



Travel Policy Addendum

	Process Owner	Authorized by
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Designation	GM - Administration	COO
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ANNEXURE 'I'

CONVEYANCE ELIGIBILITY

Category "A"	Delhi, Bangalore, Mumbai, Chennai, Kolkatta, Hyderabad.
Category "B"	Ahmedabad, Pune, Goa, Indore, Lucknow, Jaipur, Chandigadh, Cochin.
Category "C"	All other towns/Cities not covered in "A" & "B"

EMPLOYEE GRADE	CLASS OF OUTS. TRAVEL	MODE OF LOCAL CONVEYANCE	"A"		"B"		"C"		Special Allowance
			Boarding & Lodging		Boarding & Lodging		Boarding & Lodging		
			Accommodation	Daily allowance Against Bills	Accommodation	Daily allowance Against Bills	Accommodation	Daily allowance Against Bills	
C-10 - C-11	Air (Economy class)	A/C Taxi	6000	At Actuals	5000	At Actuals	4000	At Actuals	1500
C-8 - C-9 18 - 19	Air (Economy class)/ AC 2 Tier Train/Equivalent	A/C Taxi	5000	1200	4000	1200	3000	1200	1000
C-5 - C-7 14 - 17 6-A, 6-B, 7-B	Air (Economy class)/ AC 2 Tier Train/Equivalent	Taxi / Auto	4000	1000	3000	1000	2500	1000	1000
C-2 - C-4 10 - 13 4-A, 5-A, 5-B	AC 3 Tier Train / Equivalent	Auto	2500	800	2000	800	1500	800	700
OTHERS	2nd class sleeper train / Equivalent	Bus /Auto	1500	600	1200	600	1000	600	500

Daily allowance - Food, laundry & miscellaneous expenses

Local Conveyance - At actual (against bills wherever possible)

Special Allowance - Incase Employee stays with his/her relatives or friends while on business tour.

NOTE: Only Managers and above will be eligible for pickup and Drop from the Airport/Hotel



To clarify the term "special allowance" mentioned in ANNEXURE I - Travel Policy.

"Special Allowance -Incase Employee stays with his/her relatives or friends while on business tour"

Special allowance is applicable/can be claimed only where company guest house is not available and prior permission from Admin department.

Admin department will arrange for guest house accommodation for the employees wherever available. In case guest house has been occupied and not available, Admin shall arrange for alternate accommodation or employee can stay with relatives/friends with prior permission from admin dept.