

Policy Eligibility: All employees of TrusTrace in India

Effective from: January 01, 2022

The purpose of this document is to provide travel related policies of TrusTrace. The travel covers local, domestic, and international travel. The policy is drafted keeping a strong focus on sustainability and comfort of the employees.

How we travel

At TrusTrace we strive to reduce any negative environmental impact and we encourage you to challenge yourself and reflect on the questions below before planning any trip:

- ❖ Is it possible to have a digital meeting instead of physical travel?
- ❖ How can I make the business trip more ecofriendly?

We shall strive to prioritize travel free meetings and to consider digital meetings wherever possible.

Policy

General considerations:

All business travels must have a business purpose and be of benefit to the company.

Plan the meeting/conference so that it's as close as possible for as many of the participants as possible.

For local travel, public communication shall be the first choice of travel.

Please consider the possibility of traveling by train. If air travel is the only option, it can be a good idea to evaluate if you can combine the trips with other work-related activities.

Applicability: All employees

All employees whose base work location is not Coimbatore and require travelling to Coimbatore.

All employees who travel to Client locations/other business meetings outside their base location

Travel: Cities in India

Employees are entitled for travel in 2-Tier AC train (or equivalent) or luxury coach bus for distances less than 600km.

Employees are entitled to air-travel in economy class for distances of more than 600km.

Employees are entitled to the following reimbursements for boarding, lodging and intra-city travel.

Component	Eligibility
Lodging	INR 5500/ Day for Tier 1 Cities in India (Ahmedabad /Bangalore / Chennai / Delhi/ Hyderabad / Kolkata / Mumbai /Pune) INR 4000/Day for all other cities in India
Intra City Travel	City Travel Reasonable actuals. If no bills entitlement is ₹ 200/ Day (travel details to be submitted along with the claims)
Boarding	INR 850/ Day for Tier 1 Cities (Ahmedabad /Bangalore / Chennai / Delhi/ Hyderabad / Kolkata / Mumbai /Pune) INR 650/ Day for other locations India

* Payment is Actual or Eligibility whichever is Lower, Alcoholic beverages cannot be included. This includes Laundry, Food & other miscellaneous expenses.

Travel Plan Approval:

Version Control: Current version - 02 (Dated November 01, 2023)

Process Owner: PF Team

***Information intended for internal use only**

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All travel must be planned at least 15 days in advance and 30 days in advance (for trips longer than one week) and plan the travel so that travel tickets and lodging reservations can be made at least 14 days before departure. The employee who is travelling should send the travel request mail to the Reporting manager, along with the Employee Travel and Reimbursement Form- If a cash advance is needed for the travel, please update all the information in the "early advance amount" section of the Advance Request Form and send the form along with the BU head's approval to the accounts payable mail ID accountspayable@trustrace.com. We kindly ask that you review the pertinent information on the form and note the early advance credit date along with a thorough justification for the earlier credit advance.

All bookings must be made after the travel plan has been approved. In the event of a deviation, the employee must obtain approval from the reporting manager and notify the finance team of the deviation before the travel in order for the finance team to process the deviation

In case of the short notice emergency travel, approval from Reporting Manager with specific cause of urgency is needed.

Base Notes:

- All entitlements are per day unless except specified.
- Original bills are required for all expenses.
- Any expenditure incurred towards family members during the travel should be borne by the employees.
- No additional payments for Laundry / Telephone / Internet will be provided.

Process

- All expenses must be claimed through expense module in GreytHR (for India Employee).
- Kindly attach the Travel email approval in the claim request (approval from Manager with below details is mandatory)
- The expense claim must be submitted within 7 days of completion of journey.
- All reimbursements are credited to individual employee's account, shared submission of bills is not allowed.

Own Car or Cab services

Employee can use his/her own car for official local conveyance within the city and the suburbs of work location for any business needs. If your own car, is being used, reimbursement of Rs. 12 per kilometer. Taxi (Cab) travel may be used with the permission of the immediate manager and shall be reimbursed via travel expenses. If a rental car is needed, choose a safe but small car, fitting your purposes.

Please contact (People Function India) for more information.