

Travel Policy

Travel Rules (International)

Particulars			Designation & Level		
			L7 & L8	L5 & L6	L1 & L4
1	LODGING	Reimbursable at actuals for stay in a hotel approved by the Management or similar accommodation arranged by the Company	Bills have to be produced	Bills have to be produced	Bills have to be produced
2	FOOD	Reimbursable at actuals for food taken at hotel or similar dining facility	US\$ 50 per day	US\$ 45 per day	US\$ 40 per day
3	TRANSPORTATION	Cost of local transportation to place of work and return is reimbursable at actual (Subject to submission of bills)	Actuals	Actuals	Actuals
4	DAILY ALLOWANCE	Daily allowance for day-to-day expenses at overseas	US\$ 50 per day	US\$ 50 per day	US\$ 50 per day

Note:

1. For local conveyance, if more than one employee travel to the same place, every effort must be made to ensure that they travel together to reduce cost of local conveyance.
2. If more than one employee travel together, hotel lodging would be on twin sharing basis except in case of male and female employees traveling together.
3. Adequate medical coverage will be provided to an employee through overseas medical policy by the company.
4. Travel advance will be given through forex card and if the same is exhausted during the tour period, further advance can be given subject to approval of the COO/CEO. The tour advance so paid needs to be settled with proper supporting evidence within a period of 7 working days after returning from tour.
5. It is mandatory for all employees who are on tour to get their accounts settled within a period of 7 working days after their return. If they fail to do so within the stipulated time frame, the same may be realized from their salary. It may be further noted that the same may be paid as soon as we receive the statement of expenses on tour from them. For tours of duration of more than 15 days, the accounts have to be settled within 15 working days after their return to the base location.
6. Class of Air Travel should be economy class for 5 hours (direct) air travel, beyond that business class may be allowed for L7 & L8 subject to prior approval of the Chairperson.
7. Flight tickets & hotels have to be booked at least 7 days in advance to get better fare.
8. For claiming local transportation expenses, bill needs to be furnished, in case bill is not available, the same may be reimbursed subject to the approval of the Business Head.
9. The cost of any beverage that contains alcohol will not be reimbursed. Reimbursement of any alcoholic beverage ordered for consumption when dining with a Client is guided by the Travel Policy.

Travel Rules for the Employee (Domestic)

All expenses shall be paid at actual subject to limits given below:

1	2	3	4	5	6	7	8	9	10
Category	Level/Designation	Mode of Travel from Office to place of visit	Accommodation at place visited				Local Conveyance including conveyance at HQ between residence & Rail/Air Terminals	Other Communication Expenses for official work only	Misc. Expenses such as purchase of newspaper, light refreshment, tips, laundry & other sundry expenses.
			Hotel Category	In Guest House of Clients & others Boarding/Lodging	By Private Arrangement (Lodging only)	Food (Including Taxes/Service Charges) against bills			
A	L5 & Above	Air/AC-I	2500/- per night for Non-Metro cities. For Metro Cities - Rs.3,500/-	Actual	Rs.750/- per day	Up to Rs.1000/- per day	Actual	Actual	Rs.200/- per day
B	L4	Air/AC-I	2500/- per night for Non-Metro cities. For Metro Cities - Rs.3,500/-	Actual	Rs.750/- per day	Up to Rs. 850/- per day	Actual	Actual	Rs.150/- per day
C	L1, L2 & L3	AC-II	2500/- per night for Non-Metro cities. For Metro Cities - Rs.3,500/-	Actual	Rs.500/- per day	Up to Rs. 850/- per day	Actual	Actual	Rs.100/- per day
D	Peons, Messengers, Drivers, categories irrespective of their salary base	II-Class	1500/- per night for Non-Metro cities. For Metro Cities - Rs.2,500/-	Actual	Rs.500/- per day	Up to Rs. 700/- per day	Actual by public transport	Actual	Rs.75/- per day

Note:

1. All travel & transportation for official tour should be booked through the admin department. This includes Air / Rail / Bus tickets, hotels and local transportation. The same may be booked by an employee with prior approval.
2. In case of exigencies, higher mode of travel and higher lodging charges may be allowed subject to the approval of Director/COO/CEO.
3. Category A to D shall avail AC Chair car (Railway) for day travel.
4. For local conveyance, if more than one employee travels from the same place, every effort must be made to ensure that they travel together to reduce cost of local conveyance.
5. Employee who will be going on tour is eligible for tour advance approved by their respective Vertical Head / Business Head / COO as the case may be.
6. Tour advance must be settled within seven days after completion of tour and if the same has not been settled within the time frame the same may be realized from the salary and once the bill is submitted then the payment will be made to the employee accordingly.
7. If more than one employee travel together, hotel lodging would be on twin sharing basis except in case of male and female employees traveling together.
8. All flights & hotels to be booked at least 7 days in advance. Cheapest options for flights have to be availed. Flight options for early morning / late evening to be encouraged instead of spending a night in the hotel.
9. All expense / request for advance has to be submitted only via the payroll portal.
10. Expenses for any team meeting / customer meeting has to be pre-approved. Along with the bills, the name of the customer & their email address is mandatory for claiming the expense.
11. For team lunch / dinner, names of team members should be mentioned in the expense report.
12. It is recommended to collect GST bills for stay and travel to the extent feasible. GST number can be obtained from the finance department.