



## **Work Related Entitlements - Travel and Lodging**

### **OBJECTIVE**

To lay down entitlements and procedure for travel, board and lodging for executives, while traveling locally or out of station, on official work.

### **PROCEDURE AND RESPONSIBILITY**

All Outstation tours have to be authorized by the (Management Team) before the Executive goes on tour in writing through E Mail. Trips should be planned so that dates are firm and cheap tickets can be bought.

### **AIR TRAVEL CRITERIA**

- All personnel will be entitled to fly by low cost Airlines unless road / train travel is less than 5 hours, else on luxury coaches or by personal car.
- Air Ticket will be bought by the Corporate Admin / Accounts for low cost flight. The Executive must inform dates and preferred times of travel. Everybody is encouraged to use low cost carriers. High cost carriers must be avoided unless approved by the management. No tickets to be purchased directly.
- All personnel should travel on morning flights to avoid hotel stays for the night before unless there is a very urgent early morning meeting. Similarly all personnel must take the last flight out after finishing work to avoid an extra night's hotel stay. Any exceptions to this must be authorized by the management through Mail.
- Company Policy does not allow for any Executive to extend their stay in a city due to personal reasons or take a detour ongoing / return via another city or clubbing personal visit with a business one. Any exceptions need to be cleared by the Management else the expenses will not be released by the Finance Team. If not authorized this will be treated as a serious breach of discipline.



## **HOTEL STAYS**

- If staying at a client Hotel, TLC staff must conduct themselves with due care and ensure that they are formally dressed at all times when in public areas. The billing should be as per Agreement with the client. No liquor / tobacco / phone calls should be charged to the client. No Dry Cleaning can be charged either to the client or the company. Only normal use laundry and pressing is allowed if staying for more than 3 days. Employees visiting any state for stay in hotel should have the GSTIN for that state ready with them to share with the Hotel for Billing purpose. As Hotels only issue invoices in CGST + SGST mode.
- If staying outside the Hotel but on Company work then Executives can stay in a three star hotel and will be entitled to the same benefits and terms as staying in a client hotel.
- For other Executives / Staff, appropriate arrangements will be made by the Regional Heads and the local Manager who is being visited.
- All Bills and Boarding Cards must be kept and sent to Accounts in originals for claims to be settled. Without original supporting, settlements will not happen.

## **OUTSTATION TRAVEL ALLOWANCE**

This is standardized for all Executives based on actuals with upper limit of INR 350 per day for any miscellaneous expenses like tea / coffee, snacks, tips etc. It is only applicable if the maximum stay at a time is up to one week. Any stay more than one week needs prior management approval.

## **LOCAL CITY TRAVEL**

### **TLC Conveyance Sheet**

## **TWO WHEELERS**

<b>Sr. No.</b>	<b>Petrol Price (Rs.)</b>	<b>Convey Rate (Rs./Km)</b>
1.	80 - 90	4.50
2.	90 -100	5.00
3.	100 - 110	5.50



### **FOUR WHEELERS (Chargeable Managers and Above)**

<b>Sr. No.</b>	<b>Petrol Price (Rs.)</b>	<b>Convey Rate (Rs./Km)</b>
1.	80 -90	9.00
2.	90 - 100	10.00
3.	100 - 110	11.00

### **CAB REIMBURSMANET POLICY**

- Executives are expected to go for the most economical option for local travel
- Reimbursements will be on actuals, subject to submission of all bills
- Cab rental to be done through company empaneled vendor only

### **OFFICE MEAL ENTITLEMENTS**

The Company does not provide office meal facility to its employees. Exceptions can only be made for people who are working beyond 9 pm at night in the office premises at the rate of Rs 150/- per Executive per day. These will need to be approved by the Reporting Managers and will be settled on actuals with the upper limit being Rs 150 / Executive. The bill must be countersigned clearly stating a reason as to why the person was working late.

Executives may order a meal for themselves ONLY during lunch hours, paid directly by them and not charged to the Company. However, the left-over has to be disposed off, outside the office immediately after lunch. Wherever possible, the eating place must not be the workstation.

### **BREAKS**

- All breaks for lunch, tea / coffee etc should be by fixed time and in batches. Under no circumstances should the office be left unattended or under control of a junior or new personal.
- Manager / Assistant Manager / Team Leader must take breaks alternately and not together.



In some cases, as our offices are based on client premises, there may be a facility to use the staff cafeteria for full time personnel. That is to be treated as an exception rather than a rule:

1. Staff and Executive Birthday celebrations will be limited to a cake costing a maximum of Rs 500/-
2. The Company will provide tea / coffee and drinking water, tea / coffee breaks may be allowed for 15 minutes, twice a day one pre-lunch and one post lunch.
3. All food leftovers should be packed and thrown in bins and not left in the office / workstation at all.
4. No food items are allowed in offices that are within the hotel premises. Employees are expected to use the staff cafeteria during lunch hours.
5. All employees are expected to behave in a professional manner while using the hotel staff cafeteria. No loud talk, screaming, shouting or fighting.