

## International Travel Policy



Integra Micro Software Services (P) Ltd.

### INTERNATIONAL TRAVEL POLICY

Version & Date	Changes	Prepared by	Reviewed by	Approved by	Effective Date
Ver 1.00 dt 1 Apr 2014		D. Nagaraja	Rajkesarimall	Rajkesarimall	1 Apr 2014

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



INTERNATIONAL TRAVEL POLICY .....	1
1. Objective .....	3
2. Scope.....	3
3. Process .....	3
4. Guidelines .....	4
5. Annexure 1 .....	8

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

### INTERNATIONAL TRAVEL POLICY

#### 1. Objective

- To ensure reasonably comfortable travel and stay for employees who travel on business purposes.
- Provide all reasonable and necessary business related expenses, ensuring that the employees don't lose or gain financially; while maintaining company's business interest.

#### 2. Scope

All employees traveling for business purpose are covered as per this policy. This is applicable for travel to places outside the national territory of the country of reporting.

#### 3. Process

When an employee requires International travel for business purpose:

- 3.1 The employee must make a request through e-mail to Business Unit Head/Department Head and seek for an approval.
- 3.2 The approved e-mail must be sent to Travel Desk for arranging travel, visa, accommodation and travel advance (if requested) at least 7 working days in advance. Employees are requested to submit travel details much before travel date, so that Travel Desk can arrange to provide better deals.
- 3.3 Employee must ensure to collect travel tickets, applicable Visa documents and travel insurance documents from travel desk prior to the travel date.
- 3.4 Post return from travel, the employee must fill the Travel Settlement Form along with all relevant information, attach the actual bills, proof of travel (Ticket & Boarding Pass), calling card, money card, credit card statement and foreign exchange (as applicable), and seek approval from Business Unit Head/Department Head, the Unit Head/Department Head will be authorized to do a self approval for their travel expenses which are within the defined guidelines.
- 3.5 The approved Travel Settlement Form along with the Travel Checklist must be submitted to Finance, within 14 calendar days of return from travel, failing which all the travel related expenses including tickets, accommodation and travel advance drawn would be adjusted with the employee's next month salary. No separate communication or reminder would be sent for the same.
- 3.6 In case of entertaining official guest(s) over business meal, employee must enclose a separate sheet of expense statement, include details of official guest(s) (like guest's name, position and Company name), business purpose and names of accompanying employees, attach the actual bills and seek approval from the Business Unit Head/Department Head. The approved Travel Settlement form must be submitted to Finance.
- 3.7 Finance will verify the bills submitted and shall settle the claim amount within 14 calendar days if there is no clarification in the submitted bills.

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



### 4. Guidelines

- 4.1 **Notice to Travel Desk:** All travel should be planned in advance and sufficient notice must be given to travel desk for arranging better deals. All travel and accommodation related bookings must be done through travel desk only. If the Travel Request is submitted to Travel Desk with a notice shorter than 7 working days, the same should be supported with reasons and approval from the Business Unit Head//Department Head.
- 4.2 **Validity of Passport/Visa/Travel Insurance:** The employee undertaking international travel must have a valid Passport, Visa and Travel Insurance for the duration of Travel. Maintenance of valid Passport/Visa/Travel insurance is employee's responsibility. Employee must ensure passport validity at all times, proactively ensuring that the same does not expire during a travel period. Passport application/changes or validity extension charges shall be borne by the employee. However, employee may seek support from Travel Desk for processing of the same. Visa and Travel Insurance has to be requested to Travel Desk only. Employee on international travel for business must make sure that travel desk arranges for their coverage under valid travel insurance to cover sickness, baggage loss, transit delays etc.
- 4.3 **Approving Authority:** Travel Request (including any travel advance request) and Travel Settlement (including any business entertainment expenses) shall be approved by Business Unit Head/Department Head.
- 4.4 **Entitlements:** Travel entitlements would be as per the annexure. The entitlements are inclusive of all kinds of taxes, service charges and commission charges. The employee must use economy mode of air travel and accommodation only up to the entitlement level; as all reimbursements will be up to the defined rates. Exceptions to this (in cases where an employee submits bills more than the entitlement) will be processed only with a separate formal approval in the same settlement form from the Business Unit Head/Department Head.
- 4.5 **Travel Mode and Class:** The best possible and the most economic travel mode shall be used. During travel, employee travelling intercity is encouraged to avail public transport to the extent possible. The travel by public transport can be claimed at actual. However, employee is entitled to a cab from airport to hotel or vice-versa only at the time of arrival or departure from/to an international location/city.
- 4.6 **Accommodation:** All travel related accommodation should be requested through travel desk only. Employee may choose furnished apartment, special long duration hotels or standard business hotels in that particular order, subject to the applicable limits and availability. The best possible and the most economic accommodation shall be decided by the employee. All expenses incurred on accommodation inclusive of all types of taxes and service charges will be reimbursed on actual, subject to maximum entitlement as per the annexure. In case an employee makes own arrangements for stay at a friend's/relative's place, it is advised to ensure that such an arrangement doesn't violate conflict of interest and does not affect the employee's capacity to dispense the role/purpose of travel. If two or more employees are sharing an accommodation, if such a need is felt, such employees may club their individual

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



- entitlements together for an accommodation at higher rate, subject to the same not exceeding the sum total of the maximum individual entitlements available to them.
- 4.7 **Per Diem:** Employees travelling are entitled for Per Diem for each calendar day (including intervening weekends and holidays) to cover for personal phone calls, food, laundry and other incidentals. Laundry expenses shall be reimbursed only if the duration of stay is of 4 or more days. Per Diem as per the annexure can be claimed for all calendar days at particular location for duration of travel as per the annexure of entitlement. The employee is not required to submit any expense proof for claim. However, the employee is advised to retain copies of the expenses proofs/bills, which may be required by the Income Tax authorities for providing tax exemption on availed Per Diem to the individual. Expenses incurred on alcohol and cigarettes will not be reimbursed. It should be noted that in case of travels greater than 30 days, the per diem rate applicable shall be based on a monthly rate which shall depend on the city of travel and shall be agreed on before the stated travel.
- 4.8 **Travel Duration:** Travel duration will be defined as the calendar day(s) the employee spends at the travel destination. These day(s) will not include the days on which employee was travelling to/from the destination, if the number of hours on that day spent in travel are less than 12 hours. All travel entitlements as per the International Travel Entitlement Ceiling Chart (annexure) will apply to the travel duration days.
- 4.9 **Extension of Travel:** Any extension of travel will require all forms/requests to be submitted again after following the same approval process. However, for calculation, the total travel days will include all pre and post extension days.
- 4.10 **Cancellation charges:** In case of change/cancellation of all travel arrangements including travel tickets, accommodation and local transport must be done with the travel desk. All such changes need prior approval from the Business Unit Head. If the travel counselor is unavailable, within 12 hours prior to departure, the cancellation can be made directly with the airline, railway, hotel or local transport agency and travel counselor must be notified post cancellation. No show charges for all change/cancellations shall be reimbursed only if justification is approved by the reporting manager and the respective Unit Head.
- 4.11 **Journey Break:** If there is any journey-break between travel due to personal reasons, the employee will be required to seek approval from Business Unit Head and additional load of cost (if any) shall be reduced from the reimbursement claim/deducted from employee's salary. Employee and Unit Head are advised not to club/associate business travel with personal travel to ensure that it doesn't violate conflict of interest or the purpose of travel.
- 4.12 **Travel Advance:** Employees are entitled to take travel advance up to a maximum of the accommodation and per diem entitlement with respect to the duration of travel or USD 2000 along with a travel money card, whichever is lower. In locations where usage of travel money card is not viable, the employee may take travel advance up to a maximum of the accommodation and per diem entitlement for up to 30 days of travel. Before applying for a fresh Travel Advance, employee must settle the previous travel advance. Also, the travel money card will have to be deactivated at

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



the end of the travel duration, if provided earlier and the employee will have to take fresh travel card for the next travel. The same card cannot be re-used for subsequent travels. In case an exception to this is required, the employee will have to obtain approvals from the Unit Head.

- 4.13 **Foreign Exchange Commission:** If travel plan is preannounced, the employees are advised to carry local currency in order to avoid expenses incurred on foreign exchange commission. Else the company would reimburse the transaction commission whenever foreign currency is exchanged for local currency at actual, on submission of original bills / receipts. This would also include the conversion charges incurred on conversion of Per Diem. However, the employee must deposit back the money returnable to the company in the same foreign currency, which was issued. Employee is responsible for exchange of the foreign currency, in excess of that, returnable to the company. The company will not settle the mutual cash transactions, amongst the travelling employees.
- 4.14 **Intra City Travel:** All expenses incurred on official travel within the city can be claimed on actual against bills produced. Employees are encouraged to avail public transport as far as possible, in order to make the travel safe and reasonable.
- 4.15 **Official Telecommunication (Phones/Internet):** For longer duration of travel, It is advisable that the employee buys a local connection and informs the Business Unit Head/Department Head the contact details. Employee will be eligible to claim on actuals against bills produced, the expense incurred towards official telecommunication during stay at the destination location.
- 4.16 **Leave during Travel:** Since business travel is planned keeping in mind business commitments and requirements, employees are not entitled to avail leaves while travelling on business. However, keeping in view the involved fatigue and need for rest, employees are entitled to avail one day leave post completion of 30 days of travel, provided the same is applied and approved in advance by the reporting manager and will be subject to the employee's available leave balance. Accommodation entitlement during such leave remains the same. However no Per Diem will be admissible. In any exceptional cases, if the duration of leave is greater than 2 days, the accommodation entitlement will be reduced to half. For Sick leave, certified by a doctor, accommodation, Per Diem etc will remain unaffected (same as normal business travel). Company reserves the right to ask for the doctor's certificate for any verification required. Personal leave prior to, or at the end (suffixed or prefixed) of business travel will be treated as leave, as if the employee was not on business travel. No business travel benefits will be permitted under this situation. However such leave should be approved in advance by the Unit Head.
- 4.17 **Travel Kit Grant:** The employee is entitled to claim a reimbursement on actual, subject to maximum of INR 3000 or equivalent in local currency, while travelling to countries with harsh climate (zero or sub zero temperature anytime during the days of travel) during local winter months. This money may be used for the purchase of woolen garments (sweaters, coats, jackets, pullovers and thermal wear) or winter accessories (hand gloves, winter caps and winter shoes). The same will be provided only once in three years.

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



- 4.18 **Emergency during Travel:** In case a business travel is interrupted due to employees self health or family emergency, the employee must report the same to the Unit Head as soon as possible. In the case of medical emergency or unplanned medical needs of employee, while travelling on business, reasonable and necessary doctor consultation, prescriptions and any other medical services not covered by the employee's insurance program will be reimbursed on actual, supported by bills/receipts, as approved by Unit Head. Bills only prescribed by a registered medical supervisor will be considered.
- 4.19 **Theft of Valuables during Travel:** While traveling on business, there is an exposure to accidental/criminal loss and damage to Company and personal property in the employee's possession. Accordingly, employees are expected to maintain adequate safeguards. Any such incident must be reported to the Unit Head and travel desk. In the event of a crime, a written report should be made to local law enforcement authorities and a copy of the report should be submitted to the Unit Head. Reasonable expenses incurred obtaining emergency items needed due to luggage lost while on Company business may be refunded. The Travel Desk will pursue the airline (if applicable) for a refund of the expense.
- 4.20 **Accident:** Unfortunately, if an employee meets an accident while driving a rented car for travel on business, the incident must be reported to the Unit Head and travel desk, so that any insurance claims, etc., can be properly initiated. Any damages, over and above, what are settled by the insurance company, will be employee's responsibility. No additional coverage will be admissible. All expenses related to violation of local traffic rules are also employee's responsibility.
- 4.21 **Conduct:** Whilst on tour, employees are expected to maintain the highest code of conduct to upkeep the image of the Company. It is the responsibility of each employee to be cost conscious and exercise discretion and prudence while incurring expenses under these rules. However, employee must ensure that the choice of accommodation/ transport/ routes and travel timings are of a reasonable acceptable level and at the same time minimize travel time and the fatigue involved. These should commensurate with the Company image as well. At any point during travel, if it is felt that any choice of accommodation/ mode of travel or any other action by the employee may harm the company's image, the Unit Head may intervene and make the required changes as per the applicable entitlements. As part of the code of conduct, employees are expected to refrain from accepting gifts/cash from Customer/ Client/ Partner. If the employee is unable to decline the gifts/cash it is the responsibility of the employee to inform the Unit Head immediately and deposit the amount with the Company.
- 4.22 **Notification of contact details:** On reaching the destination the employee is required to inform the Unit Head, the respective team members, client office, travel desk and admin team and pass on the contact numbers.
- 4.23 **Special packages based on Business Needs:** In business critical, exceptional scenarios or long term assignments, based on business requirements, the company may offer an altogether different package of travel to an employee for a particular

Version 1.0

---

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.

---

## International Travel Policy



travel duration or assignment. The same will be designed and offered to the employee in advance.

- 4.24 **Periodic evaluation of City Classification:** The city classification will be periodically evaluated by the HR team and the task force formed for this purpose. The evaluation will include reclassification wherever required as well as additions to the city list as per business requirement.

## 5. Annexure 1

### International Travel Entitlement (In USD) Ceiling Chart

#### Per Diem (without Bills)

Category	City A (USD)	City B (USD)	City C (USD)
Senior Management (Level 75 and above)	45	40	35
Managers (Level 60 to 70)	35	35	30
Engineers/Senior Engineers/Group Leaders and others (Level 35 to 55)	35	30	25

#### Hotel (with Bills)

Category	City A (USD)	City B (USD)	City C (USD)
Senior Management (Level 75 and above)	125	100	75
Managers (Level 60 to 70)	125	100	75
Engineers/Senior Engineers/Group Leaders and others (Level 35 to 55)	100	75	60



City classification.xls

Version 1.0

This document is confidential and privileged. It is intended solely for the employees of the organization. Access to this document by any outsider is unauthorized. Any change or improvisation to this document is on the sole discretion of HR.