

28 Employee Travel Policy Rv2.0

Policy No.	CSSPPL\HR\28
Policy Owner	Chief Human Resources Officer
Function	HR & Admin
Approver	Managing Director
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Objective:

Travel policy is to ensure that the travel expenses of the Company is managed and controlled under certain guidelines. Employees must control business travel expenses by making sound judgment with respect to the use of Company funds. Travel is an important aspect for carrying out the business; it is expected that employees will follow the "travel guidelines for employees "while travelling and will provide documentation in support of the same. It is also meant to reimburse the amount spent by an employee when on international or domestic travel.

Scope:

All full-time employees and trainees, and FTCE (Fixed Term Contract of Employment) across the units are covered under this Policy. Non-adherence with Policy while on business travel for Company's business may include stringent disciplinary action and / or disallowance depending on the severity of the non-adherence.

Eligibility:

All eligible employees who travel for official work must follow their eligible mode of travel as per the table below which is based on their grade.

A) Local Travel for office work

Grade	Designation	Class	Local Travel
M12 & above	Manager & above	Four-Wheeler	@Rs.10/- per KM
M13 & below	Asst. Manager & below	Two-Wheeler	@Rs.4/- per KM

B) Outstation Travel for office work:



Grade	Designation	Class	Local Travel
M3 & above	Director & above	Air/I AC/II AC/III AC	Innova or equivalent
M5 to M4	VP to Sr. VP	Air/I AC/II AC/III AC	Innova or equivalent
M8 to M6	GM to AVP	Air/II AC/III AC	Swift Desire or equivalent
M10 to M9	AGM to DGM	Air/II AC/III AC	Auto/Taxi (Swift or equivalent)
M12 to M11	Manager to Sr. Manager	III AC/AC Bus	Auto/AC Bus/Bus/Uber/OLA
M16 to M13	Jr. Executive to Asst. Manager	III AC/AC Bus	Auto/Bus/Sharing Uber/OLA
S3 to S1	Skilled 3 to Skilled 1	Sleeper Class Train/Bus	Bus
US to SS1	Unskilled to Semi-Skilled	Sleeper Class Train/Bus	Bus

Procedure:

All employees must submit a requisition (format attached) to the local Administration/ HR Department giving sufficient time to arrange for tickets. Under special circumstances, the employee shall make arrangements on his own and keep the Administration / HR Department informed. All outstation travel must be planned well in advance, so as to obtain confirmed tickets at competitive prices. Whenever employees have to travel, due to work exigencies, may even be allowed to go by flight with an appropriate approval by the Authority concerned. While returning he will travel as per the eligibility specified above.

Boarding (Eligibility per day):

All employees are eligible to boarding as per the table below as per their grade.

Boarding (Eligibility per Day in INR inclusive of applicable taxes)

Grade	Designation	A+ City	"A" City	"B" City	"C" City
M3 & above	Director & above	At actual	At actual	At actual	At actual
M5 to M4	VP to Sr. VP	1600	1500	1200	1000
M8 to M6	GM to AVP	1400	1400	1200	1000
M10 to M9	AGM to DGM	1200	1200	1000	1000
M12 to M11	Manager to Sr. Manager	1200	1000	900	800
M16 to M13	Jr. Executive to Asst. Manager	1000	1000	900	800
S3 to S1	Skilled 3 to Skilled 1	800	800	800	800
US to SS1	Unskilled to Semiskilled	800	800	800	800

Class of Cities:



1. **A+ City:** Mumbai, Delhi and Chandigarh
2. **A City:** Chennai, Kolkata, Bangalore, Pune & Hyderabad
3. **B City:** Cochin, Vizag, Coimbatore & other state capitals not covered in ("A+" and "A") cities
4. **C City:** All other towns not covered in "A+", "A" and "B" cities

The boarding eligibility mentioned above applies only when the travel is made for more than 12 hours. The rates will apply as per the eligibility at the destination centre. Whenever the travel is made less than 12 hours, only the incidental expenses viz. breakfast, lunch, coffee/tea expenses alone can be claimed as per eligibility in the abstract enclosed depending upon starting and arrival time.

Lodging (Eligibility per day):

All employees are eligible to boarding by the following as per their grade.

Lodging (Eligibility per Day in INR inclusive of applicable taxes)

Grade	Designation	A+ City	"A" City	"B" City	"C" City
M3 & above	Director & above	At actual	At actual	At actual	At actual
M5 to M4	VP to Sr. VP	4,000	3,500	3,000	2,500
M8 to M6	GM to AVP	3,500	3,000	3,000	2,500
M10 to M9	AGM to DGM	3,500	3,000	3,000	2,500
M12 to M11	Manager to Sr. Manager	3,000	2,500	2,500	2,000
M16 to M13	Jr. Executive to Asst. Manager	2,500	2,000	1,800	1,500
S3 to S1	Skilled 3 to Skilled 1	2,000	1,500	1,200	1,200
US to SS1	Unskilled to Semiskilled	1,500	1,000	1,000	1,000

Class of Cities:

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Whenever Company has guest house or accommodation facility, the employee will have to first seek accommodation in such places. If there is no room in the guest house, only then the employees have to look for accommodation elsewhere.

Own arrangement: Employee can make own arrangement for their stay. In such cases, he/she will be eligible for 40% of the boarding and lodging eligibilities and he/she need not to produce any bills to claim the same. However, this will not be applicable to employees who hail from native whenever they native places on official duty.

Employees nominate for residential training programs/conference/seminars will be eligible only for the incidental expenses

The above Boarding and Lodging eligibility includes laundry expenses, newspaper, mineral water, etc.



Submission of Bills & Accounting:

- On return from the tour, employees must submit their T&E (Travel & Expenses) bills within 4 days from the date of reaching the station along with approved "On duty" form, necessary tickets, vouchers, bills, etc. in original to accounts department.
- Employees may submit their travel claim fortnightly to Accounts Dept. for reimbursement of expenses duly approved as Limits of Authority (i.e. Reporting Manager and or HOD).
- Employees may take cash advance on account of outstation travel and submit the bills along with necessary vouchers duly authorized by the HOD/ Functional Head before the end of the month.
- Bills submitted more than the eligibility will not be approved for reimbursement and any unsettled amount to be recovered from the employee salary at the end of that month.
- If any employee is traveling with his colleague, senior, any expenses incurred jointly should be claimed only by the Senior Employee.
- A travel report, stating the purpose of travel, outcome and the developments, etc. must be submitted to the HOD's concerned. The format of Tour report and Travel Expenses Statement are enclosed with this Policy.
- The T&E bills shall be verified by the Accounts Department. Accounts department is authorized to deduct the expenses incurred which are not in line with the policy after duly intimating this to the concerned employee with sufficient details.

Policy Review:

Travel policy is the copyright of Department of Human Resources, Catalyst Service Solutions Partners Pvt. Ltd. The Department reserves the right to amend/modify/delete/add any of the contents aforesaid in the policy or withdraw the policy with or without any prior notice.

Responsibility for execution, functional Impact & Processes affected by the Policy:

Human Resource Department

Access to the Policy:

All employees of *Comprehensive Support Services Pvt Ltd.*

The Management, may its discretion, review this policy periodically and make modifications as necessary from time to time.

