

Travel, Data Card and Phone Policy for Presales and Sales Team

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Objective

Travel, Data card & Phone Policy for Presales and Sales Team defines the guidelines and procedures that apply to Applexus Presales and Sales employees on field travelling on behalf of Applexus from their base location to any location inside India as well as Middle East for business requirements as deemed necessary from time-to-time by the management .It also gives the guidelines on phone and data card usage for professional purpose.

Applicability

This policy is applicable to all Applexus employees under Presales and Sales department travelling from respective base location to any location inside India & Middle East.

Domestic Travel Policy

Travel Arrangements

Travel arrangements will be made by Admin representative in advance and intimated to the presales and sales employee at the earliest possible chance to plan accordingly

In certain situations, employees may be required to travel to client locations immediately due to critical requirements, which shall be considered as exception to normal travel requirements

Travel inside base work location

Employees can use own vehicle for all the official travel within the city and will be eligible for local conveyance as below:

- Rs.9 per kilometer for 3 & 4 wheeler
- Rs.3 per kilometer for 2-wheeler

In emergency cases employee can opt for Auto/Taxi as mode of transportation for their travel inside the base work location and actual expenses will be reimbursed against the bills. All such mode of travel requires prior approval from the Sales Head.

Travel Mode

Mode of travel within India will be based on the following matrix

Position	Distance*	Mode	Class
Beginner, Classic, Silver, Gold, Diamond resources	<500 km	Volvo Bus/Train	3 rd AC based on availability
Platinum and above resources	<500 km	Volvo Bus/Train	2nd AC based on availability
Classic, Silver, Gold, Diamond & Platinum resources	>500 km	Air	Economy

Daily Allowance with Bills

	Accommodation		Daily Allowance*		*Local Conveyance		***Petty Expenses
Career Band	With Bills(Max Limit)		With Bills(Max Limits)		With Bills		Without Bills
	City A	City B	City A	City B	City A	City B	
Beginner, Classic, Silver resources	INR 3000	INR 2500	INR 500	INR 400	Actuals	Actuals	INR 90
Gold & Diamond resources	INR 4000	INR 3000	INR 600	INR 500	Actuals	Actuals	INR 100
Platinum resources	INR 4500	INR 3500	INR 700	INR 600	Actuals	Actuals	INR 125

*Where accommodation is arranged and paid for directly by the company or by the client, employee is only eligible for Daily Allowance

*Mode of Local Conveyance can be Auto, Taxi or Hired Cab**.

**Advanced approval from Reporting Manager is required for using Hired Cabs

*Daily Allowance is applicable only when you are working outside base locations

***Petty Expenses will include sundry expenses like, tips, purchase of newspapers and portage expenses.

City A is defined as Ahmedabad, Bangalore, Chennai, Delhi & NCR, Hyderabad, Mumbai, Pune, Kolkata.

All other cities are under City B.

Daily Allowance without Bills

	Daily Allowance	
Career Band	Without Bills	
	City A	City B
Beginner, Classic, Silver resources	INR 1250	INR 1030
Gold & Diamond resources	INR 1620	INR 1250
Platinum & above resources	INR 1840	INR 1470

*Without bill option covers accommodation and daily allowances

General Guidelines

- All travel recommendations from Sales Head approved by Sr. Vice President/General Manager should be forwarded to Travel Desk through Travel Request form
- All the travel & accommodation booking must be routed through Travel Desk
- You can opt for either Without Bill/With Bill option
- In certain situations, employees may be required to travel to client locations immediately due to critical sales requirements, which shall be considered as exception to normal travel requirements and mode of travel will decided on case to case basis.

Phone Allowances

Equipment Procedure: Company will provide a postpaid SIM for the Presales and Sales employees for professional use only. Employee agrees to pay prorated cost of sim card in the event the equipment is damaged/lost.

Use of Equipment: Employee agrees to use the simcard in accordance with the Applexus Policies and never uses sim card in a way that is illegal, immoral or inappropriate to the business purpose intended. The Applexus will recall the simcard at any time if the Employee does not strictly adhere to these guidelines.

The Employee agrees to make sim card available to Applexus representatives for audit purposes within (3) days of having received oral or written notice.

Financial Responsibility: Employee acknowledges that the Applexus owns and shall retain title to the simcard and Employee understands that he or she is responsible for any damage to the sim card on or off the Applexus's property and agrees to bear the cost of damage to the sim during the term.

Employee agrees to report loss, theft or damage of the simcard to the network administrator and the IT Department within the next working day. Employee agrees that he or she will promptly pay to the Applexus the prorated cost of such sim if it's damaged.

Employees agrees to return back the SIM card on the last working day with Applexus, else the cost will be deducted from full and final settlement.

Note: In case of employees who prefer/opt to use personal sim mobile connection, actual bill of the official usage should be submitted every month to the Accounts team . Bill amount shall be reimbursed to the employee and it needs to be approved by the Sales Head.

Data Card Allowances

Equipment Procedure: Applexus hereby issues a 12 GB data card/usb modem for professional use. By accepting the Equipment the Employee agrees to pay prorated cost of equipment in the event the equipment is damaged/lost.

Use of Equipment: Employee agrees to use the Equipment in accordance with the Applexus Policies and never uses Equipment in a way that is illegal, immoral or inappropriate to the

business purpose intended. The Applexus will recall the Equipment at any time if the Employee does not strictly adhere to these guidelines. The Employee agrees to make Equipment available to Applexus representatives for audit purposes within (3) days of having received oral or written notice.

Financial Responsibility: Employee acknowledges that the Applexus owns and shall retain title to the equipment and Employee understands that he or she is responsible for any damage to the Equipment on or off the Applexus's property and agrees to bear the cost of damage to the Equipment during the term.

Employee agrees to report loss, theft or damage of the Equipment to the network administrator and the Inventory Department within the next working day. Employee agrees that he or she will promptly pay to the Applexus the prorated cost of such Equipment if the Equipment is damaged.

Note: In case of employees who prefer/opt to use personal internet connection/usb modem, actual bill of the official usage should be submitted every month to the Accounts team. Bill amount shall be reimbursed to the employee and it needs to be approved by the Sales Head.

International Travel policy to Middle East

- Employees traveling internationally should check that their passport is current with at least six month validity and three blank visa pages
- Employees may never travel on a tourist visa when traveling on Applexus business but rather obtain a business visa (or equivalent) as necessary prior to the scheduled departure date. Expenses associated with obtaining a business visa for business travel for Applexus are reimbursable
- All travel recommendations from Sales Head approved by Sr.VP/GM should be forwarded to Travel Desk at least 15 days before the travel date through Travel Request form
- Travel Desk will provide appropriate document list required for visa stamping.
- On obtaining the visa, travel desk must be informed on the to & fro travel dates .
- Travel desk will guide you one week prior of the travel on currency conversion and travelers checklist of respective countries
- All the travel & accommodation booking must be routed through Travel Desk

Travel and Accommodation

- Overseas travel, by shortest possible route, shall be by Economy class air ticket for all Career Bands
- All the travel & accommodation booking must be routed through Travel Desk
- Company will provide accommodation for all short term Travel
- Accommodation provided by company for Platinum, Diamond and Gold category will be single occupancy and Beginner, Silver and Classic category will be double occupancy/sharing model
- You can opt for either Without Bill/With Bill option

Finance department will obtain travel insurance for upto a maximum of 90 days from the date of travel from India for you on the request from Travel department with General Manager's approval.

In certain situations, employees may be required to travel to client locations immediately due to critical project requirements, which shall be considered as exception to normal travel requirements.

Daily Allowance with Bills

	Accommodation	Daily Allowance	*Local Conveyance
Career Band	With Bills	With Bills	With Bills
Beginner, Classic, Silver resources	Max limit USD 55	USD 35	Actuals
Gold & Diamond resources	Max limit USD 60	USD 40	Actuals
Platinum resources	Max limit USD 80	USD 50	Actuals

*Where accommodation is arranged and paid for directly by the company or by the client, employee is only eligible for daily Allowance

* Hotel Accommodation will be booked only by the Travel Department
 Mode of Local Conveyance can be Auto, Taxi or Hired Cab**.

**Advanced approval from Reporting Manager is required for using Hired Cabs

Daily Allowance Without bills

Career Band	Daily Allowance
Beginner, Classic, Silver resources	USD 43
Gold & Diamond resources	USD 48
Platinum resources	USD 62

A sales employee travelling abroad is eligible for a salary advance upto 80% of the daily Allowance.

The salary advance needs to be settled with next payroll

Settlement of Advance

- Employee must produce all the receipts and expenses incurred within 10 business days of return from the travel
- Based on this, any adjustment towards the eligible daily allowance will be amended in the immediate payroll cycle
- For Travel inside base location ,the Reimbursements shall be approved by the Sales Head and Accounts team after verification of the actual kilometres claimed against the approximate distance between the source and destination of travel
- Any expenses of official nature incurred on or before 18th of every month should be submitted to Accounts team with the details duly filled in the expense claim sheet so that it could be reimbursed in the same month salary
- Any expense claim sheets submitted after 18th of a month and before 31st of that month would be processed in the next month's salary only