

## **TA/DA Policy-Sales Staff**

**wef: 01.10.2019**

### **Instructions**

**\*\* A Class Towns-Mumbai, Bangalore, Chennai, Kolkata, Delhi, Ahmedabad, Hyderabad, B Class Towns- Major cities like Coimbatore, Madurai, Salem,Hosur,Trivandrum,Kollam, Trissur and other District Headquarters, C Class Towns-All other local places**

**\* All the Claims will be based on the Head Quarters and Ex Headquarters listed and Specified by the sales Team / HOD / Divisional Head.**

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**For all actual claims supporting is required.**

**For Ex-HQ travels in a part of day, full DA is payable for minimum 8 hours of travel, between 4 hours to 8 hours travel half DA is eligible, for travel below 4 hours no DA is payable.**

**ON EX-HQ travel (with overnight stay) if the employee is availing the food facility fully from the company mess he/she can claim only one third of their eligible DA, if they are availing the facility partially they can claim half of the eligible DA.**

**For SM1 & above level staff can use own vehicle (Four Wheeler) for official travel. Rs. 10/- per KM shall be allowed as Conveyance Expenses. As a special case Sr.Area Sales Manager / Sales Manager comes under M2 band shall also be permitted to use own four wheeler for official travel @ Rs.10 per KM.**

**Own vehicle used for conveyance, maximum distance permitted (up and down) for two wheeler is 60 Km per day.**

**Original Supporting bills / Ticket is required against Bus/ Train/Air travel if claimed by employees. Bus travel ticket is mandatory in all locations including Kerala**

**The amount against accommodation will be claimed only on production of original bills.**

**All bills/receipts should be legible and in a proper condition. No over writing on bills is allowed.**

**All hotel bills should contain working contact numbers of the hotel.**

**The amount on accommodation includes taxes on room rent.**

**Employees up to SM2 Category are advised to share the occupancy whenever travelling with one more employee.**

**Based on his or her criteria employee will incur expenses on Local Conveyance**

**Employees claiming conveyance cost on own vehicle (Bike or Car) , He/She shall own the vehicle and he/she shall submit a copy of the RC book.**

Bijoy M Francis  
Head - HR

P. Rajan  
VP Finance

TA/DA POLICY-SALES STAFF				
Bands & Capability Levels		HQ Travel		
		Mode of Travel*	HQ DA+ TA - (Own Two Wheeler To Be Used)	HQ DA + local conv (Without Own Two Wheeler)
Grade	Designation	Supportings Required		-
E1	Head - Marketing & Sales	AC/Non AC Car	Actuals	Actuals
SM3	National Sales Manager	AC/Non AC Car	Actuals	Actuals
SM3	National Marketing Manager	AC/Non AC Car	Actuals	Actuals
SM2	Category Manager/Brand manager/Regional Sales Manager	AC/Non AC Car	Actuals	Actuals
SM1	Regional Sales Manager	AC/Non AC Car	Actuals	Actuals
M2	Sr. Area Sales Manager/ Sales Manager	AC/Non AC Car	Actuals	Actuals
M1	Area Sales Manager	Train/Bus/Bike	Rs.190/-+Rs.3.10/- Per KM for maximum 80 KMS per day	Rs.190/-+ Actual Travel
P3	Territory Sales Manager	Train/Bus/Bike	Rs.155/-+Rs.3.10/- Per KM for maximum 80 KMS per day	Rs.260/-
S2	Senior Territory Sales Executive	Train/Bus/Bike	Rs.125/-+Rs.3.10/- Per KM for maximum 60 KMS per day	Rs.180/-
S1	Territory Sales Executive	Train/Bus/Bike	Rs.110/-+Rs.3.10/- Per KM for maximum 60 KMS per day	Rs.165/-

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EX-HEAD QUARTERS WITH OVERNIGHT STAY - SALES STAFF							
		Travel Mode	Travel Class	Ex-HQ with overnight Stay			
				Lodging Expenses/Day- (Towns A/B/C)	Food Expenses/Day	Lodging+Food Expenses if self managed	Local Conveyance
Grade	Designation	Supportings Required		Supportings Required	-	No Supportings Required	-
E1	Head - Marketing & Sales	Air / Train / Car	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car	Actual	Actuals	1500	Actuals
SM3	National Sales Manager	Air / Train / Car		5000/4000/3500	Actuals	1000	Actuals
SM3	National Marketing Manager	Air / Train / Car		5000/4000/3500	Actuals	1000	Actuals
SM2	Category Manager/Brand manager/Regional Sales Manager	Train / Bus/ Car	Train - AC 2 or 3 Tier / AC Bus/ AC Car	4000/3500/3000	Actuals	1000	Actuals
SM1	Regional Sales Manager	Train / Bus/ Car		3200/2800/2000	Actuals	500	Actuals
M2	Sr. Area Sales Manager/ Sales Manager	Train / Bus/Car	AC-3 Tier/AC-Bus/AC Car	2200/1700/1200	Actuals	300	Actuals
M1	Area Sales Manager	Train / Bus / Bike	AC - 3 Tier / AC - Bus	2000/1500/1200	Rs.325/-	Not Eligible	Actuals
P3	Territory Sales Manager	Train / Bus / Bike	AC - 3 Tier / AC - Bus	1500/1000/800	Rs.270/-	Not Eligible	Rs.175/-
S2	Senior Territory Sales Executive	Train / Bus / Bike	Sleeper Class /	1050/800/650	Rs.210/-	Not Eligible	Rs.150/-
S1	Territory Sales Executive	Train / Bus / Bike	Sleeper Class / Non AC Bus	950/750/600	Rs.195/-	Not Eligible	Rs.125/-

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EX-HEAD QUARTERS WITHOUT OVERNIGHT STAY - SALES STAFF							
		Travel Mode	Travel Class	Ex-HQ without overnight Stay using own Bike	Ex-HQ without overnight Stay using Public Transport		
				Food Expenes including Local Conveyance	Food Expenes including Local Conveyance		
Grade	Designation	Supportings Required		-			
E1	Head - Marketing & Sales	Air / Train / Car		Actuals			
SM3	National Sales Manager	Air / Train / Car					
SM3	National Marketing Manager	Air / Train / Car					
SM2	Category Manager/Brand manager/Regional Sales Manager	Train / Bus/ Car		Actuals			
SM1	Regional Sales Manager	Train / Bus/ Car					
M2	Sr. Area Sales Manager/ Sales Manager	Train / Bus/Car		Actuals			
M1	Area Sales Manager	Train / Bus/ Bike	AC - 3 Tier / AC - Bus	Rs.250+Actual Travel	Rs.250+Actual Travel		
P3	Territory Sales Manager	Train / Bus / Bike	AC - 3 Tier / AC - Bus	Rs.310/-+ Rs.3.10/- (Two Wheeler) Per KM for maximum 60 KMS per day	415		
S2	Senior Territory Sales Executive	Train / Bus / Bike	Sleeper Class / Non AC Bus	Rs.225/-+ Rs.3.10/- (Two Wheeler) Per KM for maximum 60 KMS per day	280		
S1	Territory Sales Executive	Train / Bus / Bike	Sleeper Class / Non AC Bus	Rs.220/-+ Rs.3.10/- Per KM for maximum 60 KMS per day	275		
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TA/DA Policy of van Sales Rep/Delivery Boy/Merchandisers				
	Daily allowance	Rate/KM	Locking Kilometre	Mobile expense
Van sales rep upto 80kms (Irrespective of Band)	140	3.1	80	275
Delivery boy (Van Delivery) (Irrespective of Band)	110			275
Merchandisers (Irrespective of Band)	140	3.1	80	275
<b>Note :- In case Employees are not using bike then they can claim actual bus fare ( with tickets) + Daily Allowance applicable them</b>				
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