

Insert company Logo



| Policy Name: | **Travel Policy** |
| --- | --- |
| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
| --- | --- | --- |
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# **DEFINITION**

1. **Long Distance Travel** is the travel where member returns on the same day to Host/ base Location. The Bike or Car drive is restricted for round trip to total 200 kms and 400 kms respectively.
2. **Outstation Travel/ Domestic Travel** is defined as approved travel in any city within India away from host location and involves an overnight stay.
3. **Reimbursement** is the act of compensating someone for an out-of-pocket expense by giving them an amount of money equal to what was spent.
4. **Entitlement** is the right to a particular privilege or benefit, granted by the organization.
5. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
6. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
7. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To ensure that the travel expense of the company is controlled by establishing certain standards.

To outline the guidelines to reimburse the amount spent by an employee when on domestic travel.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Reporting Manager, Human Resource Department, Finance Department

# **POLICY**

The travel policy aims at providing clear guidelines to the members along with their entitlements and thereby improving the cost effectiveness of the travel expenditure of the organization while always keeping in mind the member’s safety and comfort.

This policy will cover administrative and accounting procedure for business expenses incurred by members in relation to travel, meal and lodging.

## **Purpose of Travel**

A member might travel for company purposes which includes-

* Meet with clients or partners.
* Attend events, like conferences, where a member represents company.
* Visit our company’s/ branch offices or factories in other locations.
* Conduct research or give talks/ lectures/ presentations on behalf of our company.

## **Travel Entitlements**

***\*Note- All the tables mentioned in the policy are only for representation purpose; they can be modified or amended as per company policy.***

## **B.1 Offered Mode of Travel**

| **Level** | **Mode of Travel** |
| --- | --- |
| L6 | Air Economy/ Business Class |
| L4 – L5 |  Air Economy/ AC-2 or 3 Tier Train / Chair Car  |
| L1 – L3 | AC-3 Tier / Bus Sleeper Coach |
| L0 | Bus/Train |

## **B.2 Travel Reimbursements**

| **All Levels** | **Fuel Type** | **Reimbursable Amount** |
| --- | --- | --- |
| Private Mode of Transport | Bike | Petrol | Rs.7 per KM |
| Car | LPG/CNG | Rs.6 per KM |
| Diesel & Petrol | Rs.8 per KM |
| Bus Travel | - | Booked by Travel Desk |
| Air Travel | - | Booked by Travel Desk |
| Rail Travel | - | Booked by Travel Desk |

* If a member is travelling by his own vehicle members will be reimbursed on approval of HOD.
* Wherever applicable, for all reimbursements, bill proofs are required.

## **B.3 Meal Reimbursements**

| **Level** | **Breakfast (on bill proof)** | **Per Lunch or Dinner meal (on bill proof** | **\*Entire Day Meal (on bill proof)** |
| --- | --- | --- | --- |
| L5 & L6 | Actual | Actual | Actual |
| L3 & L4 | Rs. 150 | Rs. 300 | Rs. 650 |
| L0, L1 & L2 | Rs. 150 | Rs. 200 | Rs. 550 |

* If any meals are provided by the company, the same cannot be claimed or shall be adjusted from Entire Day Meal.
* For all reimbursements, bill proofs are required.

## **B.4 lodging Reimbursement**

* Company’s guest house is first priority for company located cities, otherwise Hotel Accommodation.
* Hotel booking will be done by centralized travel desk after HOD’s approval only for member’s who have not opted for “Own Arrangement”.
* Booking shall be made minimum 15 days in advance to avoid any last minute unavailability situation.
* Room bookings will be on Single / Twin / Triple sharing as the case may be.
* Female members will be given Hotel Accommodation.
* Complimentary breakfast will be included in case of Hotel Stay.
* Member should maintain a proper decorum during the stay, in case of receipt of any complaints from other members / colleagues / Hotel staff shall lead to disciplinary action and damages if any shall be recovered from the member.

## **B.5 Own arrangement/stay with friends or relatives**

| **Sr. No.** | **Designation** | **Own Stay Arrangement** |
| --- | --- | --- |
| 1 | L1/L2 | 750 |
| 2 | L3/L4/L5 | 1000 |

* This option is applicable only when member is travelling alone.
* If member chooses not to avail hotel facilities for overnight stay while on official travel and make his own arrangement, member shall be entitled for allowances as mentioned in the above table.
* If any member’s immediate family is based or stays in city of Travel, then s/he would not be entitled to claim for lodging expenses.

## **B.5 Cancellation of Tour**

* In the event of cancellation, the member must provide valid reason for cancellation of travel.
* Any cancellation for personal reasons the charges shall be borne by member.
* In the event of cancellation, after the travel date on account of business need, approval note to be submitted from all levels of approvers.
* Member should plan his travel itinerary (to and Fro from Airport / Railway station) keeping the buffer commutation time, considering the risk factors such as climate, traffic-jam, etc. If member misses the flight / train, for such reasons, then the cost needs to borne by him / her.
* Even in case of Tour Cancellation member needs to inform the travel desk for cancellation of all bookings.

## **Process**

## **C.1 Approving Authority**

* Member should submit the travel request to his Reporting Manager 15 days prior to the travel for approval.
* All travel approvals from the Functional Head should be taken 2 weeks prior to travel. In case the travel request is not approved, no travel would be allowed.
* HODS, COO& CFO are official approval authorities for all types of travel.
* Travel Desk Representative will initiate the travel booking only if approval is sanctioned by all levels of approvers.

## **C.2 Ticketing**

* Travel Desk Representative on receiving the approved request from all levels of approvers shall book the ticket, arrange accommodation & meal facility as required and confirm the same to the member at the earliest, at least 4 days before the date of travel.
* Member can also claim his incidental expenses through the settlement form.
* All bookings shall be made through the Travel Desk Representative.
* Any direct bookings by the member shall be subject to reimbursement only if approved by all levels of approving authorities.

## **C.3 Cancellation /Loss of Ticket**

* Member needs to fill the Travel Cancellation request form with valid reasoning and details for cancellation
* The dully approved form needs to be submitted to travel desk for all booking cancellations

## **C.4 Expense Claim Process/ Guidelines**

* Reimbursement would be done based on the table of reimbursement mentioned in this policy as well as fuel bill receipts and distance travelled from the starting point to destination.
* All approved bills need to be submitted to Finance Team within the time given by them in the HRIS software or to the finance department.
* Travel by Ola, Uber, Meru etc. would be accepted only after submission and approval of necessary bill receipts by finance team.
* Conveyance expenses incurred for intra-city travel would be governed and reimbursed by local conveyance policy.
* The amount can be claimed for travel by Air, Rail or Road. Travel bills (Air – Fare Ticket & Boarding Pass, Rail – Train Ticket, Road – Fuel Bills) needs to be submitted for claiming the amount.
* The entitlement of mode of travel will be governed as per the Grade of employee.
* Ticket should contain date of journey, place visited and must indicate the mode of payment and the amount paid by the member (e.g. itinerary/receipt or ticket confirmation from the airline/rail).
* Members must submit genuine/authentic bills to claim reimbursements. In case, while checking it is found that the bills submitted are not genuine, in addition to the rejection of expenses claimed, disciplinary action would be taken against the member in line with the code of conduct of the company.
* In case any bill has been misplaced, the member must provide an alternate supporting document. These supporting documents need to be approved by finance team.
* Claims must reach finance department on or before 10th of the succeeding month. Any late submission of claims would be processes in the next reimbursement cycle of subsequent month only.
* Claims process/payout will be by 15th of the succeeding month.
* Any exception or deviation will require a special approval from the management
* Finance team will make final approval after reviewing the proofs received from a member and then will reimburse the amount to member on payout day.
* If approval rejected at any stage, then member cannot claim for reimbursement.
* Meal Reimbursement shall not be billed to company or shall not be included in Hotel Accommodation bill. Meal Reimbursement shall be claimed separately.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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***\_\_\_\_\_\_Disclaimer\_\_\_\_\_\_***

*Please note this is a draft Policy prepared by GSPU for your reference. You may amend it suiting to your requirement. GSPU expressly disclaims any liability arising out of the reliance on this draft.*