

## **LOCAL CONVEYANCE & INTRA CITY TRAVEL**

*Objective* - To ensure that employees can travel locally and between cities for business, comfortably, economically and are reimbursed for expenses incurred.

### **A. Use of own vehicles for Intra City Travel**

- Four Wheeler: Rs 7.00/- per km. (Applicable to all employee)
- Two wheeler: Rs 3.00/- per k.m. (Applicable to all employee)
- All other conveyance like auto taxi, etc would be reimbursed on actual basis.
- For VPs and above a self-declaration should suffice, else the same would be reimbursed at actual with the signature of the Approving Authority.

### **B. Late Sitings**

- Exigencies of work on certain occasions may necessitate staff to work late. Any employee working three hours beyond close of working hours on any day, would be reimbursed refreshment expenses not exceeding Rs. 100 /- (Hundred Only) against bills.
- Where employee has worked beyond 4 hrs of closing time, taxi fare to home would be reimbursed.
- Approval authority for the above expenses would be Departmental Heads not below the rank of a Vice President
- This will not apply to employees working in the late shift covering such time.

#### **Note:**

- All claims to be made in the specified format online and needs to be approved by at least 2 superseding levels before it is processed by Accounts department.
- All members should have an account maintained with a company specified bank, wherein Salary & reimbursements will be made.
- All claims for local conveyance should be claimed once a month and should be submitted on the first working day of the following month.
- If claim is in order in all respects, the same will be reimbursed within 5 working days. If not in order, the same should be returned to the employee with a copy to his concerned line manager, within 3 working days. This claim will have to be re-submitted in the following month.

- All claims will be on actual, supported with receipts (wherever available)
- When frequency of travel to a certain location is high, look at options of booking a train / bus pass.
- Employees will need to justify / explain any deviation from above norms.

## **BUSINESS TRAVEL**

*Objective* - To ensure that employees can travel & stay out of their base location for business, comfortably and is reimbursed for expenses incurred.

### **A) Classification**

- Travel which can be done overnight by road/rail should be done by road / rail. In case this is not possible, due to a justified reason and on urgent business exigencies, would air travel be allowed. Any deviation from the above shall require approval of the HODs.
- In case of cancellation/flight missed of the ticket for any journey from the employee's side without any proper reason, the cost of the same may be recovered from the salary of respective employee.
- Joint travelers should submit their travel bills individually and independently, they can settle their personal accounts off line after the reimbursement.
- Employees travelling overnight between cities by rail / road are eligible to claim for meals and incidental expenses as per actuals.
- Reimbursement for use of car is permitted only if cost of reimbursement is lesser than normal mode of transport.
- Rate of reimbursement will be same as mentioned under intra – city car hire.
- Training calendars need to be set well in advance and followed to avoid any need of any cancellations/cases of urgent travel.

### **B) Boarding and Lodging**

- Cost consciousness should be every employee's concern and room sharing should be encouraged whenever two employees are visiting the same venue. Employees in Grade Vice President and above are authorized to single room stay.
- Employees who are in the role of Territory Manager, its equivalent or above, may take their local team out for lunch/dinner during travel. These expenses can be claimed by the senior in

his tour bill. (Only once during each tour & with team/related employees only) These expenses can only be approved by SVP/EVP and above

- Employees can do the hotel booking if they get rates lesser than provided by the travel desk (Admin), after taking a mail confirmation from the travel desk (Admin).
- No laundry expenses are payable for a stay of less than 3 nights.
- Any kind of expenses incurred for tobacco, cigarettes and/or liquor shall not be reimbursed by the Company.

#### **C) Car Hire on rental basis**

- Employees in Vice President and above grades 'A' are eligible to hire a car while travelling on business.
- All other employees may however also hire a car in exceptional circumstances where he/ she is required to accompany Corporate Clients. This must be specifically mentioned on the travel claim and approved by the Business / Function Heads.
- Wherever arrangements have been made for the group for Airport /Railway Station transport, the participants shall avail of the same.

#### **D) Per Diem:**

If employees making their own arrangements for stay, will be entitled to per diem covering meals and lodging at the rate of Rs. 500/ per day, excluding local conveyance, as given in their entitlements.

If employee chooses to his own arrangements, he / she will be paid a per diem of Rs. 200/- per day towards incidental expenses, excluding local conveyance. Per Diem would be calculated on the basis of number of nights spent in the city.

#### **E) Other Points**

- If an employee loses any asset of the company entrusted to him/her while on tour, the company reserves the right to recover the replacement value of the lost asset from the concerned employee.
- Any employee found making false claims then he/she shall be liable for summary dismissal.
- It is imperative that all traveling employees carry their identity cards/ visiting cards with them at all times, so that in the event of any emergency, the company shall get immediate information.
- If employee avails privilege leave during the period of travel, he/she will not be entitled to any allowance during the leave period.
- The management reserves the right to amend and / or alter this policy anytime at its discretion. The decision of the management shall be final and binding on the employees in the interpretation of the clauses of this policy.

## F) Entitlements

Employees during outstation travel are permitted to stay in the class of hotels mentioned below. However, such stay will be guided by the limit of expenses, which each employee shall be entitled. Employees on outstation travel of less than 8 hours (excluding travel time) should normally avoid booking lodging at outstation unless it is necessary.

Grade	Designation
A	Senior Management & KMP
B	Regional Heads / Senior Manager at HO and Zonal Level
C	Unit Head / Credit Manager / Operations Manager / Collections Manager at HO, Zonal and Branch Level
D	Jr. Management (Deputy Manager / Officer / Executive) at HO, Zonal and Branch Level; incl. all ground sales staff

Grade	A	B	C	D
Stay	3 Star Hotel Single occupancy – Std room in Metros / 4 Star in non - metros	3 Star Hotel Single occupancy room in metro & non-metro	Standard hotel - single occupancy room	Standard hotel - double occupancy room
Daily Allowance	Rs. 1000 / day	Rs. 750 / day	Rs. 500 / day	Rs. 500 / day
Travel – Inter City	Air (Eco) / 2 Tier AC Coach / Car/Self-owned	Air (Eco) (In case travel more than 800 KM), Rail (For Travel of less than 6 hours) Car/self-owned (For Travel less than 4 Hour)	Rail 3 Tier AC / Sleeper Coach, AC Bus / AC car (For Travel less than 4 Hour)	Rail 3 Tier AC / Sleeper coach, Bus / Non AC car (For Travel less than 4 Hour)
Reimbursement in case of self-vehicle	As per actuals	<ul style="list-style-type: none"> <li>▪ Rs. 7/km for 4 wheeler</li> <li>▪ Rs. 3/km for 2 wheeler</li> </ul>		Rs. 3/km for 2 wheeler

**Note** - Business Class Travel for SVP and above is discretionary and has to be pre-approved by the Managing Director, typically only if the concerned person is expected to conduct business meetings without adequate rest.

# Air travel for business exigencies can be approved only by SVP and above level.