



INDIAN IMMUNOLOGICALS LTD

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.

3. Policy & Procedure

3.1 Domestic Travel

- All employees in the grade of E2 and above (E2, E1, M4 to M1, GM 1, GM2 & CGM) are eligible for air travel by economy class. Whole-time Directors are eligible for business class.
- All employees in the grade E3 and below are eligible for travel by road / rail. In case of business exigencies / emergency E3 and below employees may travel by air, with prior approval of MD/DMD.
- Employees must submit the tour plan for the month to the concerned HOD through "IIL-Home". The approved travel plans shall be submitted to the travel coordinator atleast 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 night or early in the morning before 7 a.m.

- Cancelling or postponing of tour by Air is allowed only in case of exigency, with the approval of MD/DMD.

3.2 International Air Travel

- International air travel shall be by economy class for all the employees, except for Whole-time Directors.

For Whole-time Directors international travel shall be by economy class in case the travel time is less than 2 hours.

- All international travel related to the company's business shall be with prior approval of DMD/MD.
- Other international travel such as for research projects, training and conferences shall be with prior approval of the Board.
- Tour Report shall be submitted to DMD/MD, within one week of return. In case the travel was approved by the Board, a copy of the report shall also be marked to the Company Secretary.

International travel on Export business

- All employees must submit the tour plan to the Exports HOD. The Exports 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. Exports HOD should also ensure that each tour is for a minimum of three countries.
- The Exports HOD shall submit the travel plan with the following details to the MD/DMD for approval at least two months in advance, explaining i) the purpose ii) duration & iii) country of visit.
- The Exports 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.

- The Exports HOD is responsible for finalizing itineraries and air ticket at economical cost in coordination with travel coordinator.

4. Eligibility Limits

- Exhibit -1 sets out grade-wise eligibility for domestic travel.
- Exhibit -2 sets out grade-wise eligibility for overseas travel.

5. Eligibility Criteria

5.1. 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 4 days of return, along with all the supporting documents including boarding pass in case of air travel.

5.2. International Travel

- Out of the total allowance as set out in Exhibit 2, 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 5.1 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.

6. 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.

7. 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.

8. Attire Allowance

Employees who travel to foreign countries regularly, on business purpose are eligible for attire allowance of Rs. 5000/- for the first time and thereafter once in three years.

This policy will come into force with immediate effect.

Date: 6 November 2013

TA/DA for Employees Other than Marketing Field Staff

Amount Rs.

Category	Domestic								Transfers			
	Accommodation			Travel			Local Conveyance	Boarding	Transfer Grant	Packing Allowance	Transfer of luggage in quintals	Cartage to &Fro
Grade / Designation	State Capitals Rs per day	Other Places Rs per day	Lodging in lieu of hotel accommodation Rs per day	Air	Rail	Road Actuals, subject to a max. of Rs per Km	Ceiling per day Rs per day	Cash Allowance per day				
General Managers 1,2	7500	5000	600	Economy	AC - II	12	Actuals subject to max Rs 2500 per day	1000	15000	7000	250	1500
Managers (M1)	6000	4000	500	Economy	AC - II	8	Actuals subject to max Rs 1500 per day	800	12000	6000	150	1000
Managers (M2&M3)	4250	2750	400	Economy	AC - II	8	Actuals subject to max Rs 1000 per day	700	10000	6000	150	1000
Manager 4 & Executives (E1 & E2)	3750	2200	400	Economy	AC - II	8	Actuals subject to max 800 per day	600	10000	6000	125	1000
Executive 3 Officers (O1&O2)	2500	1300	300	-	AC -III	5	Actuals subject to max 500 per day	500	8000	4500	75	750
Assistant 1	1000	800	200	-	II CLASS	4	Actuals subject to max of 400 per day	400	8000	4000	50	700
Assistant 2	1000	800	200	-	II CLASS	4	Actuals subject to max 400 per day	400	7000	4000	50	600
Assistant 3	1000	800	150	-	II CLASS	4	Actuals subject to max 400 per day	400	5000	3000	40	600

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

- Moped - Rs 3/-
- Scooter / Bike - Rs 4/-
- Four Wheeler - Rs 10/-

Indian Immunologicals Limited

TA/DA for Foreign Travel with effect from 1st January 2012

Category	Travel	Allowances
Grade / Designation	Air	Cash Withdrawal * (USD)
General Manager 1, 2	Economy	400
Managers (M1)	Economy	350
Manager (M2 & M3)	Economy	350
Manager 4 & Executives (E1 & E2)	Economy	300
Executive 3, Officers (O1 & O2)	Economy	250
Assistant 1	-	-
Assistant 2	-	-
Assistant 3	-	-