

OVERSEAS TRAVEL POLICY

Effective Date: May 1, 2024

Rev 2.0

PURPOSE

To enable international travel for TrusTrace employees proceeding on business trips.

OUR TRAVEL PRINCIPLES - We collectively strive to prioritize these principles.

At TrusTrace, we prioritize sustainable travel practices to reduce our global carbon footprint. Before deciding to travel, we encourage employees to consider the following:

- Can this meeting be conducted virtually?
- If travel is necessary, how can we do it sustainably?

APPLICABILITY

This fixed Per Diem will only apply to India-based employees for trips originating from India.

It covers:

- All India-based employees on deputation/secondment or business travel within or outside their country of assignment.
- Daily Conveyance, food, and out-of-pocket expenses are included within the Per Diem.
- Other business-related expenses will be reimbursed over and above the Per Diem on actuals with approval from the Business Head and submission of bills.
- Travel related Expenses within the limits approved need not be supported by bills at the time of travel claim submission.
- Per Diem is applicable from the landing date at the assignment location to the departure date, with the exception stated below.
- On the departure day, if leaving before 9 a.m., employees can claim only food and out-of-pocket expenses, subject to specified limits in the domestic Travel Policy.
- Reimbursement is allowed for within 7 working days from the end of the business trip.
- If the travel plan includes multiple locations clubbed into the same itinerary, the employee is advised to specify the same to ensure accurate Per Diem disbursal. A detailed plan must be submitted before travelling, as far as possible.

PROCEDURAL DETAILS

Accommodation & Flight:

Hotels and flights should be booked with sufficient approval and notices updated with the travel desk. Employees must provide all necessary details for relevant visas. Visa and other related expenses including travel to another city for Visa stamping will be reimbursed upon production of bills.

- **Flights:** For long-distance direct flights that have a duration of 9 hours or more, employees are eligible for premium economy. For all other flights, economy tickets will be arranged. Per Diem on the first and last travel days is limited to 75% of the specified amount.
- **Accommodation:** Accommodation is not part of the Per Diem allowance, as accommodation is booked for by the Travel desk. Per Diem, however, includes all other expenses such as power charges, cable TV subscription, water charges, taxes, and service charges, which are not part of the standard room tariff, including laundry, mini-bar usage, and other additional services.

Conveyance:

Conveyance covers car rentals, fuel expenses, taxi charges, or expenses for any other mode of transportation.

Official travel encompasses commuting to and from the airport, workplace, and place of accommodation.

Personal travel expenses are not eligible for reimbursement.

Taxi charges to and from the airport are excluded from the Per Diem allowance and will be reimbursed at actuals, upon submission of bills. However, a travel advance request can be opted, if necessary, on a value equal to 2 days per diem which will be adjusted against the actuals.

Mobile Phone and Data Expenses:

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Expenses such as official telephone calls and mobile expenses incurred during travel will be reimbursed upon submission of bills, as per the limits in the table below. Additional top-up expenses will be reimbursed with the approval of the BU Head.

Country of Travel	Type of Connection	Eligibility <10 days	Eligibility >10 days,
All Countries except China	Cellular	INR 1800	INR 3000
China	Cellular	INR 3000	Reimbursed on Actuals after approval

Miscellaneous Expenses

Miscellaneous expenses incurred for official purposes will be reimbursed at actuals upon submission of bills. This reimbursement is subject to approval by the Business Head and is over and above the Per Diem.

Baggage Charges: Charges for check-in baggage, if charged additionally by the airline or due to a zero-baggage policy, will be reimbursed up to the specified baggage limits upon submission of bills. Expenses related to extra baggage charges will not be reimbursed. Any commission for currency conversion or traveler's cheques will be treated as part of Accommodation and Conveyance expenses.


Per Diem Table

Country	Currency	Per- Diem Amount
Sweden	SEK	395
US-New York City, Seattle (WA),	USD	70
US San Francisco (CA), Los Angeles (CA), Boston (MA), Washington (DC), Palo Alto (CA), Cambridge (MA), Hawaii	USD	60
US- San Diego (CA), San Jose (CA), Chicago (IL), Philadelphia (PA), Armonk (NY), Santa Monica (CA), Jersey City (NJ), USD Belmont (CA), Long Beach (CA), Purchase (NY), Stamford (CT), Stanford (CA)	USD	50
US-Rest	USD	45
Italy	EUR	40
France	EUR	50
Germany	EUR	40
Ghana	USD	65
Hong Kong	USD	60
Jamaica	USD	45
Japan	JPY	5220
Kuwait	KWD	15
Luxembourg	EUR	50
Mauritius	MUR	870
Malaysia	MYR	110
Mexico	MXN	1050
Nepal	USD	45
Netherlands	EUR	55
New Zealand	NZD	65
Nigeria	USD	70
Philippines	USD	50
Rest of Africa	USD	60
Rest of Europe	EUR	50
Russia	RUB	2385

Senegal	USD	80
Singapore	SGD	70
South Africa	USD	50
Spain	EUR	40
Sri Lanka	USD	50
Switzerland	CHF	50
UAE	AED	185
UK- Rest	GBP	45
UK-London	GBP	45
Venezuela	USD	45
AUS - Melbourne & Rest	AUD	75
AUS - Sydney, Perth, & Brisbane	AUD	75
Bahrain	USD	50
Bangladesh	USD	50
Belgium	EUR	40
Brazil- Rio Di Janeiro /Sao Paolo/Rest	BRL	85
Canada	CAD	60
China -Beijing, Shanghai, Shenzhen, Hangzhou	CNY	220
China- Rest	CNY	125
Czech Republic	EUR	40
Finland	EUR	55
Other B Class Cities	USD	55
*B' Category Cities comprises all cities in Canada, all countries in North America except USA, South America, Middle East and far East Asia		

*Reference for exchange rates will be taken from www.fbil.org.in

ANNEXURES

 Overseas Travel Request Form					
Basic Information (A)					
Employee ID			Business Unit		
Employee Name			BU Head		
Base Location			Submission Date		
Details of Travel (B)					
Boarding City, Country	Destination City, Country	Start Date	End Date	Days of Stay	Days of Travel
Details of Advance Request (C)					
Expense Category	Reason	Estimated Cost	Advance Requested	Grand Total of Advance Requested	
				-	
				Date of Request	
Note : Travel advances are available 3 days prior to departure date. If early release of funds is necessary ,please describe reason below : Reason credit is needed early (examples holiday closure , additional time for currency conversion , personal travel preceeds TT travel etc Reason :					
			Date of early Advance		
			Amount	-	

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