



# DOMESTIC TRAVEL POLICY

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## Domestic Travel Policy

### Purpose

The domestic travel policy aims at providing clear guidelines to the employees of JAIPUR RUGS along with their entitlements while always keeping in mind the employee's safety, convenience and comfort. Having such policy creates an environment of transparency and awareness.

### Scope

This policy is applicable to all employees of the company and its associated/subsidiary companies.

### Applicability

- This policy is applicable for employees at JAIPUR RUGS who are travelling outside their permanent business location for official purpose
- It covers administrative and accounting procedure for business expenses incurred by employees in relation to travel, meal and lodging.
- Employees are required to check with their reporting manager before planning to incur any expenses outside the purview of this policy.

### Guiding Principles

#### **a. Approval Authority**

- Employee required to travel shall obtain prior approval of Reporting Manager/HOD (not below GM). Employee must prepare a tour plan as per annx-1 and get it approved by giving details. Hard/scanned copy is to be submitted to Travel Desk
- Employee is at the liberty to book their own tickets and accommodation and take reimbursement, as per entitlement. However, in case of availing the facility provided by company, travel Desk will be the single point of contact for all travel requests & queries including cancellations. The Accounts Department located at the corporate office is responsible for checking and processing of all Travel bills post approval
- In case the Travel Requisition Form is not approved, the travel automatically stands cancelled

#### **b. Ticketing**

- Post approval, employee shall submit their itinerary with Travel Desk for purchase of ticket/booking of accommodation. They can also utilize advance for this purpose. Last minute booking to be avoided since it increases cost. Train travel tickets to be booked directly by the employee through travel portals on reimbursement basis. If required an employee shall obtain the advance from accounts department.

#### **c. Safety of women employees during travel**

- Women employees who are required to reach a particular location outside Jaipur for an early morning meeting, can travel one day prior to the meeting and pre-book the overnight stay in advance as per guidelines mentioned in lodging.

- Female employees will travel for business purposes only between 7:00 am and 10:00 pm

**d. Transport to and from Airport/ Station**

Transportation arrangement to and from airport/railway station shall be the responsibility of the employee for which reimbursement is entitled. Efforts should be made to utilize services provided by prepaid taxi/App base taxi since one is able to get invoice. In remote location/late night travel, exception can be made.

**e. Gradation of Cities**

For the purpose of entitlements on travel category, boarding, lodging and local conveyance, cities have been graded as follows:

| CATEGORY | CITIES  |
|----------|---|
| A        | Mumbai, Delhi (NCR), Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad, Pune, Kochi, Indore, Coimbatore, Mysore |
| B        | State Capitals  |
| C        | All Other Cities  |

**f. Travel Entitlement**

| GRADE | TRAIN CATEGORY                            | AIR CATEGORY  | LOCAL TRANSPORT        |
|-------|---|---------------|------------------------|
| L6    | First AC / Exec CC                        | Economy class | AC Sedan or equivalent |
| L4-L5 | AC 2-Tier Sleeper / AC Chair Car/AC Volvo | Economy Class | AC Mini or equivalent  |
| L3    | AC-3 Tier sleeper/AC Chair Car/AC Volvo   | Economy Class | AC Mini or equivalent  |
| L2    | AC-3 Tier sleeper/AC Chair Car/AC Volvo   | NA            | AC Mini or equivalent  |
| L1    | General 2-Tier Sleeper/Bus                | NA            | Auto/Public transport  |

- Air travel for eligible category should also be arranged/requested at least 15 Days in advance.

**g. Lodging, Boarding and Local Conveyance Entitlement**

- Employees are required to claim conveyance expenses incurred on travel from residence to airport or nearest railway station & vice-versa on actuals. One may refer to the policy on "Local Conveyance" for all entitlements pertaining to local travel.
- Expenses related to thefts or damage to an employee personal car and fines for traffic-violations while on company business travel are not reimbursable.
- All employees are advised to use necessary discretion for alternate, comfortable, cost-

effective means of travel.

- The permissible expense to be incurred for Lodging, Boarding, local conveyance etc. will be based on production of actual bills, subject to the laid down limits: -

| GRADE | COMPANY ARRANGEMENT |        |        | SELF ACCOMMODATION |        |        |
|-------|---------------------|--------|--------|--------------------|--------|--------|
|       | CITY A              | CITY B | CITY C | CITY A             | CITY B | CITY C |
| L6    | NO LIMIT            |        |        |                    |        |        |
| L5    | 5000                | 4000   | 3500   | 2500               | 2000   | 1750   |
| L4    | 4000                | 3500   | 3000   | 2000               | 1750   | 1500   |
| L3    | 3500                | 3000   | 2500   | 1750               | 1500   | 1250   |
| L2    | 3000                | 2500   | 2000   | 1500               | 1250   | 1000   |
| L1    | 2000                | 1800   | 1500   | 1000               | 900    | 750    |

At times, outstation travel from base location is only part of the day. In that case, reimbursement will only be for food as per limits below: -

| CITY    | CITY A    |       |        | CITY B    |       |        | CITY C    |       |        |
|---------|-----------|-------|--------|-----------|-------|--------|-----------|-------|--------|
|         | Breakfast | Lunch | Dinner | Breakfast | Lunch | Dinner | Breakfast | Lunch | Dinner |
| L6      | No Limit  |       |        |           |       |        |           |       |        |
| L5      | 200       | 350   | 350    | 200       | 300   | 300    | 200       | 250   | 250    |
| L3 - L4 | 200       | 300   | 300    | 200       | 250   | 250    | 200       | 200   | 200    |
| L2      | 140       | 280   | 280    | 100       | 250   | 250    | 100       | 200   | 200    |
| L1      | 100       | 200   | 200    | 100       | 150   | 150    | 75        | 100   | 100    |

Per Diem will be applicable for expenses for which supporting document cannot be provided. One day will be paid for every night stayed out of place of posting. It is applicable under Self accommodation also. In cases where boarding is between 6 to 14 hours and less, 50% of entitlement will be payable. Accommodation will be on twin sharing basis for grade L3 and below and accordingly payable limit will be 80% of combined entitlements.

#### i. Accommodation

- Wherever Company has guest room/corporate tie up with the Hotel, employee will stay in that establishment and check out before 12 noon; in case leaving the town on the same day.
- Breakfast, lunch, dinner, evening snacks, laundry and incidental expenses like portage tips, mineral water, telephone calls etc. are part of boarding and lodging limits. **Liquor & Cigarettes bills shall not be entertained.**
- In case employee makes their own arrangement for stay, reimbursement can be claimed as per limits including Per Diem.

- Boarding and lodging is only applicable beyond 100 kilometers of the base location city.
- j. Local Conveyance During Tour**
  - In case employee uses own conveyance for travel outstation, reimbursement will be as per entitlement under the category for local transportation. In other cases, employee is advised to use company transport/radio cabs/call cabs for airport pick & drop during outstation local travel. If not available, one can utilize local cab/auto and amount can be claimed by submitting expense through voucher.
  - Hiring of taxi for full day at place of travel shall be done discreetly and not when travel is restricted and limited.
- k. Loss of Money / Baggage on travel**
  - The company accepts no liability for the loss of baggage / money of the employee while on travel.
  - If the employee loses any asset of the company entrusted to him/her, a police report (FIR) should be forthwith at the local Police station having jurisdiction over the area of the incident. A copy of the report so lodged is required to be submitted to the finance department on completion of the tour to initiate necessary insurance claims or asset write off procedures.
  - The decision to recover the value of loss of asset(s) from the employee will be at the sole discretion of the management.
- l. Exchanged or Unused Tickets**

To expedite refunds, unused tickets should be cancelled or returned. Expense of unused tickets which are not returned or refunded are required to borne by the employee.

### **Tour Advances**

An employee proceeding on tour may claim advance duly approved HOD. Tour advance shall be availed by filling the Requisition for Cash/Advance Form. The advance shall be limited to an amount equal to the entitlement of Lodging & Boarding for the proposed duration of the tour. Fresh advance will not be allowed if previous advance settlement is pending. Cash advance will be given till Rs 5000. Beyond this amount, advance will be paid either thru prepaid debit cards or NEFT in employee account. If claim not submitted within 30 days, recovery of full amount will be done from salary of next month.

### **General Guidelines**

- All bookings, cancellations and changes in travel should be done in line with the applicable processes and other requirements.
- Cancellation on ground of emergency should be intimated by employee to HOD and travel desk immediately. While booking any non-refundable ticket or hotel accommodation, travel desk will convey to the employee, so that they are careful not to cancel the tour on the concerned date.

- To ensure security, it is advisable that as far as possible expenses at locations of travel be settled through digital transactions
- Travel advance will be handed over to the employee two working days prior to the commencement of the tour. In case the amount of advance exceeds Rs 5,000/-, one working day notice must be given to accounts department
- An employee will not be eligible for travel entitlement for leave period while on official tour except sick leave. Company will not reimburse any expenses of employee's family members and relatives during official tour.
- While submission of bills is necessary for settlement of claim, in cases where no bill is available, claim is to be made through voucher, subject to maximum limit as prescribed. However, element of reasonability needs to be adopted.
- If any subordinate is travelling with employee senior to him, he will travel only in his entitled class and not in the category of superior employee. This also applies to accommodation.
- At the time of travel, all employees are recommended to keep the following information handy:
  - Travel ticket/ Photo ID/Company ID
  - Local office contact details/ Accommodation details
- The boarding and lodging invoices must be in the name of company. This is necessary in order to take credit of tax paid under GST. GST number of company is \_\_\_\_\_.

### Expense Claim Process

- Any kind of expense incurred by the employee during tour should be claimed within **7 working days** of completion of the tour duly approved by concerned authority along with bills. The format for claiming the expenses is as per Annexure-II.
- Bills must be original in nature. Photocopy/scan bills are not accepted.
- Claim not submitted with necessary supporting documents will not be entitled for reimbursement/adjustment of account.
- Wherever possible, for travel beyond 300kms (one side), employee must opt for company provided vehicle (if available)/ train or other mode of travel as per the eligibility.
- Using personal vehicle for out station tour, Manager and above needs to take prior approval of HOD and will get reimbursement as per local conveyance policy.
- Accounts department will settle the reimbursement within 10 working days of submitting the claim for which they will sign on reimbursement claim form on receiving mail confirmation.

### Deviations/Exceptions

Employees who are not eligible for air-travel will become eligible with prior approval of the Management in the following circumstances:

- Emergency / Critical service to clients or when escorting prestigious clients.
- Where travel by rail / road exceeds 24 hours of journey.
- Where rail / road fare is more than or equivalent to airfare.

- Operational exigencies necessitate air travel.

## Restrictive Clauses

- The interpretation of the policy rests exclusively with the Company. The decision of the Company is final and binding.
- Any exceptions to the above would be at the sole discretion of Management.
- The Company reserves the right to modify, change or stop this policy to meet the changing needs of its business



# JAIPUR RUGS

## ANNEXURE I - TOUR PLAN

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date from: \_\_\_\_\_ to \_\_\_\_\_ No. of persons: \_\_\_\_\_

Expected Ticket Expenses Rs. \_\_\_\_\_

Expected Hotel Expenses Rs. \_\_\_\_\_

Expected Other Expenses Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

Purpose of visit : \_\_\_\_\_

### **GROUP DETAIL**

| Sl.no | Emp No | Emp Name | Gender | Designation | Mobile No | Signature |
|-------|--------|----------|--------|-------------|-----------|-----------|
| 1     |        |          |        |             |           |           |
| 2     |        |          |        |             |           |           |
| 3     |        |          |        |             |           |           |
| 4     |        |          |        |             |           |           |
|       |        |          |        |             |           |           |

### **JOURNEY DETAIL**

| S.no | Date | From | To | Travel Mode | Remarks |
|------|------|------|----|-------------|---------|
| 1    |      |      |    |             |         |
| 2    |      |      |    |             |         |
| 3    |      |      |    |             |         |
| 4    |      |      |    |             |         |
| 5    |      |      |    |             |         |
| 6    |      |      |    |             |         |
| 7    |      |      |    |             |         |
| 8    |      |      |    |             |         |

### **Other Requirements**

Vehicle: Yes/No; Hotel: Yes/No; No of Rooms:

Tour Advance: Rs/- In words:

\_\_\_\_\_  
**Name &Signature  
of Employee**

\_\_\_\_\_  
**Recommended by  
HOD**

\_\_\_\_\_  
**Approved by**

## ANNEXURE II - TRAVEL CLAIM FORM

Date: \_\_\_\_\_ Emp no: \_\_\_\_\_ Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_ Grade: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### **A. Journey Expenses (Annx-II)**

| Date | From | To | Start Time | Arrival Time | Duration | Train/Flt no/Mo | Amount |
|------|------|----|------------|--------------|----------|-----------------|--------|
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          |                 |        |
|      |      |    |            |              |          | Total           |        |

### **B. Boarding and Lodging Expenses**

| S.no | Name  | Bill No | Bill Date | Amount |
|------|-------|---------|-----------|--------|
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      |       |         |           |        |
|      | Total |         |           |        |

### **C. Local Conveyance expenses**

| Date                         | From | to | Mode  | Amount |
|------------------------------|------|----|-------|--------|
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    |       |        |
|                              |      |    | Total |        |
| Expenses Incurred on (A+B+C) |      |    |       |        |
| Advance Taken-               |      |    |       |        |
| Balance-Claimed/Refunded     |      |    |       |        |

**Signature of employee** \_\_\_\_\_

**Signature of Reporting Manager** \_\_\_\_\_