper	Bus / Train Sleeper - Actual Fare
4, 5T, 5	225	175	AC Bus / Train - ACIII	AC Bus / Train III - Actual Fare
6	250	200	AC Bus / Train - ACII /Flight/Personal Car/Cab	AC Bus / Train II / Flight/Personal Car/Cab- Actual Fare
7	300	300	AC Bus / Train - ACII /Flight/Personal Car/Cab	AC Bus / Train II / Flight/Personal Car/Cab- Actual Fare
8, 9, 10, 11, 12	On Actuals	On Actuals	AC Bus / Train - ACII /Flight/Personal Car/Cab	AC Bus / Train II / Flight/Personal Car/Cab- Actual Fare

4. Hotel / Guest House stay – Outstation Visit:

Grade	Stay in Hotel / Guest House (Inclusive of all taxes)	
	Outstation Entitlement	
	Metro	Non – Metro
1T, 1, 2, 3	Actual up to Rs.800 + 200 (food)	Actual up to Rs.700 + 150 (food)
4, 5T, 5	Actual up to Rs.1800 + 300 (food)	Actual up to Rs.1500 + 250 (food)
6	Actual up to Rs.2000 + 400 (food)	Actual up to Rs.1800 + 350 (food)
7	Actual up to Rs.2500 + 500 (food)	Actual up to Rs.2200 + 400 (food)
8, 9, 10, 11, 12	On Actuals (Up to 3 star hotel)	On Actuals (Up to 3 star hotel)

#For Metro cities classification, kindly refer to the **Annexure-2**

- 4.1.1 Relevant bills are to be attached along with expense statement (postage bills are not mandatory)
- 4.1.2 These expenses are linked with the communication for the purpose of business.
- 4.1.3 The above ceilings are on a monthly basis and are inclusive of all the aforesaid expenses.

4.2 Telephone Expenses:

Grade	Mobile Allowances
1T, 1, 2, 3	350
4, 5T, 5	350
6	350
7	400
8, 9, 10, 11, 12	500

#For Metro cities classification, kindly refer to the **Annexure-2**

- 4.2.1 The ceilings are inclusive of Mobile/PCO/Landline/STD expenses all put together.
- 4.2.2 The relevant bills are to be attached and to be submitted once in every month end only.
- 4.2.3 These expenses are linked with the communication for the purpose of business.

4.3 Travel Guidelines:

- 4.3.1 Travel during the JC has to be as per the monthly journey plans approved by the immediate senior and approval must be secured in case of any deviations.
- 4.3.2 Company provides allowances for Sales Associates to travel in comfort. It is expected that all shall utilize this. Travelling by a lower cost mode and making higher cost claims will be treated as violation of company policy.
- 4.3.3 Travel expenses and daily allowance claims must be made every month, Associates must claim allowances on or before 15th day of next month any claims after that will be treated as non-claimable allowances.

Annexure 2: Classification of Metro Cities

1. NCR (Includes Delhi, Gurgaon, Faridabad, Noida/ Sahibabad and Ghaziabad)
2. Mumbai (includes Thane, Kalyan, New Mumbai and Greater Mumbai)
3. Chennai
4. Kolkata
5. Bangalore
6. Lucknow
7. Hyderabad
8. Pune
9. Visakhapatnam
10. Guwahati
11. Jaipur