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PURPOSE

The business Travel Policy draws guidelines for the employees and consultants sponsored by the company who are required to travel for official work away from their normal work location.

These guidelines are meant to bring adequate discipline and control on the travel related expenses, without imposing any real restriction on genuine business related travel. As a matter of fact company expects to meet all expenses incurred by the employee on travel for official work.

To ensure the expenses are cost effective and shall also economical in optimizing the productivity.

SCOPE

This policy covers expenses and entitlements of employees who travel on company's business, or deputed to attend lectures / conferences / workshops /training programs within India. This policy shall highlight on the entitlements during domestic travel. viz;

- a. Mode and class of travel
- b. Accommodation
- c. Food and Other expenses
- d. Local conveyance
- e. Guest House Stay / stay with friends and relatives

RESPONSIBILITY

Employees

Reporting Manager / Head of Department

Finance & Human Resources

Rules & Guidelines

TYPE OF TRAVEL:

There are two types of travel for official work:-

1. Local travel on regular work.
2. Outstation Business Tour

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LOCAL TRAVEL on regular work:

The employees whose job profile requires travelling to and from customers within the local work station in the city of duty (Example: Sales Team, Pick up boys, Delivery boys, etc.) expenses shall be reimbursed for such travelling by local transport, such as Bus, Train or autos and Hired Taxi, at actual.

Monthly trains pass:

Officers, Executives, Asst. Managers, Managers, General Manager, AVP, VP, upwards can claim monthly/quarterly first class pass / Ticket for official purposes from office to the frequent destinations employee is likely to travel on a monthly basis. (Quarterly pass can be availed if it is more economic and if the employee is sure of frequent travels)

Second Class Pass / Ticket:

All other employees apart from the above can claim monthly/quarterly second class pass/ticket if the employee is likely to travel frequently for official purposes. (Quarterly pass can be availed if it is more economic and if the employee is sure of frequent travel)

Local Travel & Conveyance reimbursement does not include travel distance between Residence and Work place or premises,

WITH IN THE CITY LIMIT:

Employees using their own vehicle for transport, after authorization for the same, will be reimbursed expenses as follows:

Fuel (e.g., Mumbai)	Per litre Cost (e.g)	Average Car Mileage	Average bike Mileage	Calculation to Claim
Petrol	69.28	10 km per litre	35 km per litre	Per litre fuel price / Average KM + 20% maintenance per km on per km fuel price x Total km travelled.
Diesel	51.29	10 km per litre	-	
CNG / LPG Gas	43.45	15 km per litre	-	

Local Travel Claim process where employees are using own vehicle for business purpose:

1. Employee has to declare fuel mode (Petrol / Diesel / CNG etc) of their Vehicle and has to submit a photo copy of RC book in Accounts (one time).

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2. Local Travel or Local Conveyance reimbursement claim will be completely based on fuel pricing.
3. Eligible Employees who are using Personal Vehicle for office purpose has to produce fuel bills in the Accounts Department of travelling date or of last 7 days to validate the fuel price.
4. Accounts Department has to check the fuel price of that particular day (Travelling date) or of last seven days fuel price and accordingly clear the claim.
5. Local Conveyance claim amount is restricted upto INR 10/- per km. (this is max limit)

Employees using public transport will be reimbursed at actual against the supporting receipts, tickets, etc.

OUTSIDE THE CITY LIMIT:

The employees whose job profile requires travelling regularly to out station job like pick up, delivery, etc. he or she will be eligible for the Express- Bus or Three tier, sleeper class train fare on actual with reservation charges if any, on production of proof of travel like tickets, Travel agents bills, etc. All eligibility criteria as well as allowed limits are mentioned in the table attached.

The lodging at outside the city limit is allowed only when an overnight stay is required for completion of the Job. In such cases the Lodging at hotels is to be approved on production of the receipts at a rate as specified in the attached table. Do not use Telephones at the hotel rooms. Use the Company provided Mobile Telephones for official calls.

For local travelling at the destination of work, the employees should make use of the local transport such as Auto, Bus or taxi as the work demands and these expenses will be reimbursed at actual, as specified in the attached table.

LOCAL TRAVEL for MANAGERS:

It is understood that the managers and executives of the company who have their personal transport can avail their Motor car or two wheeler for travelling to the place of meeting on company's duty within the city limit. In all such cases they will be allowed to claim the cost of such travel on the Kilo Meters travelled basis, on case to case basis.

All other managers who are required to travel and who choose to avail the local train or Bus or taxi will be reimbursed this expense at Actual by the approving authority. Any Boarding expenses to reimburse on actual on production of bills while on duty outside the normal working location.

APPROVAL OF TRAVEL and ADVANCE:

The Branch manager or Department Head or Functional Head or Executive Director or CEO; is authorized to approve the local travel request from the employees/mangers/executives in the

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prescribed travel authorization Form (Form No. 1); which is to be filled before the travel date. The travel authorization Form has to be filled & submitted to the Admin Department. :

The travel advance is eligible to be paid to the Permanent employee of the Company. The Travel advance is allowed as per the criteria to those employees and managers so that they will not have to use their personal funds for company business.

In the event of the travel plans getting postponed or cancelled the advance amount paid has to be returned to accounts on the very next working day. If Not returned within this date, the accounts manager is authorized to deduct the same from his or her salary.

OUTSTATION BUSINESS TOUR:

This travel has to be based on the exigency of work and approved by the Functional Head at HO or the Branch Managers at the Centers. The annual expenditure on account of business Tour so approved by the Functional Heads or the Branch managers; shall be controlled by the allocations made in the operating BUDGET against this head "TRAVEL". The CEO can restrict the travel expenses allocated in this head of any function on account of the of dexterity measures enforced by the Board of directors from time to time.

TRAVELING:

V.P., AVP, Managers, Executives, employees and Consultants are eligible to go on Business Tour of short durations on getting the approval over travel authorization form by the head of Functions or Branch Manager of the branch. The standard mode of travelling is preferably by 2nd Class /3 tier A/C train for all practical purposes however during emergency or non availability of tickets Admin Department may book them in flight based on the situation and with necessary approvals & full justification, mentioned in the authorization Form.

MD, CEO, COO, CIO and Company directors are eligible for NO FRILL, economy class of air travel.

For Travelling by Air or Train, the ADMIN department shall be approached to get the tickets issued well in advance as per the direction from V.P. Admin. If the travelling employees themselves book the ticket they should attached Invoices & boarding pass as proof of travel along with the expense claim on return from the tour.

If the ticket is lost before or while on tour, the employee should immediately inform the booking agency and Admin Department /Manager at HO. The admin team will submit a lost ticket report to the concerned issuing authority. The employee who lost the ticket will pay for the reissuing charges for the new ticket in all such cases.

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If the Flight, Train, or the Bus is missed, the employee has to pay for any incremental cost incurred for missed train, bus or flight; as the case may be.

While on tour the employees shall avail the Company hired transport as far as possible at the destinations and also avail the Company booked accommodation as per the Policy prevailing in OEC. Otherwise the local transport is to be used cost of which will be reimbursed at Actual. For Long duration stay it is preferred that Company hires the Guest house accommodations and monthly rental Car for the local transportation.

HOTELS:

The Company through Admin will make necessary arrangement whenever possible. The employee has to submit the Travel Authorization form duly approved for making Lodging arrangements well in advance. However the employee wants to make his or her own arrangements to Boarding at the destination, they can be allowed to do so. The company will reimburse the actual hotel cost up to the limits specified below. (Refer to the table at the end)

Expenditure of hotels over and above the limit should be strictly monitored and controlled. This should be approved by HEAD of FUNCTIONS and in case of direct reporting to Director, by the Director himself.

AIR TRAVEL:

Further exceptions to the air travel eligibility, the same rule as above will apply.

CAR RENTALS:

Only the directors, COO, CIO CEO, V.P.'s, AVP and Managers are entitled for this benefit.

COMPANY VEHICLES:

Those who have been assigned the Company owned cars for the business/private use, should use the same for local transportation/intercity travel, unless there is a valid reason for not doing so. In such cases hiring a rented car has to be approved by V.P. Admin & Security.

EMPLOYEE RESPONSIBILITY:

Every employee shall have the obligation to keep his or her travel expenses to a minimum. While selecting boarding and lodging based on the job level, places of visit etc. use reasonably priced hotels and restaurants and consult the local Branch Manager or Admin Department for such information in advance.

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Company expects all travel related expense statements to reflect factual information and to contain factual expense details. All entertainment expenses such as for lunch/dinner and for gift, etc. must be given with details of guest and the purpose of hosting such lunch, dinner or giving away the gifts.

Any employee, making wilful misrepresentations on their travel vouchers which are official documents, is violating the code of conduct and hence will expose himself/herself to disciplinary proceedings.

All tour expenses and expense claims relating to the travel, has to be submitted within 7 days of completion of the travel. If not done so, the full amount of tour advance if any, will be recovered from the salary. The submission of expense claims with bills as per this policy, beyond the prescribed period of 7 days after returning to the base station, will be allowed with a valid reason in writing and approved from the head of the branch or the department.

Table Showing allowed rates for BUSINESS TRAVEL of employees/Managers and Top management members

	Employee, Contract labour and Team Leader	Executive, Software Engineer & Consultant Department Manager, Sr. Consultant, Sr. Manager, A.V.P	V.P, COO, CIO, CEO
MODE of TRAVEL	Train: II class, sleeper Bus or equivalent,	Train: AC 2 / 3 tier or equivalent Air: Economy, No frill on approval from the directors/CEO/VP Admin & Security	Train: AC FIRST CLASS AIR: No frill economy
LOCAL TRAVEL at destination	Auto rickshaw / Bus / Train	Taxi / Auto rickshaw	Rented AC Car or Company car
LODGING(OVER NIGHT STAY)	Rs 500 per day + taxes with supporting	Rs 2500 per day + taxes with supporting	ACTUALS, maximum Rs. 4000 per day + taxes with supporting
OVERNIGHT STAY own accommodation	Rs 250 per day	Rs 1000 per day	Boarding Rs 2000 per day
RETURN on THE SAME DAY	Local Conveyance at actual	Local conveyance at actual	At actual, with supporting

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Effective Date:

This policy will be effective from 1st September 2015.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.