



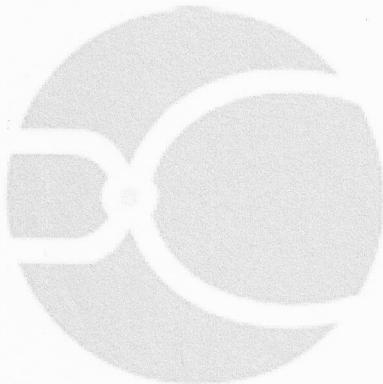
## Domestic Travel & Out of Pocket Expense Policy

Policy No.  
HR/2025/03

Revision No.  
00

Valid From:  
01-04-2025

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The original signed document, History and Revision are updated by one who prepares the document.

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## 0.0 Process & Policy Owner

Administration

## 1.0 Purpose of the Policy

This policy provides clear guidelines on managing expenses for official travel within the country. It helps employees, approvers, and administrators understand the rules for transport, accommodation, meals, and other travel-related costs.

## 2.0 Scope & Applicability

This policy is applicable to all employees, contractual staff and interns who are working for CloudExtel and are required to undertake business travel within India.

All travel costs, including hotel stay, travel tickets, and stakeholder related expenses, require prior approval from the respective reporting manager and designated authorities.

## 3.0 Eligibility - Mode of Travel

We are committed to ensuring safety and comfort during work trips. At the same time, managing travel costs wisely helps us use resources efficiently. Employees are encouraged to make safe and smart travel choices while enjoying a smooth and hassle-free journey. They can select from the following travel options based on distance and travel time:

Travel Mode Eligibility			
Band	Air Travel <i>Inter-city</i>	Rail/ Road Travel <i>Inter-city</i>	Conveyance <i>Intra-city</i>
Board Member	Economy	Train (AC I/ II) Rental Cab (AC)	App based Taxi
Band 1A	Economy	Train (AC I/ II) Rental Cab (AC)	App based Taxi
Band 1B	Economy	Train (AC I/ II) Rental Cab (AC)	App based Taxi
Band 2A	Economy	Train (AC I/ II) Rental Cab (AC)	App based Taxi
Band 2B	Economy	Train (AC II) Bus (AC)	App based Taxi
Band 3A	Economy <i>(*applicable if travel time is &gt;12 hours)</i>	Train (AC III) Bus (AC)	Shared Taxi/ Auto
Band 3B	Economy <i>(*applicable if travel time is &gt;12 hours)</i>	Train (AC III) Bus (AC)	Shared Taxi/ Auto



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Band 4A	NA	Train & Bus (Sleeper)	Auto/ Local or shared transport
Band 4B	NA	Train & Bus (Sleeper)	Auto/ Local or shared transport
Off Roll/ Intern	NA	Train & Bus (Sleeper)	Auto/ Local or shared transport

\* Applicable and eligible if travel time is >12 hours – this would need prior HOD & HR Head approval.

- Flight bookings: to manage costs effectively, please book flights at least two weeks in advance whenever applicable.
- Any expenses in auto services would require a receipt or photo of the meter at the completion of the journey. In areas where meter-based autos are unavailable, employees are encouraged to use app-based auto services.
- Employee safety is the top priority. Regardless of their Band, employees traveling during late hours to remote locations (after 8 pm) can opt for a cab/taxi as an exception. This would need prior manager approval.
- All expenses would require valid payment receipt for claim processing.
- **Submission Deadline:**
  - All expenses must be submitted for reimbursement within 45 days of the transaction date.
  - Delays of up to 90 days would require HOD and HR Head approval. If an HOD or HR Head submits a claim with this delay, CEO approval is required.
  - Claims submitted beyond 90 days will not be considered.

### Personal Vehicle:

Employee safety is our top priority; therefore, intercity travel using personal vehicles is not recommended. However, in exceptional cases, employees may use their personal vehicles with prior approval from the Manager & Head of Department (HOD). This is permitted only if the travel distance falls within the defined limits below.

Guidelines	4-Wheeler	2-Wheeler
Maximum one-way distance permitted (in KMs)	200	75
Reimbursement rate (INR per KM)	10	6

- Car use is permitted only for Band 3A and above
- Travel by own vehicle intercity is not recommended post 8 pm.

## 4.0 Boarding & Lodging – Hotel & Meal Expenses

We are committed to ensuring safety, hygiene and comfort during work trips. Managing costs efficiently is essential, but employee well-being remains a top priority. Employees are encouraged to make smart choices while enjoying a smooth and hassle-free experience.



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**An employee who opts to stay with a relative or friend during an official trip (and does not claim hotel & food expenses) can claim 25% of the approved boarding & lodging rates (without a bill) as listed in the table. Employees in Band 2A and above are eligible to claim INR 2,500 per night, regardless of the city type. This allowance can only be claimed for the number of working days at travel location & is subject to taxation. The local travel cost is over and above this and can be claimed as per eligibility criteria.**

Boarding & Lodging – Permissible Limits			
City Type	Band 2A & above	Band 2B to Band 4B	Off-roll/ Intern
Metro	Travel expenses based on actual expenses incurred	INR 6000	INR 4000
Capital		INR 5000	INR 2500
Others		INR 4000	INR 2500

*Metro cities* : Mumbai, Delhi, NCR, Bengaluru, Chennai, Hyderabad & Kolkata

*Capital cities* : Capital Cities of States

*Other cities* : Towns other than Capital cities of states

- The limits mentioned above are the maximum permissible rates for hotel stay, meals and local travel on submission of actual bills. These rates mentioned are exclusive of taxes.
- Employees, especially women, are encouraged to plan their travel to avoid late-night commutes. If late-night travel is unavoidable, appropriate support outside their base location will be ensured for their safety.
- Eligibility for local travel mode is mentioned in "Eligibility - Mode of Travel".
- **Submission Deadline:**
  - All expenses must be submitted for reimbursement within 45 days of the transaction date.
  - Delays of up to 90 days would require HOD and HR Head approval. If an HOD or HR Head submits a claim with this delay, CEO approval is required.
  - Claims submitted beyond 90 days will not be considered.

### 5.0 Local Conveyance – Intra City

An employee can use a personal vehicle for local duty in their 'base location'. These entitlements are for local duties only in their 'base location' and should not be mixed with outstation/ tour entitlement.

Guidelines	4-Wheeler	2-Wheeler
Reimbursement rate (INR per KM)	10	6

- Car use is permitted only for Band 3A and above

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- The above claims must be made along with the log details of origin (as per maps), destination, and purpose, duly approved by the Reporting Manager
- **Submission Deadline:**
  - This expense claim needs to be submitted within 30 days of this expense being incurred.
  - Delays of up to 60 days require approval from the HOD and HR Head. If the HOD or HR Head submits a claim with this delay, CEO approval is required.
  - Claims submitted beyond 60 days will not be considered.

## 6.0 Process Guidelines

### Travel Advance

- An employee can avail Travel advance with approval from the Manager.
- The travel advance shall be paid two days prior to the departure.
- An employee shall submit the approved travel expenses statement as per the timelines mentioned above.

### Travel Approval process

- Employees are encouraged to request flight tickets at least two weeks in advance.
- Travel requests submitted between 1-2 weeks of the travel date would require approval from the respective Head of Department (HOD). For HODs, this is a self-approval process based on business needs and personal discretion.
- Travel requests submitted less than 1 week before the travel date (for all employees, including HODs) would require CEO approval.

### Guidelines for Travel & Expense Approvers

Approvers play an important role in ensuring policy compliance. They are equally accountable for the approvals they grant. The following guidelines must be followed:

- Assess whether travel is essential and aligned with business objectives before granting approval
- Ensure that the request adheres to the company's advance booking policy unless there is a valid justification for last minute travel.
- Verify that the travel expenses are reasonable and within approved budget limits. If alternative safe & cost effective options are available, suggest them before approval.
- Approvers are equally accountable for ensuring that erroneous or non-compliant expenses are not approved.
- Maintain consistency in approval decisions to ensure fairness and transparency across all travel requests & expense approval.

### General Guidelines

- **Reimbursable Expenses:** Employees will be reimbursed for business-related expenses incurred during outstation travel requiring an overnight stay.
- **Pre-Approval:** All travel costs, including hotel, travel tickets, and client related expenses, must be approved by your reporting manager before booking.

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- Expense Submission: Reimbursements will be processed based on actual expenses within the prescribed limits.
- Hotel Invoices: Ensure hotel invoices are issued in the company's name and include the appropriate GST number.
- Bill Compliance: Please ensure that you collect proper bills for expenses incurred and have GST compliant invoices wherever applicable.
- Permissible Limits per day: Expenses for hotel stays, meals, and local transportation should not exceed the maximum permissible limits.
- **Submission Deadline:**
  - All expenses must be submitted for reimbursement within the timelines mentioned for each section.
  - No deviations will be permitted.
- Submitting fake bills or attempting to claim reimbursement for false expenses is strictly against the organization's code of conduct and will result in disciplinary action, with severity going up to termination of service.

## 7.0 Policy Change and Effect

This policy is subject to management's discretion and may be changed or withdrawn at any time.

This policy takes precedence and supersedes any prior employment agreements, communications, or other agreements made before the issuance of this policy version.