



Travel Policy

HR Policy - Travel Policy

DOCUMENT DETAILS

Document Name	Travel Policy
Document Prepared by	Kiran Satpute
Document Approved by	Gaurav Singh
Document Version No	2
Document Release Date	6th February 2025
Last Review Date	4th February 2025
Next Review Date	2 nd February 2026

CHANGE RECORD

S. No	Revision Date	Description of Change	Version no	Reviewed by	Approved by
1.	1 st March, 2016	Created Policy	1.0	Kiran Satpute	Gaurav Singh
2.	27 th June 2018	Policy Modified	1.2	Sneha Goud	Prosenjit Das
3.	02 nd Jan 2019	Policy Modified	1.3	Sneha Goud	Prosenjit Das
4.	01 st Jul 2019	Policy Modified	1.4	Sneha Goud	Kiran Satpute & Prosenjit Das
5.	7 st Sept 2023	Policy Modified	1.5	Zara Morghade	Prosenjit Das
6.	11 th Jan 2024	Policy Modified	1.6	Juhi Dewre	Kiran Satpute
7.	4 th Feb 2025	Policy Modified	2	Kiran Satpute	Zara Morghade

Review: This document shall be reviewed once a year or during any significant change in the existing environment affecting policies and procedures, whichever is earlier.

Disclaimer: This document's information content is confidential and proprietary to PARKAR. By accessing this information, you acknowledge and agree that you are subject to keeping the information confidential. No part of this document may be reproduced without prior written consent from PARKAR.

Table of Contents

OBJECTIVE	4
PURPOSE	4
ELIGIBILITY.....	4
COMPANY TRAVEL POLICY & PROCEDURE	4
GUIDELINES FOR DOMESTIC AND INTERNATIONAL TRAVEL FOR EMPLOYEES IN INDIA.....	4
REIMBURSABLE & NON-REIMBURSABLE EXPENSES	6
DOMESTIC TRAVEL/ DEPUTATION	7
INTERNATIONAL TRAVEL (Short-Term Travel)	7
INTERNATIONAL TRAVEL (Long-Term – Work Visa).....	8
FREQUENTLY ASKED QUESTIONS.....	9
AMENDMENTS TO POLICY	10
VIOLATION OF POLICY.....	10
ENFORCEMENT	10
DOCUMENT OWNER AND APPROVAL	10

OBJECTIVE

The objective of the Company travel policy is to establish guidelines for employees' domestic or international travel for official work and ensure that employee travel is effectively managed.

PURPOSE

The purpose of travel policy is to establish guidelines for business-related travel, protect against misrepresentation, and ensure reimbursement for travel expenses.

ELIGIBILITY

This policy applies to all the full-time employees of the company, including trainees (GT/GTE/MT).

COMPANY TRAVEL POLICY & PROCEDURE

As per the procedure followed in the company travel policy, all business travel must be approved by the immediate reporting manager and Delivery Head as per the domestic travel policy. Any international travel made by an employee must also be informed to HR, and approval must be obtained from the immediate reporting manager, Delivery Head, and HR. All expenses for domestic and international travel are made according to the eligibility of expenses made under the travel expense policy.

GUIDELINES FOR DOMESTIC AND INTERNATIONAL TRAVEL FOR EMPLOYEES IN INDIA

- All travel arrangements will be made by the Admin Team only. The initiator as per the RACI matrix may send an e-mail to Admin@parkar.digital and remaining stakeholders to trigger the process.
- The Parkar Admin Team will make all travel arrangements according to the entitlements mentioned in the Policy. The company's policy is to use the lowest fare wherever possible.
- As per the travel policy, the Admin Team will arrange a hotel or company guest house once a travel request has been raised and approved, depending on the eligibility criteria. In case of urgent travel when the Admin Team has not made bookings, an employee can book a hotel according to the eligibility criteria and later claim reimbursement at actuals (bills need to be submitted).
- Airport pick-up and drop-off arrangements can be made, depending on availability. In case the associate makes his/her own arrangements, the cost can be reimbursed at actuals as per company travel policy.
- Any extension of stay due to personal reasons is not permitted & will not be counted as official travel, and no reimbursement for personal stay will be made.
- All claims must be raised using the HRMS tool.
- Per the Travel Policy, the approving authority must duly approve all travel requests. Once approved, the Admin Team will make necessary arrangements after coordinating with the employee.
- All travel expenses must be settled within 15 days of return from travel. In case of delay, approval needs to be obtained from the reporting manager. The travel settlement must be submitted in case of a self/company-paid ticket and hotel room rent.
- If travel advances or reimbursements are not cleared within 30 days, the advance will be adjusted against any further payments due to the associate or deducted through monthly salary.

HR Policy - Travel Policy

- If an employee does not use the sanctioned travel expense, the amount shall be returned to the accounts department with a confirmation mail.
- Original bills/receipts, etc., must support all reimbursement bills.
- If an employee is accompanying seniors from a level above their own on a domestic travel arrangement, bookings will be made according to the eligibility criterion only.
- Any arrangement over and above the eligibility criterion will be deducted from the employee's salary.
- Twin-sharing arrangements will be made if two or more employees travel to the same destination up to and including Level 3.
- Team entertainment expenses will not be counted as part of the travel expense claim.
- During the travel period, any personal expenses, such as personal visits or tourist activities, must be covered by the associate and cannot be claimed for reimbursement.
- If an associate takes a client(s) for dinner or lunch. In that case, the amount will be reimbursed at actuals; however, email approval from the immediate reporting manager must be obtained before any such event.
- Cancellation of travel shall be duly informed to the Admin Team at least 3 days before the traveling date and must have a valid reason.
- If an employee misses a flight without a valid reason, the amount will be recovered from the employee's salary.
- The concerned authority should be informed immediately if any company assets are lost while on tour. If no action is taken, the company reserves the right to recover the lost assets from the employee's salary.
- Food claims exclude Alcohol and tobacco.
- **Ground Transport:**
 - While on company business, the most cost-effective means of transportation must be used. The associate should investigate alternative transportation options (e.g., airport shuttle, taxi, etc.).
 - While traveling together, clubbing for transport arrangements is recommended to associates at all levels.
 - Associates must submit ground transportation bills and other travel bills.
 - Intercity travel between 10 pm to 4 am is not advisable.
- If an employee uses their vehicle to travel to an outstation city for business reasons, reimbursement can be made at Rs. 9/KM. This clause does not apply from the office to home or vice versa.
- An employee can use local transport or cabs for local travel in the outstation city, depending on eligibility and availability. The amount can be reimbursed at actuals upon submission of bills.
- Misuse of business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the Associate, can be grounds for disciplinary action, up to and including termination of employment.

REIMBURSABLE & NON-REIMBURSABLE EXPENSES

Reimbursable Expenses	<p>The following types of expenses, if incurred in compliance with this Company policy and while on Parkar business, may be submitted for reimbursement:</p> <ul style="list-style-type: none"> • Baggage handling (only for sectors where in airline does provide free baggage) • Client Engagement (Should be approved in advance by BU Head) • Uber or similar kind of transportation between hotel and office to be used, • Tips, not exceeding 15% of the total cost of a meal or 10% of a taxi fare for U.S. For U.A.E and Singapore, tips must not exceed 10% of the total cost of meal. • Charges for telephone calls, fax, and similar services required for business purposes up to \$ 60 per month for U.S. And for U.A.E and Singapore, up to USD \$ 40 per month.
Non-Reimbursable Expenses	<p>Purely personal expenses are not reimbursable by the company while traveling. The following is a partial listing of items that are considered non-reimbursable:</p> <ul style="list-style-type: none"> • Dues to airline clubs • Fines for traffic violations while on Company business • Damages or fines • Loss of personal property while on Company business • Loss of cash advance, Company paid airline tickets, or personal funds • Cost of personal credit cards • Purchase of clothing and other personal items such as haircuts, shoeshines, newspapers, magazines, tobacco, alcohol, etc. • Expenses incurred for personal use covering but not limited to mini bar, telephone bills, health club, purchase of in-room movies and entertainment, gift shops, sauna, etc • Medical expenses (other than emergency care) • Laptop Bags/Cases • Expenses for first class airfare or excess baggage charges for personal luggage • Airline preferred seat assignments/upgrades • Airline preferred boarding • Airline early boarding • Airline club membership fees • Frequent Traveler Program fees • Additional travel or car hire insurance costs • Any personal items lost, stolen or damaged while travelling on Company Business. • Any expenses towards room charges or other things for guests / friends / family members.

DOMESTIC TRAVEL/ DEPUTATION

Domestic travel refers to short-term travel to any city in India for business purpose. Such travel encompasses all travel that is undertaken for work or business purposes only. In scenarios of short-term deputation (up to and including 7days), associates would be eligible to receive per diem allowance as below. Where the deputation duration is more than 7days, associates may get their expenses reimbursed at actuals on submission of invoices.

Entitlements

Employee Level	Accommodation (arranged by PARKAR)		Per Diem (for deputation scenarios only)		Travel Arrangements
	Metros	Non-Metros	incl food	excl food	
GTE/GT/MT/Level 1,2	upto INR 4000	upto INR 3500	500	800	Economy airfare (at actuals)
Level 3,4,5,6	upto INR 5000	upto INR 4500	700	1000	Economy airfare (at actuals)
Level 7,8	upto INR 6000	upto INR 5500	1500	2000	Economy airfare (at actuals)
Level 9 and above	at actuals	at actuals	1500	2000	Economy airfare (at actuals)

For any exception, approval will need to be taken from Delivery Head.

RACI Matrix for Domestic travel Approval

Activities	Initiator	Reviewer	Approver	Informed
Travel related to Visa appointment	TPM/EM/DM	Admin	Delivery Head	Finance, HR
Travel related to Trainings & Technical Events	EM/DM	HR	Head HR	Admin, Finance
Travel related to client	EM/DM	Admin	Delivery Head	Finance Ops, HR

INTERNATIONAL TRAVEL (Short-Term Travel)

Refers to short-term travel to any other country for up to 60 days of business travel.

- Hotel/ Lodging:
 - The company will arrange to stay at business hotels or service apartments, wherever applicable.
 - The company-issued Forex card, or personal credit card, (to be used in case of issues with the Forex card) must be used for hotel accommodations and settling bills. Associates are required to submit the hotel bills along with other travel bills.
 - The associate will bear expenses toward calling charges from the hotel.
- Forex Card: Associates who travel on Business trips are eligible for a company-provided forex card, which the Admin Team will provide before the trip.

HR Policy - Travel Policy

The funding on the forex card will be done as below –

- Stay up to 30 days – USD \$ 500 cash + USD \$ 2,000 loaded on card.
 - Stay up to 45 days – USD \$ 500 cash + USD \$ 3,000 loaded on card.
 - Associates should submit a request to their supervisor and finance team when they need additional funds in the forex card. Such requests should be made at least 5 days in advance and will be applicable only after 30 days have passed.
- **Travel Insurance:** Parkar provides Travel insurance at no cost to associates. Associates are requested to understand the policy's terms and conditions. If their stay is extended, they should inform the HR department/Admin Team to have their travel insurance extended for that period. For additional details, contact the Admin team.

Associates involved in an accident while traveling on business must promptly report the incident to their immediate supervisor/Admin Team/HR Team .

Entitlements

International Travel (Short term deputation applicable for project travel only)							
Employee Level	Visa Arrangements		Accommodation (arranged by PARKAR at hotel or service apartment)	Per Diem (towards food, grocery, laundry)			Travel Arrangements
	Application cost	Travel for visa formalities		USA	UAE/ Saudi Arabia/ Qatar	Singapore	
All Levels	borne by Parkar	Transport and accommodation arranged by Parkar	Business Hotel/ Service Apt	Project Travel - \$55.00/day	Project Travel - \$35 /day	Project Travel - \$45.00/day	Economy airfare (at actuals)

*Relevant expenses incurred by employees in Business Development, Account Management, and sales will be reimbursed at actual cost.

Please note: The Company reserves the right to amend, repeal, modify, and revise any or all clauses of this policy based on market practices or business exigencies.

INTERNATIONAL TRAVEL (Long-Term – Work Visa)

Refers to long-term travel to any other country for business purposes for a period of 60 days or more.

- Hotel/ Lodging:
 1. The company will arrange a stay for the first 15 days at a business hotel or service apartment, whichever is applicable.
 2. The company-issued forex card or personal credit card, which can be used in case of issues with the forex card, must be used for hotel accommodation and to settle bills. Associates are required to submit the hotel bills along with other travel bills.
 3. The employee will be solely responsible for covering the total cost of any hotel calling charges incurred.

HR Policy - Travel Policy

Salary Advance : To support associates relocating for long-term assignments outside India, the company provides a salary advance to assist with initial expenses. The advance is structured as follows:

USD \$3000 i.e. USD \$500 in cash + USD \$2,500 loaded onto a prepaid forex card

The salary advance will be recovered as per company guidelines.

- **Service Agreement:** An associate identified for a long-term on-site position must sign a service agreement with the organization. The associate must work in the host country for a minimum of 12 months, commencing on the start date of service. The contract may be extended or altered upon mutual agreement of both parties.
- **Travel Insurance:** Parkar will provide travel insurance at no cost to associates for the first 30days. Associates are requested to understand the policy's terms and conditions.
- **Family Visa Sponsorship:** Employees assigned to work in a different country on a work visa (12 months and above) will be eligible for our Family Visa Sponsorship Program. Under this program, the company will bear the cost of transferring or moving family members (e.g., spouse and dependent children) to the country where the employee has been assigned. The company will also undertake arrangements and expenses.
 1. The cost incurred for visa application and appointment,
 2. Travel and Accommodation arrangements for visa/consulate appointments
 3. One-time ticket arrangement while relocating, along with travel insurance

FREQUENTLY ASKED QUESTIONS

Q : How does one distribute the group expenses while traveling in groups?

A : Associates should pay their expenses and report them for reimbursement whenever possible. However, suppose fees are incurred as a group, and it is administratively impossible to allocate a share of costs to each associate under the circumstances. Any associate is expected to pay and claim the expenditure in that case.

Q : How do I claim expenses incurred on travel?

A : All travel-related expenses must be claimed by raising a request in the HRMS and attaching all supporting documents and original bills.

Q : How many days do I need to submit bills and settle travel expenses?

A : All travel-related bills must be submitted within 15 days from the date of return from travel.

Q : I have relatives in the city/country I am being deputed to. Can I extend my stay to visit them?

A : Travel may be extended for business reasons only, and the Business Head must approve this.

Q : Who will assist me with my visa processing documentation?

A : The Admin Team will assist with travel documentation.

Q : What if the accommodation cost exceeds the maximum entitlement?

A : Any exceptions would need approval from the Delivery Head before booking.

AMENDMENTS TO POLICY

The HR Team reserves the right to amend, modify, and interpret appropriately any or all clauses mentioned above depending upon market practices or necessities of business.

VIOLATION OF POLICY

All employees are obligated to report violations of this policy to hrops@parkar.digital immediately. The ISMS Forum must approve any exceptions to this policy in advance.

ENFORCEMENT

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

DOCUMENT OWNER AND APPROVAL

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff on a secured centralised location with appropriate access control.