

Onsite Travel Policy

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Content

1.	Introduction	5
1.1	Objective	5
1.2	Scope	5
1.3	Glossary of Terms	5
2.	Responsibility	5
3.	Policy	5
4.	Procedure	6
5.	Visa Validity / Extension	7
6.	Use of Customer Facilities	7
7.	Exception	7
8.	Reference	7

1. Introduction

1.1 Objective

The purpose of this policy is to provide guidelines to the employees who would be travelling to overseas client site to provide services or conduct business activities on behalf of SG Analytics Pvt. Ltd.

1.2 Scope

The policy is applicable to all SGA employees based out of India.

1.3 Glossary of Terms

Terms	Description
BUH	Business Unit Head
CEO	Chief Executive Officer
COO	Chief Operating Officer
DH	Departmental Head
Dy. MR	Deputy Management Representative
HR	Human Resource
SGA	SG Analytics Pvt. Ltd.
USD	United States Dollar

2. Responsibility

Admin department shall be responsible for planning the travels as per the policy.

Finance department will be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Policy

1. SGA's employees are required to work overseas / abroad / foreign countries, from time to time, to provide services or conduct business activities on behalf of SGA. The span of such business activity may range from a few days to few months
2. This policy is applicable to SGA employees who would be required to conduct such business activities for a span of not less than 30 calendar days excluding the travel days
3. SGA employees will follow the procedure as mentioned in section 4 of this document
4. SGA employees who would be travelling via the procedure mentioned in section 4 of this document are entitled access to accommodation, utilities and consumables and convenience allowance (per diem)
5. SGA employees who would be travelling via the procedure mentioned in section 4 of this document are entitled for a convenience allowance of USD 1500.00 per month
(Note: The convenience allowance is being given to cover the cost of food, beverages and local travel expenses. No separate reimbursement shall be made for such expenses. The employee shall exercise his / her reasonable discretion to commute locally as it would be financed through the convenience allowance.)

6. SGA will ensure that reasonable standards of accommodation, utilities and consumables and convenience allowance (per diem) are always maintained so as to provide maximum convenience to employee working in overseas / abroad / foreign countries
7. SGA has complete discretion of altering the access to accommodation, utilities and consumables and convenience allowance (per diem) as per business conditions
8. SGA also has complete discretion of setting up travel itinerary including flight routes, seating arrangement and terminal transits as per business conditions
9. In an event where an employee would prefer to opt for a different route / airline / class of service or alter any component of the itinerary set by SGA's travel desk, he / she shall pay the differential amount to SGA
10. In case of any travel plan being cancelled or altered due to unforeseen conditions, employee has to immediately notify such cancellation / changes to the travel desk (traveldesk@sganalytics.com) via email
(Note: If an Air Travel Ticket is in the possession of the employee, it must be immediately returned to the Travel desk in case of cancellation or any changes in the travel plan).
11. SGA will provide a preloaded Multi-Currency Forex Card to the employee working in overseas / abroad / foreign countries. Such card shall be issued to the employee subject to approval from concerned BUH
12. Any expense towards Client engagement / entertainment has to be preapproved by the concerned BUH
13. SGA shall provide accommodation at corporate apartment for any assignment at New York City. This apartment shall have the provision of sofa, mattress, cooking range, utensils, television, dishwasher, washing machine, refrigerator and microwave. This apartment can accommodate 2-3 employees at any given point of time. As a best practice, employee should ensure that the room is in the same condition as they receive before vacating the apartment
14. SGA shall provide hotel accommodation or accommodation through AirBnB for any visits other than New York City
15. An employee will continue to get his / her full Indian Salary. This will be credited to his / her bank account in India

4. Procedure

1. The employees willing to travel for onsite assignment should start the process sufficiently in advance and preferably 15 working days in advance of the date of travel
2. An employee should discuss the travel dates, destinations and reason for travel with his / her Reporting Manager and BUH / DH for travel and stay
3. An employee should share an email to his / her Reporting Manager and BUH / DH. Approval from BUH / DH is required
4. Approved email should be forwarded to traveldesk@sganalytics.com along with the details of the travel, for arrangement of tickets & stay. No booking would be initiated unless it is approved

5. Travel desk will confirm the approval with COO
6. No direct booking by the employees would be allowed. All the bookings will be handled by the Travel desk (traveldesk@sganalytics.com)
7. An employee shall submit the Travel Advance Requisition form (Refer Finance Policies) duly approved by the BUH / DH to the Finance Department well in advance, at least 3-4 working days prior to the travel date
8. Original receipts of the incidental expenses should be submitted to the Finance department within 15 days upon arrival
9. Refer to Finance Policies for reimbursement of expenses

5. Visa Validity / Extension

The employee must return to India before his / her visa and period of stay expires. He /she must ensure that the employee's passport is stamped with a proper validity date upon arrival in the destination. Any variation in this must be brought to the notice of BUH and Travel desk, since an extension will need to be applied before the date of expiration.

6. Use of Customer Facilities

It is possible that the client with whom the employee is allocated would have provisions for Internet / telephones / Fax etc. facilities. One has to be extremely judicious and careful in utilizing these facilities and under no circumstances should they be misused. The employee should be aware that clients routinely check on the usage of these facilities. Any misuse of the facilities would mean instant recall to India, and the employee would face severe disciplinary action.

7. Exception

Any exception to the policy shall be provided by COO / CEO.

8. Reference

1. Travel Policy