

## Domestic Travel Policy

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### Document History

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1.1	Policy Review, Page 3 under Domestic Projects	Liji Jojan, Asst. Manager-HR	Uma Nandakumar, GM-HR & Operations	27-11-2014	28-11-2014
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1.3	Policy Review	Liji Jojan, Asst. Manager-HR	Uma Nandakumar, GM-HR & Operations	25-5-2015	25-5-2015

1.4	Policy Review: changed as Domestic Travel policy	Liji Jojan ,Associate Manager-HR	Smitha Sajo, GM-HR & Operations	9-5-2016	9-5-2016
1.5	Policy Review: included for all duration of travel	Liji Jojan ,Associate Manager-HR	Smitha Sajo, GM-HR & Operations	20-10-2016	20-10-2016
1.6	Policy Review: Per-diem Allowance revision and Local Conveyance reimbursement on actual bill submission	Liji Jojan , Manager-HR	Smitha Sajo, GM-HR & Operations	31-10-2018	01-11-2018

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**Objective**

Domestic travel policy defines the guidelines and procedures that apply to Applexus employees travelling on behalf of Applexus from their base location to any location inside India for business or deputed to onsite project location as deemed necessary from time-to-time by the management to fulfill project requirements.

**Applicability**

This policy is applicable to all Applexus employees travelling from respective base location to any location inside India.

**Per Diem Allowance**

Per Diem Allowance covers food, laundry, and miscellaneous/incidental expenses.

In case Client or Company is providing any of the above expenses, those expenses will be excluded from per diem allowance.

**Travel Arrangements**

Travel arrangements at the beginning and closure of project will be made by Admin representative in advance and intimated to the Consultant at the earliest possible chance to plan accordingly. In certain situations, Consultant may be required to travel to client locations immediately due to critical project requirements, which shall be considered as exception to normal travel requirements.

**A) Domestic travel**

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

Position	Distance*	Mode	Class
Classic, Silver, Gold, Diamond resources	≤1000 km	Volvo Bus/Train	3 <sup>rd</sup> AC based on availability
Platinum and above resources	<1000 km	Volvo Bus/Train	2nd AC based on availability
Classic, Silver, Gold, Diamond, Platinum resources	>1000 km	Air	Economy

\*Higher mode of travel could be provided only in cases where in the customer bears the cost of Travel (Air)

For billable projects with duration greater than 90 days, Consultant is eligible for to & fro travel ticket back to the base location once every 6 months. This is subject to the Delivery Manager's approval and availability of accumulated leaves. Company will provide to & fro travel arrangements for the above case.

Company will provide accommodation for all the domestic project assignments (other than the base location of the employee). A per diem allowance (per day) will be paid based on Career Band, metro/non-metro classification for project assignment outside Trivandrum and Cochin. All project specific allowances needs to be recommended by the Delivery Manager with approval from Sr. VP/GM. Consultant travelling is eligible for an advance upto 50% of their per diem allowance. The advance needs to be settled with next payroll.

- Consultant on billable project with duration less than or equal to 90 days will be eligible for allowances as per Annexure A
- The maximum accommodation expense limit for Consultant on billable projects greater than 90 days is as per Annexure B, all other allowance stands good as Annexure A
- Consultant travelling for Presales/Sales/any other non-billable related activities are eligible for accommodation and daily allowances as per Annexure C

**Airport Transfers**

Airport transfers will be reimbursed at actuals, maximum upto the Uber, Auto or Local taxi fares of that particular distance. Hired Cabs can be availed only with Delivery Manager's approval.

**Consultant is promoted**

In case a Consultant is promoted during or after the deputation, the allowance equivalent to the new career band of the employee will be applicable from the date of promotion. The Consultant may raise the request for incremental allowance to HR Desk with requisite details. Such request will be processed if the request is raised within 30 days of announcement of the promotion.

**General Guidelines**

- All planned travel recommendations from Consultant approved by Project Manager/ Delivery Manager should be forwarded to Travel Desk at least 7 days before the travel date through Travel Request form
- All the travel & accommodation booking must be routed through Travel Desk.
- 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 and mode of travel will be decided on case to case basis.
- In case Client or Company is providing any of the above expenses, those expenses will be excluded from accommodation or per diem allowances.
- Consultant will be eligible for Per-Diem during the official 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.
- The Eligibility of With/Without bills option will be solely at company's discretion.
- Per month allowances is calculated based on number of working days of that particular month and leaves will not be accounted for per month allowance calculation except for medical leaves taken at client location.
- Consultants should submit a medical certificate for all the medical leaves taken greater than two days.

### **New Joiner Relocation**

- Company will provide one week accommodation for the new joiner ,if they are joining from any location outside Kerala and after one week new joiner needs to move to his own accommodation
- If new joiner prefers to stay back in company provided accommodation after one week, he/she needs to take care of that expense and extension option will be given based on the availability of the accommodation
- Company may arrange accommodation for family and such expenses will be borne by the new joiner.
- A relocation allowance will be given to new joiner for the purpose of goods transportation. This reimbursement will be based on actual bills with a maximum limit shown as per the table below. This is applicable only for new joiners joining from outside Kerala

<b>Career Band</b>	<b>Relocation(Max )Limit</b>
Beginner, Classic, Silver	INR 15000
Gold ,Diamond resources	INR 20000
Platinum Resources	INR 25000

- New Joiners can avail the Domestic travel option as per their career band

### **Settlement of Advance**

Consultant must settle all advances received and expenses incurred within 10 business days of return from travel. Any outstanding advance beyond 15 business days may be recovered from the Consultant's salary in the immediate payroll cycle.

Any expenses of official nature incurred on or before 18th of every month should be submitted to HR 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.

## Annexure A

Career Band	Company Accommodation/Hotel*(Max limit)				Per diem Allowance(Max Limit)		Local Conveyance
	With Bills		Without bills				With bills
	Metro	Non-Metro	Metro	Non-Metro	Metro	Non Metro	
Platinum	INR 5000	INR 4000	INR 1000	INR 900	INR 800	INR 700	Actuals
Gold, Diamond	INR 4500	INR 4000	INR 900	INR 800	INR 700	INR 600	Actuals
Beginner,Classic & Silver	INR 3500	INR 3000	INR 700	INR 600	INR 600	INR 500	Actuals

\* Hotel Accommodation will be booked only by the Travel Department.

Employee is not eligible for the daily allowance for that particular day if they are not present /on leave during their deputation period as per General guidelines terms.

Mode of Local Conveyance can be Uber/Ola, Auto, Taxi or Hired Cab\*\*.

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

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

All other cities are under Non-Metro.



**Annexure B**

Career Band	Company Accommodation*(Max limit per month)			
	With Bills		Without bills	
	Metro	Non-Metro	Metro	Non-Metro
<b>Platinum</b>	INR 25000	INR 20000	INR 15000	INR 12000
<b>Gold, Diamond</b>	INR 20000	INR 15000	INR 12000	INR 10000
<b>Beginner, Classic &amp; Silver</b>	INR 15000	INR 12000	INR 10000	INR 8000

\* Hotel Accommodation will be booked only by the Travel Department

Metro is defined as Ahmedabad, Bangalore, Chennai, Delhi & NCR, Hyderabad, Gurgaon, Mumbai, Pune, Kolkata.

All other cities are under Non-Metro.

**Annexure C**

- All the travel & accommodation booking will be done through Travel Desk
- Local Conveyance and Daily Allowance are subject to actual bill submission
- Daily Allowance limits are as follows:

Career Band	Daily Allowances	
	With Bills(Max Limits)	
	Metro	Non-Metro
Platinum	INR 700	INR 600
Gold, Diamond	INR 600	INR 500
Beginner, Classic & Silver	INR 500	INR 400