



TRAVEL POLICY

OBJECTIVE

We at VBHC want you to provide good travel facilities on business needs

The objective of this policy is to:

- To regulate the usage of company provided travel assistance.
- Describe the types of travel expenditures that are reimbursable/provided by the company.
- Inform employees of their responsibilities to control and report travel and entertainment.
- Describe the process for an employee to file and obtain travel expenses and reimbursement

SCOPE

This policy is applicable to all employees and consultants who are required to travel for official work.



DOMESTIC TRAVEL POLICY

- VBHC strongly emphasizes on official tour to be planned only when absolutely essential. Further, careful planning should be done in advance for the travel, which not only increases the efficiency of an employee but also gives enough time to the Administration Department for making necessary arrangements of travel, accommodation, etc.
- All official travel has to be approved by the Reporting Manager in Travel Request.
- The approved 'Travel Request' gets routed to Admin over mail for making necessary travel arrangements.
- Travel expenses must be properly documented and approved on a Travel Expense Report. Further, it is the responsibility of the Reporting Manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employee Travel & Business Expense Guide

- This guide is intended to aid the VBHC business traveler by setting forth guidelines and reporting requirements related to VBHC expectations and process.
- All travelers and Managers bear responsibility for cost-effective business travel. Each Manager should carefully review and approve all Expense Requests.
- Spend the company's money as carefully and judiciously as they would their own.
- While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler.
- The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.



Mode and class of Travel

The mode and class of travel for various categories of employees, is as per prescribed eligibility chart.

- Travel by any other mode of conveyance, not exceeding the fare of the prescribed mode of travel for a respective category, is left to the discretion of the individual concerned wherever it is more convenient and time saving.
- In case of short distance trips, where travel time is 4-5 hours, departure at night should be avoided. In such case departure should be in the early morning and if the work is for one day only, the employee should return to his headquarters on the same day itself, without any stay in hotel.
- Reservations once made should not be cancelled. However, in exceptional cases if the employee is compelled to cancel reservations on account of circumstances beyond his control, he should explain such circumstances in writing and inform the Admin immediately with Reporting Managers approval.
- Upon completion of business travel, employees should claim the expenses or settle the travel advance online with all supporting bills not later than 1 week after completion of the trip.

The following matrix provides eligibility for mode of travel

Category	Less than 500 Kms	More than 500 kms
Leadership (L)	Air	Air
Management (A)	Air	Air
Vice President (VP)	AC Train/ Bus	Air
Managerial (M)	AC Train/ Bus	Air
Management Trainee (MT)	AC Train/ Bus	Air
Executives (E)	AC Train/ Bus	AC Train/ Bus
NON Executives (NE)	AC Train/ Bus	AC Train/ Bus

**ACCOMODATION and PERSONAL ARRANGEMENTS**

Grade	Stay limits			Food Limits		
	A	B	C	A	B	C
Management and above (L &A)	10000	8000	6000	Actual	Actual	Actual
Vice President (VP)	8000	7500	5500	2000	1500	1000
Managerial (M)	6000	5500	4500	1800	1400	1200
Management Trainee (MT)	4500	4000	3500	1500	1250	1000
Executives (E)	4000	3500	3000	1200	1000	900
NON Executives (NE)	3000	2500	2000	900	700	500

Classification of Cities

GRADE	CITIES
A	Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Jaipur
B	All other State Capitals
C	All other cities excluding whatever mentioned in Class 'A' and Class 'B' above.

MODE OF LOCAL Conveyance on Official Travel

GRADE	ELIGIBILITY
Management and above (L&A)	Company Hired Car (Innova or Equivalent)
Managerial and Vice President (M & VP)	Company Hired Car (Etios or Equivalent)
Management Trainee and Below (MT, E and NE)	Cab / Taxi / Auto Rickshaw

ACCOMODATION

1. In case of accommodation, admin shall arrange for stay in a similar grade of hotel as per rates applicable to employees grade.
2. If an employee prefers to make his own personal arrangement instead of staying in hotels he would not be allowed to claim any amount towards stay. The employee can claim only the food allowance as per chart.
3. Employees should checkout of their hotel on or before the checkout time. Late check-outs resulting in additional cost are not permitted unless approved.



CONVEYANCE

- An employee can travel by the mode of conveyance prescribed in chart for commuting between the place of his stay and office or any other meeting destination.
- Local Transport from Airport to Hotel and back to Airport during return trip will be reimbursed at Actuals over and above Daily Allowance.
- In case the pickup is arranged from airport or hotel or residence by the Company, no separate conveyance will be paid.
- In case of taxi booking that is required on a daily basis, employee should route the request through admin with appropriate approvals well in advance. (4 hours prior).
- Please avoid cancelling/advancing/postponing your travel plans, unless absolutely necessary. If cancellation is mandatory you are requested to initiate an explanatory note in support of your justification
- Conveyance Expenses paid as part of the travel also may be charged along with Travel Expenses providing bills wherever possible.

FOOD and other ALLOWANCE

- Food expenses will be reimbursed up to limits, as per eligibility chart.
- In case of employees, who are entitled to reimbursement of actual expenses, they should produce supporting bills while claiming food allowance. However, reasonable incidental expenses on laundry charges will be reimbursed at actuals.
- Expenses of personal nature such as cigarettes, alcoholic beverages, tips etc. will not be reimbursed.
- Expenses incurred for telephone, fax, postage and other such expenses, relating to the company's work, incurred while on tour will be reimbursed at actual, provided supporting bills or vouchers are attached to the travel expense statement.
- Where an employee carries company's goods / materials, the luggage ticket for company's luggage will also be reimbursed against the actual receipt.

Entertainment Expenses

- If an employee is required to entertain a guest on company's behalf while on travel or otherwise, he shall be reimbursed at actual provided proper supporting bills are attached and approved by the Reporting Manager.
- It is the responsibility of the Reporting Manager and the approving authority to verify the necessity, usefulness and genuineness of such bills



Cash Advances

- In cases where the employee is unable to bear the expenses, cash advance upto maximum of Rs.10,000/- will be given upon request and post approval of Reporting Manager considering the number of days of travel.
- The advance request need to be routed through mail for Reporting Manager approval and Admin to process latest by 2 working days prior to the travel and advance will be given with sole discretion of finance department based on Reporting Manager approval and justification provided for the number of days of travel.
- Any excess of advanced funds over expenses must be remitted promptly with the bills in Quadra. Notices will be sent on advances that have not cleared within thirty (30) days from issue date. Employees may not request any further advance if you currently have an advance outstanding that has not been resolved.

Travel Expense claims Procedures Post Travel

- **“Claims”** should be submitted through the Quadra only. Travel expenses should be claimed only with all supporting bills and vouchers should be serially numbered and updated in Quadra.
- Such claims must be submitted to the Finance Team within seven working days of return from travel, after obtaining approval from the Reporting Manager.
- If an advance for travel has been taken and the expenses statements, including excess advance taken if any, are not submitted within 7 working days of return from trip, the Finance Department will be entitled to deduct the advance from the next salary of the concerned employee under advice to the HR Department and HOD of the employee concerned.

Travel Safety

- Employee traveling on work should endeavor to comply with safety and security guidelines
- Before commencing on their travel, employees should ensure that they have all relevant documents including ticket, ID proof and accommodation details with them.
- Carry photo ID and company ID cards
- Follow laptop security procedures.
- Make sure you have collected your luggage, laptop and mobile phone while exiting from Airport, Railway station, Bus Station, Taxi, Auto or checking out of a hotel.
- Do not disclose your purpose of travel and personal information to strangers.



Travel safety guidelines for female employees

- VBHC insists female employees to avoid late night flights and taxis. Such instances can be avoided by staying overnight in the travel destination and take next day morning flights.
- Prior private taxi arrangement should be made by the employees.
- Avail company transportation wherever is applicable/available

Business Travel within the City (Local Conveyance)

- Scope of this policy is extended to all travel by the employee from his/her office location to any location on account of his/her work. This policy does not cover the expense incurred by the employee for travelling to their work location.
- Employees are requested to use the most efficient, effective and economic way of commuting for carrying out official duties.
- Employees should use the company transport facility for business travel within the city. If company transport is not available make their own arrangements and claim it. Combined trips to be made in coordination with internal departments to minimize the trips.

GRADE	MODE OF CONVEYANCE	ELIGIBILITY USING OWN VEHICLE
A / L	Rental Car /Taxi	Actuals
VP/M	Taxi	Actuals
E, MT , NE	Auto / Public Transport	Actuals

- If personal car or 2 wheeler is used for business travel, reimbursement will be as per the Following rates

MODE OF TRAVEL		
TYPE OF VEHICLE	CHARGES PER KM	
4 Wheeler (L/A/VP/M)	Rs.13/KM	
2 Wheeler (MT, E, NE)	Rs.8/KM	
Auto / Taxi / Public Transport	At Actuals	

The toll and parking fee will be paid extra at actuals with original bills.

- Adequate supporting documents in original have to be updated in Quadra for Reporting Manager approval and processing



INTERNATIONAL TRAVEL

The purpose of this policy is to ensure that the employee on overseas travel is provided for adequately to meet all the basic needs and exigencies while traveling overseas on official duties. The permissible limits given below are the maximum limits that an employee can spend during overseas travels.

VISA

VBHC Admin will arrange visa, on receiving authorized Travel intimation with approval from Reporting Manager by an employee.

MEDICAL INSURANCE

Any employee traveling to any country should carry a suitable Overseas Medclaim Insurance Policy.

The cost of the policy premium will be borne by the Company.

TRAVEL CLASS

GRADE	COUNTRIES
L & A	Business Class
VP and below	Economy class

Leadership and Management will be eligible for travel by Business Class. Employees / Consultants up to and including the level of VP will be eligible for travel by Economy Class only.

TRAVEL ALLOWANCE

Employees traveling overseas for official matters will be paid overseas allowance as specified in the tables given below (in USD). For this purpose, the countries of visit have been grouped into three categories. If a particular country is not specified in the list, then the eligible daily allowance of a similar or close to the specified country will be applicable.

GRADE	COUNTRIES
A	USA, UK, Canada, Europe, Japan, Australia & New Zealand
B	Africa, Asia Pacific & South East Asia and Middle East
C	Pakistan, Nepal, Bhutan, Bangladesh, Sri Lanka & Maldives



Grade	Stay limits			Meal and Conveyance limits			Daily Allowance
	A	B	C	A	B	C	
Leadership and Management (L & A)	300	250	200	Actual	Actual	Actual	100
Vice President (VP)	250	200	150	200	150	125	75
Managerial (M)	250	200	150	150		25	50

Note:

Lodging Expenses:

The above rates are excluding taxes. Any exception to the above would be solely at the discretion of the Management.

Meal & Conveyance Allowance:

- This includes Food expenses (Breakfast, Lunch, Tea / Coffee, Snacks, Dinner) and local commuting expenses. This limits mentioned are the upper limits and as per consumption. Any unutilized amount has to be returned back to the Admin along with the settlement of travel bills.
- Employees would be **entitled for Daily Allowance as per eligibility** chart. The same is meant for incidental out of pocket personal expenses incurred by self and is not to be returned back.
- Employees will be eligible to claim Daily Allowance only in case of stay extending for 24 hours or more **OR** overnight stay.
- Local Transport from Airport to Hotel and back to Airport during return trip will be reimbursed at actuals over and above Daily Allowance.
- No separate conveyance will be paid in case of hotel provided airport transfers or company arranged vehicle.
- The above amounts are the maximum eligible daily amounts irrespective of whether it is paid by the Company directly or by any of its business associates. Entertainment expenditure would be paid subject to prior approval of Director and as per RBI guidelines.



PROCEDURE

- All International travel plans should be approved by MD & CEO.
- The Administration Department assists the concerned members in obtaining visa, passport, air tickets, hotel bookings, travel medical insurance coverage and foreign exchange.
- The employee will carry his / her entire daily allowance for the duration of the planned travel in advance. In addition he / she may carry a contingency amount up to USD 500 for trips up to one week and USD 600 for longer trips. Normal guidelines will be to carry 2 days of extra daily allowance. On his / her return, the entire advance will be adjusted with the actual expenses claimed and outstanding amount adjusted.

Settlement of Forex

Settlement of extra foreign exchange carried by an employee / consultant for foreign travel will have to be done in foreign currency only, within seven days of returning back to India from the overseas visit. In case it is not settled, the equivalent amount in Indian rupees will be deducted from the salary / fees of the concerned Employee / Consultant.

All expenses other than local conveyance are to be supported by bills. The settlement of travel expenses will have to be routed through the Travel Desk.

Long Distance Calls

Employees traveling on Company business are permitted a reasonable number of telephone calls which is reimbursed by the Company on actuals along with monthly mobile reimbursement.

Miscellaneous

The company does not pay for dry cleaning expenses while on a trip of less than five (5) days duration. However, where circumstances require these services, these expenses will be reimbursed. Please document your explanations on the Expense reimbursement Form.

The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the particular type of category of personal service. The range of 10-20% is considered applicable to most forms of personal service, including restaurant service.