

<b>Policy Number: 34 A</b>	<b>Policy Title: Policy on Official Travel (HO &amp; Non-Marketing)</b>
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### **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 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.
- 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 as per the approvals in Exhibit-2 for all employees.
- 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 a fortnight of return.

### 4.3 International Business Division

- 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 International Business Division 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 -2 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.

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 eligible boarding / cash allowance will be admissible for each day of outstation field work including time spent on the journey 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

When the company provides lodging and full boarding, 25% of boarding / cash allowance is admissible.

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 15 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 2, 60% is towards lodging with supporting bills and 40% is towards boarding. Conveyance as per actuals with supporting bills / details.
- For International travel by the Chairman and Non Executive Directors, a maximum allowance of upto US Dollar/Euro 500 per day is allowed on self-certification basis.
- For International travel by the Chairman and Directors, when the company provides lodging and full boarding, 100 USD per day as boarding / cash allowance is admissible.
- 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**

The personnel travelling overseas shall be eligible to take a local SIM card in the territory of travel in case the stay in the country is for more than three days and if less than three days, then the SIM card and usage cost is within 15 USD per day of stay. International Roaming packs of existing service provider in India can also be activated and claimed. Prudence in judicious use to be applied.

## **9. Attire Allowance**

Employees who travel to foreign countries regularly, on business purpose are eligible for attire allowance of Rs. 25,000/- for the first time and thereafter once in three years.

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TA/DA for Employees other than Marketing Field Staff

A																				
Existing																				
Category	DOMESTIC										INTERNATIONAL					TRANSFERS				
	Accommodation					Travel					Local Conveyance		Boarding					Transfer		Luggage
Grade/Designation	State Capitals	Revised (Metro, State Capitals and A Class Cities)*	Other City (Rs. Per Day)	Revised	Allowance in In Lieu of Hotel Bills (Rs. Per Day)	Revised	AIR Travel	Rail Travel	On Road Actuals subject to maximum of (Rs. Per KM)	Revised	Ceiling per Day in Rs.	Revised	Cash Allowance per Day	Revised	AIR Travel	Cash Withdrawals in USD	Transfer Grant+Packing Allowance+ Cartage To & Fro	Revised (Transfer Grant / Relocation Allowance )	Transfer of Luggage in Quintals	Revised Transfer of Luggage in Quintals
Managing Director	18000	25000	12000	16000	1500	2000	Business	AC 1	22	Actuals	Actuals	Actuals	2400	3000	Business Class	500	42500	100000	250	Actuals
Dy MD	15000	20000	10000	13000	1300	1700	Business	AC 1	20	Actuals	Actuals	Actuals	2000	2600	Business Class	450	42500	75000	250	Actuals
Senior VP	12000	15000	7500	10000	1200	1600	Economy	AC-I	18	24	Actuals	Actuals	1800	2400	Business(for travel beyond 4 hours)	400	34500	50000	250	Actuals
VP	10000	13000	7000	9000	1000	1400	Economy	AC-II /Executive Chair Car	16	21	Actuals subject to a maximum of Rs. 3000/Day	Actuals subject to a maximum of Rs. 5000/Day	1400	2000	Economy	400	32500	50000	250	Actuals
General Manager	9000	12000	6000	8000	900	1100	Economy	AC-II	15	20	Actuals subject to a maximum of Rs. 3000/Day	Actuals subject to a maximum of Rs. 3500/Day	1200	1600	Economy	400	31500	45000	250	Actuals
Chief Manager & Deputy General Manager	7200	9000	5000	6500	800	1000	Economy	AC-II	12	16	Actuals subject to a maximum of Rs. 2000/Day	Actuals subject to a maximum of Rs. 2500/Day	1000	1300	Economy	350	24500	30000	150	Actuals
Manager to Senior Manager	5000	7000	3500	5000	700	900	Economy	AC-II	12	15	Actuals subject to a maximum of Rs. 1500/Day	Actuals subject to a maximum of Rs. 1800/Day	900	1200	Economy	350	21500	25000	150	200
Senior Executive to Deputy Manager	4500	6000	3000	4000	700	900	Economy	AC-II	10	13	Actuals subject to a maximum of Rs. 1200/Day	Actuals subject to a maximum of Rs. 1500/Day	800	1000	Economy	300	21500	25000	125	200
Officer to Executive	3000	4000	2000	3000	500	650	NA	AC-III	10	13	Actuals subject to a maximum of Rs. 800/Day	Actuals subject to a maximum of Rs. 1000/Day	600	800	Economy	250	17000	20000	75	100
Senior Assistant	1500	3000	1000	1500	300	400	NA	II Class	10	13	Actuals subject to a maximum of Rs. 600/Day	Actuals subject to a maximum of Rs. 800/Day	500	650	NA	0	15000	18000	50	100
Assistant	1500	3000	1000	1500	250	350	NA	II Class	10	13	Actuals subject to a maximum of Rs. 600/Day	Actuals subject to a maximum of Rs. 800/Day	500	650	NA	0	14000	16000	50	100

\*A Class City list in the Exhibit-3, which will have equal status as Metro city or state capitals.

1. Local Conveyance for HO/Plant Staff at Head Quarters in Rs./Km

Vehicle	Local Conveyance in Rs./Km	
	Existing Amount (In Rs./Km)	Revised Amount (In Rs./Km)
Two Wheeler	6	8
Four Wheeler	13	20

2. International Travel

International Travel	Revised
Lodging with Bills	40%
Boarding	40%
Conveyance with Bills/Details	20%

3. Boarding

When company provides accommodation and full boarding, 25% of daily boarding/ cash allowance will be paid.

For Chairman and Directors, when the company provides lodging and full boarding, 100 USD per day as boarding / cash allowance is admissible.

4. Transfers

a. Employee and his/her immediate family members (Spouse and Children) are eligible to travel as per his eligibility. Flight is allowed only for General Manger and above.

b. Transfer luggage in quintals will be paid as per prevailing rates of indian Railways irrespective of mode of transport, subject to submission of bills.

5. Domestic Air Travel

HOFs eligible for Fast Forward/Similar Services by Airlines

\* If company books accomodation, then 40% Boarding allowances will be provided.