

10. TRAVELLING ALLOWANCES

10.1. DOMESTIC TRAVEL POLICY

10.1.1. POLICY

The aim is to provide administrative and financial assistance and coverage of expenses to employees while traveling on domestic official tours.

10.1.2. ELIGIBILITY

The policy applies to all employees of the Company, including employees on probation and management trainees.

For employees on contract, the policy will be applicable to the extent provided in the contract.

10.1.3. APPROVING AUTHORITY

The approving authority for all will be the concerned Departmental Head. Prior approval from the MD/CEO is compulsory for any deviation from the laid down policy and for any travel outside the territory of employees.

10.1.4. MODE OF TRAVEL:

GRADE	MODE AND CLASS OF TRAVEL
CEO&MD	Air - Business class / Train - AC 1st Class
AI-Level and A-Level	Air - Economy Class / Train - AC 1st Class
B-Level	Air - Economy Class / Train - AC 2nd Class
C-Level and below	Train-AC 3-tier/Chair Car/AC bus wherever applicable

CEO&MD may permit a non-entitled employee to travel by air in Company's interest/ in exigencies of work.

Employees are not entitled to use the Company car, or their personal cars, for intercity travel except with prior approval of CEO&MD.

Employees are also not allowed to use the Company-provided car for personal travel unless approved by the Functional Head or the Appropriate Authority.

A staff member entitled to travel by economy class cannot be upgraded to 'J' class, even if he is travelling with a senior level officer.

10.2. OTHER TRAVEL ENTITLEMENTS:

Length of travel	Lodging (in order of preference)	Per diem expenses	Official conveyance expenses
Travel time upto 6 hours	Not applicable	NIL	Reimbursed at actuals
Travel time between 6 hours to 12 hours	1. Guest house, if available. 2. Hotel	Half Day per diem	
Travel time of more than 12 hours	1. Guest house, if available. 2. Hotel	Full day per diem	
1 night stay to 14 nights stay	1. Guest house, if available. 2. Hotel	CEO/MD: Rs.2500 AI- Level and A-level: Rs.1500 B- Level and C- Level: Rs.1000 Others: Rs.500	
15-90 days	1. Guest house, if available. 2. Hotel	@ 75% of the above rates	

Per Diem:

1. "Travel time shall be from the scheduled/ departure time till the actual arrival time from the airport/ railway station of departure to the airport/ railway station of return.
2. Per diem shall be calculated as follows:
 - Travel time upto 6 hours - Nil
 - Travel time between 6 hours to 12 hours- Half Day per diem
 - Travel time of more than 12 hours - Full day per diem

For example: If departure time is 07:00 Hrs and arrival time on return is 22:00 Hrs on the same date, per diem shall be paid full as travel time exceeds 12 hours.

- Travel time of more than 30 hours- 2 days per diem

For example, an employee departing at 14:00 Hrs on one afternoon and returning at 20:00 Hrs the next evening would be eligible to claim Per Diem expenses for two days.

Hotel Entitlements: Hotel accommodation as per the following eligibility guidelines:

Grade	Class of Hotel entitlement
CEO & MD	At actuals
AI-Level and A-Level	4-star
B-Level	3-star
C-Level & below	2-star

In case of any difficulty, CEO&MD may relax the above hotel entitlements in deserving cases.

10.2.1. OTHER RULES:

Any expenses in excess of the above-approved limits; or any deviations from the rules to be sanctioned by CEO&MD on the recommendation the concerned Departmental Head. All expenses claims will have to be routed through accounts before submission to CEO&MD for approval so as to adhere to the limits and rules laid down.

Reimbursement of conveyance expenses would be done on the basis of actuals. This would include travel between place of stay and place of work and any other travel undertaken for business purpose.

No reimbursement will be made for hard drinks unless this is an expense incurred for business promotion and is specifically authorised by the Approving Authority (only MD/CEO is authorised to approve the same). The name of the guest entertained must be mentioned on the bill and the same should accompany the travel expense voucher.

Airport drops and pick-ups, would be reimbursed on actuals.

Conditions specific to long duration tour (15-90 nights at a stretch) and Temporary Relocation for more than 30 days:

Accommodation: lodging for the employee to be provided preferably at the Company Guest House or if that is not possible, then at a hotel at one class lower than the normal entitlement.

Spouse: The employee's spouse may be allowed to join the employee on company account. However, this would not be an entitlement, but by prior approval of CEO&MD. In case the spouse is so allowed, he/ she would be entitled to on-way fare of the entitled class of the employee, pick-up/ drop from/ at airport/ railway station and per diem allowance at not more than half the rates of the entitlement of the spouse. The facilities regarding lodging, boarding and travel would be specifically approved in advance by CEO&MD.

10.3. FOREIGN TRAVEL

10.3.1. APPROVING AUTHORITY

All foreign travel shall be with the prior written approval of the Managing Director/ CEO.

All requests for the same shall be routed through HR Department.

10.3.2. MODE OF TRAVEL

GRADE	MODE OF TRAVEL
MD/CEO	Business class
All other grades	Economy (Excursion) Class

10.3.3. OTHER TRAVEL (PER DIEM) ENTITLEMENTS

Grade	Boarding/ lodging/ conveyance per day*
CEO&MD	500
GM and above	400
AGM and DGM	300
Senior Manager and below	200

*The currency for the above amounts is UK-GBP, Europe-EURO, Rest of the World-USD

10.3.3.1 In case of severe hardship, CEO&MD may grant relaxation in the above entitlements for reasons to be recorded in writing.

10.3.3.2 In addition, actual expenses on business promotion may be incurred in Company's interest with prior approval of CEO&MD.

10.3.3.3 Other rules

The Company will pay for the Insurance and also arrange to obtain the same, when an employee is required to travel overseas on official work.

Further, all visa expenses for countries proposed to be visited on business would be paid for by the company.

The air tickets will be booked by the Company's Travel Agents as may be appointed from time to time. Any changes in tickets, class, routing, etc would need prior approval of the Competent Authority. All personal travel which is part of the ticket purchased by the company would be paid for by the employee.

In respect of combined travel for both business and specialised training, allowances shall be paid based on the travel plan at the rates specified above.

All allowances and reimbursement of expenses shall be paid for the period of official stay abroad. When calculating Per Diem entitlements, the entitlement would commence from the time of arrival at the first destination and end at the time of departure from the final destination, and would be paid for a 24-hour period, or part thereof in excess of 12 hours. Claims for part-days lower than 12 hours would be entertained on approval of the Competent Authority. For example, an employee reaching Singapore at 0900 hours on Monday and boarding the return flight from Singapore at 2200 hours on Thursday would be entitled to Per Diem for 4 days (i.e., 3 days till 0900 hours on Thursday, and 1 day for the balance period of 13 hours on Thursday). However, if the employee chooses to stay on for another 3 days on his account and boards the return flight from Singapore at 2200 hours on Sunday, would be entitled to per diem allowance for only 4 days, since the period of official travel ended on Thursday.

Airport taxes at Indian airports will be reimbursed at actual subject to submission of bills.

Employees who travel abroad for training or on business are required to submit a tour report. In certain cases, such as in the case of training programmes, they could make a presentation on the same. Employees who attend foreign training are required to submit study and reading material to the library. No travel statements would be cleared without a Tour Report.

Immediately upon completion of travel, all employees are required to submit a travel statement providing complete details of travel and expenses incurred. All expenses claims will have to be routed through Accounts before being approved as per the limits and rules laid down.