

TRAVEL POLICY – NON SALES

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

Scope :- This Policy is applicable to all the Non Sales Employees 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 SM1 and above staff Air travel is allowed, it is advised to book at least a week before to avail economical prices. All the Air travel will be booked by the Admin team only.
 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.
 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	Head quarter
E3	CEO /CEO Sales	OWN CAR/TAXI	ACTUAL
E2	VP	OWN CAR/TAXI	ACTUAL
E1	HEAD	OWN CAR/TAXI	ACTUAL
SM3	DGM	OWN CAR/TAXI	ACTUAL
SM2	AGM	OWN CAR/TAXI	ACTUAL
SM1	Sr.Manager	OWN CAR/TAXI	ACTUAL
M2	Manager	Bike/BUS/TRAIN	ACTUAL
M1	Manager/Dy.Manager	Bike/BUS/TRAIN	ACTUAL
P3	Asst.Manager/Dy. Manager	Bike/BUS/TRAIN	175
P2	Sr.Executive	Bike/BUS/TRAIN	150
P1	Executive	Bike/BUS/TRAIN	125
S2/S1	Supervisor	Bike/BUS/TRAIN	125
F2	Assistant/Sr.Assistant	Bike/BUS/TRAIN	100
F1	Assistant	Bike/BUS/TRAIN	100
F	Helper/Peon/Trainee	Bike/BUS/TRAIN	100
Bijoy M Francis Head HR		P.Rajan VP Finance	

UPCOUNTRY TRAVEL:- Upcountry travel which involves overnight stay and minimum 80 KM one way distance from HQ.

Bands & Capability Levels		Travel Mode	UP COUNTRY	Dearness Allowance	Lodging + Food Expenses , If self Managed	Local Conveyance
			Lodging Expenses/Day -Upper limit (Metro/Non Metro)			
Grade	Designation					
E3	CEO/CEO Sales	Air - Economy Class/Train - AC 1, 2 / AC Car	Actual	Actual	1500	Actual
E2	VP	Air - Economy Class/Train - AC 1, 2 / AC Car	Actual	Actual	1500	Actual
E1	HEAD	Air - Economy Class/Train - AC 1, 2 / AC Car	Actual	ACTUAL	1500	Actual
SM3	DGM	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	5000/4500	ACTUAL	1000	Actual
SM2	AGM	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	4500/4000	ACTUAL	1000	Actual
SM1	Sr.Manager	Air - Economy Class/Train - AC 1, 2 or 3 Tier / AC Car/AC BUS	3500/3000	ACTUAL	500	Actual
M2	Manager	AC-2/3 Tier/AC-Bus	2500/2000	ACTUAL	300	Actual
M1	Manager/Dy.Manager	AC-2/3 Tier/AC-Bus	2250/2000	375	Not Eligible	Actual
P3	Asst.Manager/Dy. Manager	AC-3 Tier/AC-Bus	1750/1500	350	Not Eligible	300
P2	Sr.Executive	AC-3 Tier/AC-Bus	1350/1100	300	Not Eligible	225
P1	Executive	AC-3 Tier/AC-Bus	1250/1000	250	Not Eligible	200
S2/S1	Supervisor	Train Sleeper Class/ BUS (AC/Non AC)	1200/950	225	Not Eligible	175
F2	Assistant/Sr.AssistantAssistant	Train Sleeper Class/ BUS (AC/Non AC)	1000/900	200	Not Eligible	150
F1	Assistant	Train Sleeper Class/ BUS (AC/Non AC)	1000/900	200	Not Eligible	125
F	Helper/Peon/Trainee	Train Sleeper Class/ BUS (AC/Non AC)	900/800	200	Not Eligible	125

