

Policy Number : 34	Policy Title : Policy on Official Travel
---------------------------	---

1. Purpose

The purpose of this policy is to provide guidelines to employees who travel on company business.

2. Scope

The policy is applicable to all employees except marketing field employees.

3. Process Owners

All travels shall be with the prior approval of the concerned Head of the Department (HOD). Finance Department is responsible for releasing claims in accordance with the prevailing TA/DA structure.

4. Policy & Procedure

4.1 Domestic Travel

- All employees in the grade of Senior Executive and above (Sr. Executive, Dy. Manager, Manager to Sr. Vice President) are eligible for air travel by Economy Class. Whole-time Directors are eligible for Business Class.
- All employees in the grade Executive and below are eligible for travel by Road /Rail. In case of business exigencies / emergency, Executive and below employees may travel by air, with prior approval of MD/DMD.
- Employees must submit the tour plan to the concerned HOD through "IIL-Home". The approved travel plans shall be submitted to the travel coordinator at least one week in advance for the purpose of booking air tickets.
- Employees shall give preference to travel by train or bus, for destinations that can be reached overnight i.e. if the distance is about 600 kms, by the shortest route on road. For example Chennai, Bangalore, Pune, Vizag etc.
- No travel plan shall be made in such a manner that the employee stays overnight at the destination, unless there is an official work in the late evening or early in the morning.
- Cancelling or postponing of tour by Air is allowed only in case of exigency, with the approval of MD/DMD.

4.2 International Air Travel

- International Air Travel shall be by Economy class for all the employees, except for Whole-time Directors.
- All international travel related to the company's business shall be with prior approval of MD/DMD.
- Tour Report shall be submitted to MD/DMD, within one week of return.

4.3 International travel on business

- All employees must submit the tour plan to the International Business Division HOD. The HOD shall exercise careful consideration before recommending overseas travel, to ensure that travel is in the business interest and also reasonableness of the duration of the stay.
- The International Business Division HOD shall submit the travel plan with the following details to the MD/DMD for approval well in advance, explaining i) the purpose ii) duration & iii) country of visit
- The International Business Division HOD shall obtain prior approval of the MD/DMD in case there is any alteration or extension of the original sanctioned travel plan with regard to duration or travel dates. The Exports HOD shall also obtain prior approval of MD/DMD in case of an emergency trip, with justification.
- All employees shall forward the itinerary to the travel coordinator well in advance. For all business trips, the date of travel shall be planned with a minimum of 15 days gap from the date of issue of visa. For all the other travel, such as, conferences, training, the booking request shall be given before one month or even earlier if possible so that best fares can be obtained.

5. Eligibility Limits

- Exhibit -1 sets out grade-wise eligibility for domestic & overseas travel.

6. Eligibility Criteria

6.1 Domestic Travel

• Lodging & Conveyance

Employee shall claim as per grade and eligibility as mentioned above.

In places where the Company has its own guest house, employees shall stay in the said guest house, if the same is available.

Airport / Railway Station transfers will not form part of the daily conveyance allowance limits set for field work. These claims should be supported with bills / details.

• Boarding (Cash Allowance)

Daily boarding / cash allowance will be admissible for each day of outstation field work including time spent on journey. Such allowance is payable as follows:

➤ 0 – 3 hours	: Nil
➤ Between 3 to 6 hours	: 25%
➤ Between 6 to 12 hours	: 50%
➤ 12 hours and above	: 100%

If Company / Sponsor provides breakfast/lunch/dinner, the boarding / cash allowance is to be reduced as follows:

- 15% for breakfast;
- 30% for lunch
- 30% for dinner

Only 25% of boarding / cash allowance is admissible if full boarding is provided by the Company/sponsor.

In the case of grade change, new allowance structure if applicable, will be from the date of first travel after the grade change. Allowance arrears should not be claimed.

All employees shall submit the travel claims within 7 days of return, along with all the supporting documents including boarding pass in case of air travel.

6.2 International Travel

- Out of the total allowance as set out in Exhibit 1, 40% is towards lodging with supporting bills; 40% is towards boarding and the balance 20% for conveyance, with supporting bills / details.
- Other eligible limits for boarding / cash allowance and other rules will remain same as mentioned in 6.1 above.
- Employee shall be eligible for foreign boarding allowance from the actual time of boarding the flight departing to a foreign destination and will end at the actual time the flight lands in India.
- The boarding / cash allowance shall be claimed as per domestic eligibility for the part of the travel undertaken in India before departing to a foreign destination and after arriving in India from a foreign destination.

7. Overseas Travel Insurance

The Company may obtain a Group Travel Policy and the Travel Coordinator will be arranging trip based overseas travel insurance policy under the said group policy.

8. Telephone allowance in case of overseas travel

Travel Coordinator may issue, from time to time, economical telephone SIM cards specific to the country and this will be in addition to the limit set as per telephone policy. The employee shall abide by the guidelines issued by the service provider of such SIM card. The maximum telephone expenditure allowed is Rs. 500/- per day for the working days (excluding travel dates) along with supporting bills.

9. Attire Allowance

Employees who travel to foreign countries regularly, on business purpose are eligible for attire allowance of Rs. 10,000/- for the first time and thereafter once in three years.

Date: 1 April 2022

Indian Immunologicals Ltd.

TA/DA for Employees other than Marketing Field Staff

Category	Domestic				International			Transfers				
	Accommodation		Travel		Local Conveyance	Boarding	Air Travel	Cash Withdrawals (USD)	Transfer Grant+ Packing Allowance+ Cartage to & Fro	Transfer of luggage in quintals		
Grade / Designation	States Capitals (Rs. Per day)	Other Places (Rs. Per day)	Allowance in lieu of hotel bill (Rs. Per day)	Air Travel	Rail Travel	On road Actuals, subject to a max. of (Rs. per Km)	Ceiling per day in Rs.	Cash Allowance per day				
Amount in Rs.												
Managing Director	18000	12000	1500	Business	AC - I	22	Actuals	2400	Business	500	42500	250
DMD	15000	10000	1300	Business	AC - I	20	Actuals	2000	Business	450	42500	250
Senior VP	12000	7500	1200	Economy	AC - I	18	Actuals	1800	Business (For Travel Beyond 4 hrs)	400	34500	250
VP	10000	7000	1000	Economy	AC - II / Executive Chair Car	16	Actuals subject to a Maximum of Rs.3000/- per day	1400	Economy	400	32500	250
General Manager	9000	6000	900	Economy	AC - II	15	Actuals subject to a Maximum of Rs.3000/- per day	1200	Economy	400	31500	250
Chief Manager & Deputy General Manager	7200	5000	800	Economy	AC - II	12	Actuals subject to a Maximum of Rs.2000/- per day	1000	Economy	350	24500	150
Manager to Senior Manager	5000	3500	700	Economy	AC - II	12	Actuals subject to a Maximum of Rs.1500/- per day	900	Economy	350	21500	150
Senior Executive to Deputy Manager	4500	3000	700	Economy	AC - II	10	Actuals subject to a Maximum of Rs.1200/- per day	800	Economy	300	21500	125
Officer to Executive	3000	2000	500	0	AC - III	10	Actuals subject to a Maximum of Rs.800/- per day	600	Economy	250	17000	75
Senior Assistant	1500	1000	300	0	II CLASS	10	Actuals subject to a Maximum of Rs.600/- per day	500	0	0	15000	50
Assistant	1500	1000	250	0	II CLASS	10	Actuals subject to a Maximum of Rs.600/- per day	500	0	0	14000	50

1. Local conveyance for HO/Plant staff at Head Quarters in Rs/km

Vehicle	
Two Wheeler	Rs.6/-
Four Wheeler	Rs.13/-

2. International Travel

Lodging with bills	40%
Boarding	40%
Conveyance with bills/details	20%

3. Transfers

- Employee and his/her immediate family members (Spouse and Children) are eligible to travel as per his eligibility. Flight is allowed only for General Manager and above.
- Transfer of luggage in quintals will be paid as per prevailing rates of Indian railways irrespective of mode of transport, subject to submission of bills.

4. Boarding

Cash allowance should be deducted only during annual conferences, when company provides boarding and lodging. 15 % Breakfast, 30 % Lunch & 30 % Dinner.

5. TA Structure to be reviewed at least once in 3 years