

## TRAVEL POLICY 2016

**Objective:** The objective of the travel policy is to put down rules for official travel within and outside the location of posting of the individual.

The policy is applicable to all full time employees of SEPL and to subcontractor, part time, consultant, apprentice or trainee or any other type of method of engagement used by SEPL to utilize the services of such individuals.

### Travel Request Form: TRF (Refer- Appendix A for the format of the form)

All official travel whether local or outstation needs to be approved by respective HOD and/or MD before the same is undertaken.

Such travel requests have to be in the prescribed format & submitted to the HR/Admin department. In case of local travel the On Duty register at the security gate has to be duly completed. Expenses claims without any supporting approved TRF or On –duty approvals will not be processed.

### Local Travel:

Local travel is defined as any travel required to be undertaken within the city of posting or within a distance that can be travelled by road without requiring overnight stay. For example – Mumbai – Pune, Bangalore- Mysore etc.

Travel upto 100 kms one way is typically considered as local travel

The local travel eligibility is defined below as per grade/designation.

**Local Travel – Mode of Travel Eligibility:**

Grade/Designation	Eligible Mode of Travel	Eligibility
Workers / Trainee Engineer / Trainee Executive / Executive/Sr. Executive/Supervisor/ Engineer/Sr. Engineer/ Supervisor	Public Transport	At Actual
Asst Manager/Manager/ Deputy Manager / HOD/Senior Mgmt	Public Transport	At Actual
	Self Vehicle	2 Wheeler: INR 3 per KM 4 Wheeler: INR 5 per KM – Diesel 4 Wheeler: INR 7.75 per KM – Petrol

**Daily Allowance during Local travel:**

For travel outside the base location of posting, daily allowance as per eligibility mentioned below will be applicable only for travel exceeding 8 hours in a day

Grade/Designation	Eligible Daily Allowance Option	Limits
Workers / Trainee Engineer/ Trainee Executive	Without Bill	INR 250 Per Day
	With Bill	INR 350 per day
Engineer/Executive /Sr. Executive / Sr.Engineer/ Asst Manager/Deputy Manager	Without Bill	INR 375 per day
	With Bill	INR 475 per day
Manager / HOD/ Senior Management	Without Bill	INR 415 Per day
	With Bill	INR 515 per day

Note: The above per day charges must be availed at actual or more than equal to maximum amount mentioned.

**Outstation Travel:**

Any travel undertaken outside the location of posting and may require overnight stay is considered as outstation travel. However in situations where the person can travel by air and return the same day such travel will still be considered as outstation travel.

**Mode of Transport eligibility**

Grade/Designation	Eligible Mode of Transport	Limits
Workers	Bus	Non AC bus-State or private
	Train	Sleeper or anything below
Trainee engineer/Trainee Executive / Engineer/Executive /Sr. Executive / Sr.Engineer	Bus	Non AC / AC bus – State or Private
	Train	Sleeper Class or 3 <sup>rd</sup> AC travel
Assistant Manager/Deputy Manager	Bus	Non AC / AC bus – State or Private
	Train	Sleeper Class or 3 <sup>rd</sup> AC travel
Manager	Train	3 <sup>rd</sup> AC or 2 <sup>nd</sup> AC
	Flight	Economy Class
HOD/ Senior Management	Train	2 <sup>nd</sup> AC or 1 <sup>st</sup> Class
	Flight	Economy Class



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**Flight Requisition Form:** For the purpose of air ticket booking all need to produce this form.

**ANNEXURE C**  
**FLIGHT REQUISITION FORM**

**Employee Code:**

**Travel account no:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Traveler:** \_\_\_\_\_ **Purpose of travel:** \_\_\_\_\_

**Dates of travel:** \_\_\_\_\_ **Airport:** \_\_\_\_\_

**Airline / Flight#:** \_\_\_\_\_ **Flight Charges:** \_\_\_\_\_

**Boarding City:** \_\_\_\_\_ **Destination City:** \_\_\_\_\_

**APPROVED BY:**

**MD / CEO**

**Lodging allowance Eligibility:**

Grade/Designation	Location Category A	Location Category B	Location Category C
	Lodging Allowance Limit per day (INR)		
Workers/Trainee Engineer/Trainee Executive	INR 1000	INR 800	INR 800
Engineer/Executive /Sr. Executive / Sr.Engineer/ Asst Manager/Deputy Manager	INR 1250	INR 1000	INR 1000
Managers	INR 1500	INR 1250	INR 1000
HOD/ Senior Management	INR 2000	INR 1500	INR 1250

**Note:**

1. Any outstation travel exceeding 15 days – continuous – will be evaluated & suitable accommodation option like company guest house or other more cost effective options will be offered to the employee irrespective of his/her grade/designation.
2. Any tour that extends beyond 60 days on a continuous basis will be reviewed by HR / HOD and can be evaluated for transfer of the person to the said location & thus suspending of all travel benefits.

### Local Expense Eligibility

While on official travel / tour you would be given a fixed daily allowance to take care of following:

- Local travel from place of stay to place of work / customer site etc
- Daily food allowance
- Any other out of pocket expenses you may incur on yourself

The below mentioned amounts will be considered only for days of the tour amounting to more than 18 hours.

Grade/Designation	Eligible Daily Allowance Option	Limits
Workers / Trainee Engineer/ Trainee Executive	Without Bill	INR 250 Per Day
	With Bill	INR 350 per day
Engineer/Executive /Sr. Executive / Sr.Engineer/ Assistant Manager/Deputy Manager	Without Bill	INR 375 per day
	With Bill	INR 475 per day
Manager / HOD/ Senior Management	Without Bill	INR 415 Per day
	With Bill	INR 515 per day

### Other Incidental expenses

Any other incidental expenses such as Photocopy, Toll, Parking, Equipment rental etc are to be claimed at actual

### Travel Advance

An employee can take appropriate advance as per the above mentioned guidelines and is required to settle the advance amount against an actual expense of the travel claims within 3 days of returning from the travel. For this purpose Travel Expense Statement (**Annexure B**) is to be submitted along with original bills.

Any travel advance that remains open at the time of processing salary will be deducted from the salary of the employee.

**City wise Gradation:**

A	B	C
Bangalore	Jaipur	Dehradun
Chennai	Kanpur	Sangli
Delhi	Lucknow	Zahirabad
Hyderabad	Nagpur	Hubli
Kolkata	Pune	Ranchi
Mumbai	Surat	Jamnagar
Chandigarh	Visakhapatnam	Jammu
Ahmedabad	Faridabad	Belgaum
	Vijayawada	Rajkot
	Bhopal	Rourkela
	Kochi	Dharwad
	Allahabad	Bhavnagar
	Amritsar	Raipur
	Indore	Mysore
	Madurai	Mangalore
	Jabalpur	Guntur
	Varanasi	Bhubaneswar
	Ludhiana	Amravati
	Agra	Aurangabad
	Nasik	Srinagar
	Jamshedpur	Solapur
	Baroda	Thiruvananthpuram
	Uttarakhand	Ranchi
		Guwahati
		Haridawar
		Gwalior
		Coimbatore
		Vaapi
		Jodhpur
		Pondicherry
		Jalandhar



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## Appendix A

### SPARKLINE EQUIPMENT PVT LTD.

#### Travel Requisition Form

Employee Code: \_\_\_\_\_

Travel Account Number: \_\_\_\_\_

Date: \_\_\_\_\_

Traveler Name: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Project Code: \_\_\_\_\_

Travelling Details: \_\_\_\_\_

Date of travel: \_\_\_\_\_

Place of Visit: From: \_\_\_\_\_ To: \_\_\_\_\_

Mode of Travel: \_\_\_\_\_

Travel Advance: \_\_\_\_\_

Site Name: \_\_\_\_\_

Approved By:

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## Appendix B

### Travel Expense Statement:



Approved By:



Managing Director

Date