

Travel Policy

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v1.0	23-06-2016	Dy.MR Smitha Saju	-	Initial Document
v2.0	06-10-2016	Dy.MR Smitha Saju	Approving authority changed and added applicability for this policy. Section 6 and 7 added.	Reviewed and approved
v3.0	24-10-2016	Head HR and Admin Sandeep Datta	Added onsite for domestic travel and changes in Annexure I	Reviewed and approved

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1. Introduction

1.1 Objective

The purpose of this policy is to provide travel guidelines to employees who are required to travel for official purposes within India and overseas.

1.2 Scope

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

1.3 Glossary of Terms

Terms	Description
Admin	Administration
AVP	Associate Vice President
BUH	Business Unit Head
CEO	Chief Executive Officer
COO	Chief Operating Officer
DH	Department Head
Dy. MR	Deputy Management Representative
GBP	Great Britain Pound
HR	Human Resource
INR	Indian Rupee
SGA	SG Analytics Pvt. Ltd.
UK	United Kingdom
US	United States
USD	United States Dollar

2. Responsibility

HR department shall be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Policy

This policy is applicable to SGA employees who would be required to conduct business activities within the country or abroad. In case the SGA's employees are required to work overseas / abroad / foreign countries for more than 30 calendar days excluding the travel days; they need to refer to Onsite Travel Policy.

3.1 Domestic Travel (including Onsite)

1. No per diem allowed for domestic travel. All incidental expenses to be reimbursed at actual
2. Any stay for more than 30 days, SGA will provide a per diem of INR 600-900 depending on the city. The per diem is provided on food, beverages and travel expenses. No separate reimbursement will be made for such expenses
3. Any business trips other than Mumbai and Hyderabad, requests will be approved on a case to case basis at the discretion of the BUH / DH and COO
4. AVP and above will be eligible for air travel

5. Refer to Annexure - I for travel option and overnight stay

3.2 International Travel

1. Ticketing shall be done by travel desk
2. Bookings shall be done in a manner that the arrival day for US visits will be usually a day prior before the appointment, however for Europe visits, it may be the same day
3. SGA strives to avail the most convenient route to our employees. However, there cannot be any commitment on direct flights. It can be a multiple-stop journey without long breaks
4. Request for any specific airlines will not be considered
5. Travel desk shall book flights with the cheapest fare without causing any inconvenience to the employee
6. In the event, an employee prefers a different route or a different airline, he / she shall pay the differential amount. Only economy class travel shall be permitted
7. 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).
8. Airport transfer and accommodation (three or four-star) shall be provided by SGA. Accommodation will be done through AirBnB
9. Local transport is to be claimed at actual; employees are advised to use the public transport only
10. The weekends between work or business travel shall be paid by SGA, which includes accommodation and per diem. However, any extension of the stay for non-official reasons will be borne by the employee without per diem
11. Please note that in no way tourism is to be mixed with business travel
12. Employees are expected to be back to office on Monday morning, if their business trips end on preceding Friday. Further, if employees resumes office on Monday, they are advised not to schedule any meetings in the mornings
13. Any expense towards Client engagement / entertainment has to be preapproved by the concerned BUH

4. International travel allowance / expenses

1. A per diem of USD55 or GBP55 shall be provided to an employee as an allowance for a business trip to US or the UK respectively. Allowance for any other countries shall be a per diem of USD55
2. A per diem shall be provided from the day the employee reaches the overseas till the day the employee departs for India
3. The per diem is provided on food and beverages expenses. No separate reimbursement will be made for such expenses

4. Local conveyance or travel at outstation locations will be reimbursed at actual
5. Telephone expenses will be paid at actual with proper supporting bills
6. An employee is expected to keep the cost to bare minimum
7. Stay will be decided as per the below mentioned grid

Stay	Designation
Single Occupancy	AVP level and above
Twin/Double Occupancy	Below AVP level

8. The employee can check the predetermined rate for the stay with the Travel desk
9. Refer to the finance policy for any advances for business trips and reimbursement of expenses

5. Procedure

1. The employees willing to travel should start the process sufficiently in advance and preferably 7 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. Internally, BUH / DH will communicate it to COO
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 & hotel stay. No booking would be initiated without the approval email
5. Travel desk confirms the approval with COO
6. No direct booking by the employees would be allowed. All the bookings will be handled by 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. Refer to Finance Policies for reimbursement of expenses

6. 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.

7. 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.

8. Exception

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

9. Annexure - I

Particulars	Mumbai	Any other cities
Travel option	Only by road	Air/rail/road on a case to case basis at the discretion of the signing authority
Overnight stay	Three / four-star hotel / family accommodation / guest house on a case to case basis at the discretion of the signing authority	

10. Reference

1. Onsite Travel Policy