

	DOMESTIC TRAVEL POLICY	Doc. Version	1.0
		Rev. Date:	19-Aug-20

Document History

Version	Date	Author	Description	Status
0.1	14-Aug-20	Work Group	Original Version	Created
1.0	19-Aug-20	Executive Vice President	Recommended Version	Approved

Document Control

Prepared by	Reviewed by	Recommended by	Approved by
Work Group – Domestic Travel Policy	Management	Department Heads	Executive Vice President

Objective:

SecureKloud shall have a standardized policy on Domestic Travel on account of business/ project needs. This should enable employees to conduct business in an efficient and effective manner. Also ensuring that the travel is cost effective and economical thereby optimizing the productivity at all levels.

Scope:

The policy covers expenses and entitlements to employees who travel on company business or sometimes deputed to attend lectures/conferences/workshops/training programs across PAN INDIA. The policy shall highlight the entitlements during domestic travel

- Mode and Class of Travel
- Lodging / Accommodation
- Boarding
- Per Diem

Eligibility:

This shall be applicable to all full-time employees of SecureKloud

Classification of Cities:

Classification	Name of Cities
A	Delhi, Bangalore, Mumbai, Chennai, Kolkata and Hyderabad.
B	Ahmedabad, Pune, Goa, Indore, Lucknow, Jaipur, Chandigarh, Jodhpur, Kochi & CJB
C	All other cities/towns not covered in A & B Cities.

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1. Mode and Class of travel

Band	Mode and Class of Travel (Classification-A Cities)	Mode and Class of Travel (Classification-B Cities)	Mode and Class of Travel (Classification-C Cities)	Comments
B1-B4	Train (3 Tier AC)	Train (3 Tier AC)	Train (3 Tier AC)	Entry Level To TL
B5-B7	Train (2 Tier AC)	Train (2 Tier AC)	Train (2 Tier AC)	AM to AD
B8-B10	Air (Economy)	Air (Economy)	Air (Economy)	Director to CEO

Note: If the destination point is less than 500 KM and requires an overnight journey it is advisable to travel by train irrespective of the bands and levels specified. For Eg: Travel to Bangalore from Chennai is 350 Km then employees are required to take train irrespective of band and levels. But if the travel is beyond overnight – for Eg : North India – people in B4-B7 bands can take a flight based on the recommendation from their superior.

2. Lodging / Accommodation:

Band	Class A	Class B	Class C
B1-B4	1500 to 2500	1000 to 2000	750 to 1500
B5-B7	2500 to 3500	2000 to 3000	1500 to 2500
B8- B10	Actuals	Actuals	Actuals

Note : Employees have the option to stay with relatives/ friends during the business trip to any one of the classified cities. In such cases they will be entitled to 50 % of the minimum accommodation expenses as per eligibility. In such cases supporting bills and vouchers are not required to be submitted and shall not be entitled to any other expenses.

Where due to non-availability of sufficient rooms for the travelling members for the same destination twin sharing accommodation is recommended.

3. Boarding

Band	Class A	Class B	Class C
B1-B4	25 % of Lodging	25 % of Lodging	25 % of Lodging
B5-B7	25 % of Lodging	25 % of Lodging	25 % of Lodging
B8- B10	Actuals	Actuals	Actuals

4. Per diem

The below per diem is applicable for a travel which has an overnight stay.

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Band	Class A	Class B	Class C
B1-B4	500	400	300
B5-B7	750	650	550
B8-B10	Actuals	Actuals	Actuals

5. Local Conveyance:

Employees travelling between the place of stay and place of work are requested to avail the cab facility while commuting. All such expenses between office and place of stay shall be reimbursed at actuals. Employees are requested to submit bills/ tickets wherever feasible.

6. Guest House Accommodation:

Employees are expected to avail guest house accommodation wherever available but will be entitled to boarding expenses as above. However, Alcohol, Cigarettes, shall not be claimed from the above Per Diem.

7. Usage of Own Vehicle for Official Purpose:

The company shall reimburse at Rs.8/Km by a two-wheeler and Rs.12/Km for a four-wheeler for all official travel. The same is applicable to employees who undertake travel within the city.

For e.g: It is the management discretion to approve travel by own vehicle from Chennai to Bangalore for official purposes as it is not a privilege as per policy.

Travel Advance:

An employee shall fill in the Travel Advance form duly approved by the Manager/BU Head and submit the same to Finance Department before 3 days of actual travel. The travel advance shall be paid 1 day prior to the departure. Any last-minute request for advance will not be entertained.

An employee shall submit the approved travel expenses statement with necessary supporting /bills to the finance department within three working days of return from the business trip. If the travel advance is not settled within the above said time period, the same shall be deducted from their salary.

General:

- SecureKloud shall reserve the right to modify / amend or withdraw in whole or part thereof as and when required.
- SecureKloud shall have the discretion to disallow any claim which is not justifiable or is unreasonable.
- SecureKloud shall accept no liability for the loss of money or the belonging of the employee. If the employee loses any asset of the organization, he/she shall file an FIR with the police under the jurisdiction of that area. A copy of the report so lodged shall be submitted to the finance department to initiate necessary insurance claims.

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Approving Authority

Any exceptions or deviations from this policy must be approved by the Executive Vice President of the company before such an exception or deviation is made. Any revision of this policy must also be approved by the Executive Vice President / C.E.O. before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by the Head of the Human Resource Department.

The above policy supersedes all existing policies and procedures prevailing in the Organization and this policy comes into effect from Aug-20.