



Travel Policy

	Process Owner	Authorized by
Name	Rajesh Prabhu	Arati Naik
Designation	GM - Administration	Executive
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Objective

To facilitate travel of employees for business purposes and to provide guidelines and establish procedures for employees incurring business travel and entertainment expenses on behalf of Digisol.

Scope

The procedure outlined in this document covers all the activities involved in the domestic travel arrangements on approved company business, regardless of the source of funds, duration of travel or business purpose (e. g. conferences, visiting other companies, research, generating company income, consulting, professional development, Training etc.)

Responsibility and Enforcement

The Traveler is responsible for:

- Complying with the Travel Policy
- Accurate submittal of expenses items within policy guidelines
- Presenting original receipts
- Completing expense sheets timely

Employee's reporting supervisor is responsible for reviewing and approving expenses. Approval is required on all expenses submitted. Supervisor's approval indicates that the expenses incurred are agreed upon and confirms that such expenses are in accordance with the policy.

The company assumes no such obligation to reimburse employees for expenses that are not in compliance with the policy.

Category, Eligibility and Procedure

4.1. Travel within the State

- If necessary an employee may use his personal vehicle for short distance travel for business purpose (within the state) – [At respective locations – Subject to max. 200 kms.]
- The mileage reimbursement allowance covers all automobile related costs exclusive of Toll charges and parking fees.
- Car at 10/- per Km [Only Grade 15, C-5, 6-A, 6-B and above] & 2 wheelers @ 4/- per km will be reimbursed at actual
- The toll and parking fees will be paid extra at actual.
- Employee using personal vehicle has to necessarily bear a legal driving License. In case he has a driver, the driver should be valid license holder.
- It is recommended that employees using personal vehicles on company business have adequate automobile coverage (Insurance, Road Tax and Other necessary documents)

4.2 Air Travel

Eligibility

Grade 15, C-5, 6-A, 6-B and above

*Others only on approval from HOD in specific instances.

Procedure

a. Raising a Requisition

Travel requisition approved by the individual Employee's superior/ HOD should be given at least one week in advance in order to avail the best offers.

All requests should be supported by a travel requisition form (Annexure II)

Employees need to request for flight according to the approximate departure & arrival time. The selection of the airline will be done based on the lowest fare available. If the employee is not in agreement with the airline selected, he will communicate his choice to the Admin Dept, who in turn will put it up to the Executive Chairman for approval. Only on the approval of the Executive Chairman, will a change be effected

b. Actual Booking

- All India domestic bookings except HO will be done through Goa Administration Department.
- Booking of HO people will be done at HO, Mumbai.
- After the booking, the PNR number will be given to the passenger (via sms / phone / e-mail).
- The ticket may be downloaded from the internet with the PNR number or can be collected at the airport.

c. Cancellation

As a policy no cancellations would be allowed. All employees will have to plan their trip accordingly in order to avoid cancellations. Emergency cancellations would be attended on approval of HOD with proper justification.

5. Ground Transportation**5.1. Eligibility**

Grade 14, C-4, 5-A and below

5.2 Procedure**a. Raising a Requisition**

It is expected that each employee use the most effective ground transportation available considering cost, time, and availability and scheduling.

Advance requisition should be given incase of train bookings in order to ensure availability.

b. Actual Booking

All bookings will be done directly from the branch offices.

c. Cancellation

As a policy no cancellations would be allowed. All employees will have to plan their trip accordingly in order to avoid cancellations. Emergency cancellations would be attended on approval of Functional head with proper justification.

6. Guidelines during Tour**6.1. Taxi and Airport Transportation**

A taxi is usually the most available and least time consuming and should be considered as conditions warrant. A receipt is required for re-imbusement for such expenses.

6.2 Hotels

- Eligibility as per Annexure I.
- Wherever a company guest house is available, it is compulsory to use the same.
- Employees shall be encouraged to share a room with a colleague while on travel. This will enable the Admin department to book a hotel which will be 1.5 times the eligibility of a single person.
- In case an employee stays with a friend/relative, he/she shall be paid a special allowance as mentioned in Annexure I.

6.3 Spouse Accompaniment

As a general rule, company does not reimburse for spousal accompaniment. Should the employee's spouse accompany the employee for personal purposes, the net amount of the employees own expenses may be reimbursed.

6.4 Communication

- Personal calls can be reimbursed upto a reasonable amount at the discretion of the management.
- Employee should inform the administration department to activate the roaming facility before proceeding on tour.

6.5 Guest Entertainment

Expenses for entertainment of guests (customers/Senior Govt. officials etc.) will be reimbursed on HOD's approval.

6.6 Non-Allowable Expenses

The Company's policy is to reimburse its employee for all reasonable and necessary expenses incurred while transacting the affairs of the Company. However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable.

This includes:

- Personal entertainment including movies in a hotel room.
- Barber, manicurist and shoe shine.
- Repairs on personal automobiles damaged while on company business.
- Traffic violations and court costs.
- Membership fees in airline clubs.

6.7 Advances

- Employees having credit cards should preferably use the same and claim against the actual bill to cover business travel expenses.
- Alternatively, he may apply for a travel advance in the appropriate format with the Accounts department.
- The advance will be established at an amount that is reasonable.
(It shall be calculated taking into account his entitlement * no of days of travel)
- Travel Advances must be settled within 15 days after completion of the travel.
- A Travel Advance will not be issued if any prior advance is outstanding.
- Statement of travel expense forms is to be forwarded to Accounts dept. With all receipts attached. Any unused travel advance money must accompany this form.

6.8 Re-imbusement

- Employees may only receive reimbursement for actual, reasonable travel costs upto the limits prescribed in the policy.
- Employees incurring unauthorized or over limit expenses in the performance of official business are not guaranteed reimbursement.
- Employees combining personal and official business, or who incur expenses strictly for their personal convenience or benefit, will not receive reimbursement for any additional expenses caused by their personal business or personal convenience needs.

- It will be the responsibility of the department administrator and the employee to ensure that receipts are collected and retained for each and every request for travel reimbursement.
- Claims for reimbursement of the expenses for approved company business travel (including conferences and official meetings) are made on a Travel Expense reimbursement form (Annexure III).
- Original receipts, boarding pass incase of travel and other supporting documentation must be attached to the travel reimbursement form.

6.9 Exclusions

- This policy is not applicable for bulk bookings done for company events and training. In this case, the travel guidelines will be dealt separately.
- Employees who are eligible for ground travel and wish to go by Air will have to bear 50% of the cost differential between Ground and Air.

General

- This policy supersedes all other policies, procedures and practices prevalent on this subject to date. Company reserves the right to add to, alter or amend, or cancel this policy at its discretion if needed in future.
- Given the economic slowdown in the Indian Industry, we are in the midst of a new reality. The corporate landscape is changing and pro-active initiatives are the need of the hour to retain our competitiveness. We need to work towards cost reduction strategies in all areas of operation. As travel contributes significantly to our administration costs, we have put forth the following clauses in addition to the policy to rationalize the same.
 - Reduction in quantum of travel by using technologies like Video conferencing to smoothen communication.
 - It is compulsory for all the employees to make use of company guest houses wherever available. This is applicable to all levels of employees irrespective of grade.
 - Employees must use budget hotels wherever guest house facilities are not available.
 - Employees will be encouraged to travel by train or Bus wherever available and to avoid air travel.

Related Documents

- 8.1. Conveyance Eligibility
- 8.2. Travel Requisition Form
- 8.3. Travel Expenses



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 - In case 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



Annexure 'II'

Travel Requisition Form

Date: _____

Name of the Employee: _____

Designation : _____ Grade : _____

Department : _____

Purpose : _____

Destination : _____ Mode of Travel: _____

Departure : _____
(Date and Time)

Arrival : _____
(Date and Time)

Accommodation at : _____

Arranged by Company/Self : _____

Contact details : _____

Advance, if any (INR) : _____

Signature of Employee: _____ Approved by (Reporting Manager) : _____

Approved by HOD: _____

Approved by Executive Chairman / Executive Director : _____

(In case of foreign travel)



Annexure 'III'

Travel Expenses Reimbursement Report

Name of the Employee: _____

Emp code: _____ Grade: _____

Department: _____ Destination: _____

Departure: _____ Arrival: _____

Purpose: _____

Particulars	Location A	Location B	Location C	Location D	For Accounts dept.
City					
Date (From)					
Date (To)					
Fare a) Mode of Travel b) Amount (Rs.)					
Conveyance (refer overleaf)					
Total Boarding expenses					
Total Lodging expenses					
Daily Allowance					
Other Expenses					
a.					
b.					
c.					
d.					
Total Expenses					

Travel Advance taken, if any: _____ On(date)_____

Balance due (Payable): _____ (Total Expenses less Travel Advance)

Signature of the Employee: _____ Signature of Reporting Manager: _____

Signature of HOD: _____ (In case required)

Signature of Accounts representative: _____ Signature of Admin representative: _____



Details for Conveyance:
(Attach vouchers wherever possible)

Date	Town	Location		Distance in Km	Mode of Travel: 2W, 4W, Bus, Train/Taxi, Auto rickshaw	Amount
		From	To			

Terms:

- 2W – Two wheeler, 4W – Four wheeler
- **Total Boarding Expenses:** All Hotel stay expenses
- **Total Lodging Expenses:** All outside meal expenses incurred like snacks/cold drinks/water/meals during travelling etc.
- **Daily Allowance:** Applicable to subordinate category only @ Rs. 125 per working day.
- **Other Expenses:** Includes telephone, portage, excess luggage charges, tips, accessories etc.

Note:

- This form is to be submitted to accounts department within three working days of return.
- If an employee fails to submit the expense report within three working days the tour advance will be settled against salary.
- Balance amount if any, should be refunded immediately to Accounts department
- All original Air/Train/Bus tickets/Boarding pass should be submitted to the Accounts Department.
- All original food/travel/other bills should be attached with the statement.
- The Admin / Accounts department can reject any false/unsupported claims by the employee.