



# POLICY & GUIDELINES

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## Domestic Travel Policy

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## Preamble

Keeping in view our PAN India footprint and strategic expansion, the need to travel for business management purpose, to our strategic network locations, within or outside the place of posting for employees, will also grow accordingly. This policy provides general and specific guidelines for travel management, related expenses and procedure for travel imprest and associated activities at the pre travel stage.

## Scope

All on roll employees traveling on authorized business as per their grade eligibility.

## Associated Standard Definitions:

### a) Local Travel:

Travel undertaken within the city of employee's assigned location. The broad / extended socio political definition of the city will be considered for this purpose e.g. New Mumbai and Mumbai, Delhi and NCR will be considered same.

### b) Outstation Travel:

Domestic Travel undertaken outside the employee's city within the Country.

### c) Travel on Deputation:

Travel undertaken outside the employee's city and extended city limits within the Country beyond a period of 14 consecutive days (Other than intervening holidays).

### d) Lodging:

Allowances which cover 'Stay' on overnight trips; this covers room rent exclusive of all associated taxes. This may be with or without breakfast.

### e) Boarding:

Allowances which cover 'Meals' on overnight trips including full day's Food & Beverages.

### f) Daily Allowance:

Allowance which covers travel expenses in case of day trips. DA covers expenses on Food & Beverages and incidentals except surface travel using Taxi or other means. In case employee is claiming "Daily Allowance", no lodging & boarding will be applicable.

### g) Out of Pocket Allowance:

Allowance which covers incidentals during outstation overnight travel like tips, laundry, etc.

### h) City Classification:

For the purpose of outstation business travel, the classification of cities will be applicable as indicated below:

Classification of Cities	
Class	City
A	Mumbai, Delhi NCR, Bengaluru, Kolkata, Hyderabad, Chennai.
B	All State Capitals plus Nagpur, Nasik, Ludhiana, Indore, Vadodara, Pune, Ahmedabad.
C	Any other cities not falling in first two class of cities E.g. (Malegaon, Panipat, Siliguri etc.)

## Approval of Travel Plan:

### a) Outstation Travel:

All outstation travel plans need to be recommended by the immediate supervisor (Not Less than M5 Level) and approved by HOD at least 7 days in advance.

#### Please Note:

- In case of Outstation Travel by “Air”, HOD (Minimum M4 Level) approval needs to be taken.
- If HOD is not available, immediate supervisor can authorize travel and then employee is required to take post-facto approval.

### b) Local Travel:

Local travel for Sales & Marketing staff and Location Heads shall be governed through a monthly tour program. Monthly travel plan duly approved by the immediate superior shall be provided from time to time.

#### Please Note:

- No advance will be provided for monthly local travel plans.
- All employees other than the above category shall submit approved local travel expenses within 7 days of the travel date in the prescribed reimbursement form.

## Payment of expenses while on trip:

All employees who are expected to travel regularly as mandated by the role, should try to use credit cards as far as possible. This is in the case of no direct arrangement by company.

## Travel Imprest:

We shall attempt to minimize travel imprest. Imprest requests should reach the accounts department at least 3 days in advance for outstation travel. Before applying for new imprest, previous imprest should be settled. Further, the imprest shall not exceed 1 month gross salary of the person who has availed for the said imprest.

#### Please Note:

- No imprest will be allowed for the local travel.

## Approval for extraordinary expenses anticipated during the trip:

Any expense towards Liquor, Gifts, urgent printing / stationery, entertainment etc. will have to be budgeted and approved for in advance by the HOD.

Any critical for business & unavoidable expense incurred during the travel on items mentioned above will have to be signed off by the CXO for reimbursement (Not less than M3 grade).

## Closing the travel statement:

- All travel statements should be submitted after due approval by the HOD to accounts within 7 to 15 working days of return in the prescribed reimbursement form along with original bills & journey tickets.
- Accounts to provide due acknowledgement of the receipt of the travel statement.
- Accounts will process the claim within 15 working days of the receipt and send the imprest statement to the concerned employee.
- In the event employee does not submit the duly approved travel statement to accounts within the stipulated time period (15 days), accounts may deduct the advance and any expenses incurred through payroll.
- In case of any discrepancy, Accounts should approach CHRO/COO/CEO for resolution.

### Please Note:

- All employee claims should be supported by an approved travel plan for the same.
- Any Bill submitted after one month of the travel needs to be approved by Functional head (M2) apart from the HOD.
- No expenditure of Personal Nature i.e. Spa/ Body care /Purchase etc. to be claimed.

## Travel entitlements:

### 1) Outstation travel:

This is applicable to all Official Tours undertaken by employees Pan India.

Travel Matrix									
Grade	Lodging per day*(INR)			Boarding Per Day* (INR)			Out of Pocket Allowance Per Day (INR)		
	Class A City	Class B City	Class C City	Class A City	Class B City	Class C City	Class A City	Class B City	Class C City
ED,MD	At Actuals			At Actuals			At Actuals		
M1 & M2	12,500	8,000	5,000	At Actuals			At Actuals		
M3&M4	8,500	6,500	5,000	Actual Bill subjected to 30% of Lodging limit			350	250	250
M5	7,200	3,600	3,000	Actual Bill subjected to 30% of Lodging limit			250	150	150
M6	5,000	3,150	2,200	Actual Bill subjected to 30% of Lodging limit			250	150	150
E1&E2	3,900	2,300	1,700	600	450	300	150	100	100
E3&E4	2,600	1,950	1,300	600	450	300	150	100	100

\*Administration Department to ensure price negotiations with Hotels & optimize cost as far as possible.

\*Locations where Company Guest House is available; employees have to avail the same.(Refer General Guidelines)

Mode of Travel		
Grade	Mode of Travel (One Place to Another)	Local/Outstation Mode of Conveyance (Including Off./Res. To Stn./Airport & Airport/Stn. To Hotel & vice-versa)
ED,MD	Air (Business Class)	Company Hired Vehicle
M1 & M2	Air (Business Class)	Company Hired Vehicle
M3&M4	Air (Economy Class) or AC First Class	Company Hired Vehicle
M5	Air (Economy Class, Low Cost Airline) or Train A/C 2 Tier	Public Taxi (A/c or Non A/c)
M6	Air (Economy Class, Low Cost Airline) or Train A/C 2 Tier	Public Taxi (A/c or Non A/c)
E1&E2	Train 3rd A/C Sleeper or Deluxe Bus	Auto/Public Transport/ Shared Taxi*
E3&E4	Train 3rd A/C Sleeper or Deluxe Bus	Auto/Public Transport/ Shared Taxi*

**NOTE**

1	Shared Taxi*	In case 2 people or more are traveling to the same destination they are advised to share a taxi for the destination.
2	Approving Authority	Reporting Manager & HOD/Cinema Manager
3	Self Arrangement	In case the employee makes his/her own arrangement for B&L. He / She is eligible to claim 50% of the applicable lodging limit.
4	Travel during deputation	In case employee has to avail travel while on deputation. He / She can do the same as in case of local/outstation travel modes. However, limits for Boarding & Lodging to be taken up in Transfer/Long stay Policy.

**2) Local travel:**

Travel undertaken within the city of the employees assigned location.

Local Travel Matrix				
Grade	Mode of Travel		Fuel Rates	
	Own Vehicle	Public Transport	Car	Two Wheeler
ED,MD	Vehicle provided by the company			
M1 & M2	Vehicle provided by the company			
M3&M4	Car / Two Wheeler	Public Taxi (AC / Non- AC)	INR 7.50/-	INR 4.00/-
M5&M6	Car / Two Wheeler	Public Taxi (AC / Non- AC)		
E1toE4	Two Wheeler	Auto / Public Transport / Shared Taxi*		

### Parking Charges

Grade	Amount Per Month
M4 – M6 (Delhi & Gurgaon Cinemas)	INR 2000/- (4 Wheelers), INR 1000/- (2 wheelers)
E1 (Delhi & Gurgaon Cinemas)	INR 1000/-

### 3) Same day outstation travel:

Same day outstation travel beyond 8 hours will be allowed full Daily Allowance (DA).

Note: All other cases will attract 50% DA.

### Daily Allowance (INR)

Grade	Class A	Class B	Class C
ED,MD	At Actuals		
M1 & M2	At Actuals		
M3 & M4	1000/-	750/-	500/-
M5	750/-	500/-	350/-
M6	750/-	500/-	350/-
E1 to E2	500/-	350/-	250/-
E3 to E4	500/-	350/-	250/-

## Medical exigencies during the trip:

- We recommend that all employees travel fully equipped with their personal medical kits.
- However, in case of any medical exigencies, employees should approach the Hotel help desk and /or local HR SPOC / admin.
- The medi-claim coverage covers pan India hospitals and the employee is advised to carry his membership card at all times.

## General Guidelines:

- Local transport rates include airport transfers.
- In the case where staff is travelling for training etc. where hotel and meals are being provided by the company then the Lodging & Boarding will not be paid. All other allowances will be paid as prescribed.
- Where a group arrangement ( e.g. for conference etc. ) has been made for hotel by the company and employee needs to make arrangement for only meals, maximum up to 20% of the Lodging Allowance will be allowed.
- No expenses other than out of pocket allowance will be paid without supporting bills.
- Extension of trip for personal reasons will not be paid for. All related expenses will have to be borne by the individual.
- Any expenses incurred centrally by a group travelling together will have to be accounted for in every travel statement for clarity through one designated group leader.

- In case company guest house facility is available at a location, employee has to avail the same. Further, hotel stay will only be allowed in case of non-availability of company guest house. All such bookings to be routed through administration department.
- Employees can refer FAQs for clarification of any doubts.
- Wherever the reason or purpose of travel in forms the complete reason for travel needs to be mentioned.

## Travel Suggestions:

- Must check the travel details and make note of the flight / train timings and other associated details to avoid embarrassment of missing to board.
- Carry the accessories required with their work related gadgets like phones, laptops, tablets etc.
- Check the working condition of such accessories.
- A standard medical kit should be a part of the travel kit.
- Emergency contact nos. of all concerned staff and acquaintances known in the place of travel should be kept handy.
- Avoid ad-hoc planning. A pre booked model works best.
- Keep family members informed of the travel details especially flight / train details and the hotel.
- Avoid carrying unnecessary documents.
- Carry personal identification and company identification documents/cards.
- Keep sufficient small currency and adequate cash for small ticket expenses.
- Carry something to read.
- Do remember to carry your personal belongings when clearing the hotel room, train or flight.

## Safety Guideline:

Employees are advised to avoid road travel post 10:00 PM. In case it is required due to business requirement then the immediate supervisor should be informed about the journey.

## Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of the above terms by the CHRO will be final.

No exceptions shall be permitted under the policy unless specifically approved by the CHRO.

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