

TRAVEL POLICY – SALES

Objective :- The objective of implementing a Sales Staff Travel Policy is to ensure efficient, cost-effective, and safe travel arrangements for our sales team while aligning with the company's goals and values.

Scope :- This Policy is applicable to all the Sales Staff on Regular roll of Elite Group of Companies

INSTRUCTIONS

For the sake of simplicity, Two types of travel is being considered here :-

- a. HQ travel which does not involve overnight stay
- b. Upcountry travel which involves overnight stay and minimum 80 KM one way distance from HQ.
 1. For all actual claims supporting is required.
 2. For Air travel it is advised to book at least a week before to avail economical prices.
 3. The 100% daily allowance is applicable for employees those who are working out of office more than 8 hours . 4 to 8 hours 50% of daily allowance applicable. If less than 4 hours DA will not applicable.
 4. If in an up country travel (with overnight stay) company is providing the food employee can claim only one third of their eligible DA, if company is providing food partially the employee can claim half of the eligible DA.
 5. For SM1 & above level staff can use own vehicle (Four Wheeler) for official travel. Rs. 12/- 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.12 per KM.
 6. For employees using Bikes (Two wheeler) for official travel , Rs.4/- per KM shall be allowed as conveyance expenses.
 7. For overnight journeys and short journeys, eligible employees need to avoid air travel as far as possible.
 8. For Employee attending any training /Seminar/Conference or any other such events where the Lodging and Boarding are provided as part of the package, the individual shall not be entitled to the expense.
 9. In all cases bills are expected to be submitted and if there is no bill, it is expected that the employee will make a statement of the expenses and get the same duly cleared by the respective sanctioning authority for the effective accounting process.
 10. Original supporting bills /Ticket in required against bus/train/air travel if claimed by employees. Bus travel ticket is mandatory in all locations including Kerala.
 11. GST bill is mandatory for all Hotel accommodation bills in the name of the Employees payroll company.
 12. Accommodation rates mentioned is without GST
 - 13.This Policy will be Effective From 01/07/2024.

HEAD QUARTER TRAVEL:- Travel which does not involve overnight stay				
Bands & Capability Levels		Travel Mode (HQ)		Daily Allowance
Grade	Designation	Local Travel Mode	Daily KM Limit	Head quarter
E1	GM Sales	OWN CAR/TAXI	Actual	ACTUAL
SM3	ZM	OWN CAR/TAXI	Actual	ACTUAL
SM2	Senior Regional Sales Manager	OWN CAR/TAXI	Actual	ACTUAL
SM1	Regional Sales Manager	OWN CAR/TAXI	Actual	ACTUAL
M2	Sr. Area Sales Manager/ Sales Manager/KAM	OWN CAR/TAXI	Actual	ACTUAL
M1	Area Sales Manager /Dy ASM/	Bike/BUS/TRAIN	Actual	350
P3	Territory Sales Manager/Dy TSM	Bike/BUS/TRAIN	Actual	325
S2	Senior Territory Sales Executive	Bike/BUS/TRAIN	60 KM / (If act as a District in charge KM limit will be 80 per day	240
S1	Territory Sales Executive/Jr.TSE	Bike/BUS/TRAIN	60 KM per day	230
F1/F2	SR/ISR	Bike/BUS/TRAIN	60 KM per day	175
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UPCOUNTRY TRAVEL:- Upcountry travel which involves overnight stay and minimum 80 KM one way distance from HQ						
Bands & Capability Levels		Travel Mode	Lodging Expenses/Day-Upper limit (Metro/Non Metro)	Dearness Allowance	Lodging +Food Expenses, If self Managed	Local Conveyance
Grade	Designation					
E1	GM Sales	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	Actual	ACTUAL	1500	Actual
SM3	ZM	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	5000/4500	ACTUAL	1000	Actual
SM2	Senior Regional Sales Manager	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	4500/4000	ACTUAL	1000	Actual
SM1	Regional Sales Manager	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	3500/3000	ACTUAL	500	Actual
M2	Sr. Area Sales Manager/ Sales Manager/KAM	AC-2/3 Tier/AC-Bus	2500/2000	ACTUAL	300	Actual
M1	Area Sales Manager /Dy ASM/	AC-3 Tier/AC-Bus	2250/2000	375	Not Eligible	Actual
P3	Territory Sales Manager/Dy TSM	AC-3 Tier/AC-Bus	1750/1500	350	Not Eligible	175
S2	Senior Territory Sales Executive	Train Sleeper Class/ BUS (AC/Non AC)	1350/1100	275	Not Eligible	150
S1	Territory Sales Executive/Jr.TSE	Train Sleeper Class/ BUS (AC/Non AC)	1250/1000	250	Not Eligible	125
F1/F2	SR/ISR	Train Sleeper Class/ BUS (AC/Non AC)	1000/900	200	Not Eligible	100
Metro cities: Bangalore, Chennai, Hyderabad, Cochin, Trivandrum, Delhi, Kolkata, Mumbai, Pune & Ahmedabad. Non-Metro cities: -All other cities						
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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)	160	4	80	275
Delivery Boy(Van Delivery) Irrespective of Band	130			275
Merchandisers(Irrespective of Band)	160	4	80	275
Bijoy M Francis Head - HR				
P.Rajan VP Finance				