

Travel Policy

Applicability: This policy is applicable to all the employees of the company who are required to undertake business travel within India.

Type of Travel: Defining type of travel depending on the duration of travel

Table1: Classification of Travel

Travel	Duration
A. Tour	1-15 days
B. Deputation	15 days to 1 Year
C. Transfer	>1 year

A. Tour – Any official travel which is for a duration of 1 to 15 days

Lodging & Boarding allowances:

Lodging & Boarding allowances will be payable to the employees for tour within India on official work as per the limits mentioned in given **Table 4**.

Table 2: Classification of Designation

Grade	Designation
M1	Directors, CEO, COO, President
M2	VP, AVP, GM, DGM, RM
M3	AGM, Sr. Manager, Sr. BM., RSM
M4	Manager, Deputy Manager, Assistant Manager, Sr. Executive, Sr. Engineer, ASM, BM
M5	Executive, Officer, Engineer, Coordinator
M6	Jr.Executive,Jr.Officer,jr.engineer,Sr.Technician,Technician,Trainee ,GET ,DET, Operator, Supervisor, Asst. Engineer

Table 3: Classification of Cities

Category	Name of the city
A	NCR, Kolkata, Chennai, Mumbai, Hyderabad, Bangalore, Pune, Ahmedabad, Chandigarh, Capitals of all States/Union Territories
B	All other cities

Table 4: Classification of Mode of Travel

Mode of Travel Entitlements		
Grade	Mode of Travel (Local)	Mode of Travel (inter-city)
M1-M2	Taxi (AC)*	Air (Economy) /Train (AC I, II) /Taxi (AC)*
M3	Taxi (AC)**	Train (III AC) /Bus/Taxi(AC)**
M4	Auto, Taxi (Non-AC)***	Train (III AC)/Bus(AC) /Shared Taxi/Auto
M5/M6	<10 KM (auto) >10 KM (Public Transport/Shared Transport)	Train & Bus (Sleeper)/Shared Taxi/ Auto

- *Taxi(AC) (for M2 and M3 grades) includes hatchback/sedan cars. In case, they are traveling with client Sedan/ SUV cars can be booked.
- ***Auto/Taxi Non-AC: 8 Rs./KM
- **Taxi AC: 10 Rs./KM

Table 5: Tour Entitlements

Grade	Lodging Allow.		Boarding Allow.	Personal Incidental
	Category		Category	
	A	B		
M1	Actual	Actual	Actual	Actual
M2	4000	3000	1000	150
M3	3000	2000	800	125
M4	2000	1500	600	100
M5	1500	1200	500	75
M6	1000	700	350	50

Note: The amount limits mentioned in **Table 4** are maximum permissible rates on submission of actual bill. These mentioned rates are exclusive of taxes.

An employee who is staying at relative's or friend's place during the official tour will be given Rs. 250 per day as lodging reimbursement.

Use of personal vehicle for official purpose:

All employees shall be entitled to claim the given amounts towards usage of their personal vehicle for official work:

- Rs 7.0 per KM for Four Wheeler
- Rs 2.5 per KM for Two Wheeler

Part Day calculation for Day Tour Entitlement

The Entitlement shall be calculated on a 24-hour clock basis. The start time would be the start time of departure and end on return time of tour. Where part days are involved, the calculation shall be as indicated as under:

Table:6

Duration	Entitlement
3 to 12 hrs	50% of daily allowance
12 to 24 hrs	100% of daily allowance

All expense claims (except Boarding and Personal incidental category) must be supported by bills/invoices.

B. Deputation Policy:

A travel for a duration greater than 15 days but less than 1 year at **one location or site** will be treated as deputation.

The employee will be eligible to get the following entitlements during deputation:

1. **1-7 Days** of benefit as per the tour policy (Mentioned in **Point A**)
2. **After 7 days:** Allowances to be provided as per **given table:**

Table 7: Deputation Entitlements

Grade	Lodging Allow. (Per Month)		Boarding Allow. (per Day)		Travel (Per Day)
	Category		Category		
	A	B	A	B	
M4	4500	4000	250	200	150
M5 & M6	4000	3500	250	200	150

Note:

1. If company is already providing guest house and food facilities at the site, then Employee will not be entitled for the any of the above allowances.
2. Employee does not require to submit the bills for deputation entitlements.

C. New Joinee Relocation/ Transfer Policy: An employee is shifted to a location for a duration projection of more than 1 year will be treated as transfer. The employee will be entitled to following in the forms of reimbursement:

(Note: Distance between two places should be greater than 100 KM for relocation and transfer)

Duration: Initial 7 days

Table 8: Classification of Designation

Grade	Designation
M1	Directors, CEO, COO, President
M2	VP, AVP
M2B	DGM, GM, Head, RM
M3	AGM, Sr. Manager, Sr.BM, RSM
M4	Manager, Deputy Manager, Assistant Manager, Sr. Executive, Sr. Engineer, ASM, BM
M5	Executive, Officer, Engineer, Coordinator
M6	Jr.Executive,Jr.Officer,jr.engineer,Sr.Technician,Technician,Trainee ,GET ,DET, Operator, Supervisor, Asst. Engineer

Table 9: Classification of Cities

Category	Name of the city
A	NCR, Kolkata, Chennai, Mumbai, Hyderabad, Bangalore, Pune, Ahmedabad, Chandigarh, Capitals of all States/Union Territories
B	All other cities

Table 10: Mode of Travel

Mode of Travel Entitlements	
Grade	Mode of Travel
M1/M2	Air (Economy)
M2B	Train (AC II) /Taxi (AC)*
M3	Train (III AC) /Bus/Taxi(AC)*
M4	Train (III AC)/Bus(AC) /Shared Taxi/Auto
M5/M6	Train & Bus (Sleeper)/Shared Taxi/ Auto/ Public Conveyance

***Taxi (AC) :10 Rs/KM**

Note: In case of non-availability of one particular class of ticket, 1 class down ticket will be booked.

Table 11: Tour Entitlements

Grade	Lodging Allow.		Boarding Allow.	Travel Allowance
	Category		Category	
	A	B		
M1	Actual	Actual	Actual	Actual
M2	4000	3000	350	150
M2B	3000	2500	250	125
M3 to M6	2000	1200	150	100

Note: The amount limits mentioned in **Table 4** are maximum permissible rates on submission of actual bill. These mentioned rates are exclusive of taxes.

All expense claims must be supported by bills/invoices.

Relocation Expenses towards shifting of household goods

Employee has to provide 3 quotations and HR to verify and approve one of the quotations.
Max Limit 20,000

The guidelines to be followed for booking a ticket:

- The employee needs to send a request mail for booking a ticket to travel desk at reservation@ujaas.com
- **The request must be made 1 day prior to date of travel**
- The travel desk will ask travel approval on email from the supervisor/HOD before the ticket is actually booked.
- The employee is not allowed to book ticket directly until unless an emergency. Whenever an employee is booking ticket directly from Vendor, he needs to take permission from his HOD to consider that the payment will be done by the company. In direct ticket booking, he needs to show the ticket as well the debit or credit card statement.
- The following information needs to be mentioned in the request mail for booking a ticket in the given format:

Employee Code	Name	Designation	Contact No.	Age	Project Name	Purpose	Tour Place	Booking request date	DOT	Return DOT	Mode info	Duration	HOD	Approved By	Approved By (In absence of HOD or above eligibility)
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- If an employee is asking to book one specific flight/Train or Bus, he needs to mention the reason for choosing it in the request mail.
- The employee needs to send his ticket booking request at least one day before the date of journey
- In case of urgent booking i.e. Request to book a ticket within one day, he needs to mention the reason for urgent booking
- It is not allowed to ask for booking a special Hotel/ Flight/ Seat/ Web Check-in.

The process to be followed for submission of a bill by an employee:

- The employee needs to submit his/her bills within 15 days of completing his tour. In case, he is not able to submit his bills within the given time-limit, he needs to attach a note to it by stating a reason for the same. Any tour bills not submitted against tour advances for more than 30 days shall be deducted from coming month's salary.
- The employee needs to provide the information on mail in the following format:

Employee Code	Name	Designation	Dept.	Tour Place	Tour Date	Bill Amount	Date of Submission

- The bill needs to have signature of the employee and his/her HOD.
- In case, there is any deviation in the amounts in the bill, HOD's approval with clarification note will be required.
- If employee pays bills himself, he needs to submit bill as well his credit/debit card statement in case of card payment.
- It is responsibility of employee to get authentic bills.
- When an employee submits a bill of auto or taxi, he needs to mention name of the places and distance traveled in the bill for the smooth processing of these kind of bills.