


**TOUR AND TRANSPORTATION POLICY**

| Parlance       |                                | Signatures & Dates   |
|----------------|--------------------------------|--|
| Policy Number  | PTL/HRD/23-24/TNTP             |  |
| Initiated By   | Sr. Manager- HR                |  |
| Reviewed By    | Chief Operating Officer        |  |
| Approved By    | Director                       |  |
| Date Issued    | 12 <sup>th</sup> - March- 2023 |  |
| Date Effective | 1 <sup>st</sup> - April-2024   |  |
| Version        | 1.0                            |  |

**I Objective:** The purpose of this statement of Policy and Procedure is to establish guidelines and procedures to be followed by all employees of (Paluck Technologies Ltd.) for legal review of proposed or actual activities and other matters related to tours and transportation of employees on duty of the company.

**II Scope and coverage:** Applicable to *all the employees* of Paluck Technologies Ltd. & its subsidiaries, Associates.

**III City Categorization:**

| CATEGORY, | CITIES  |
|-----------|---|
| TIER 'A'  | Mumbai, Delhi/NCR, Chennai, Kolkata, Bangalore, Hyderabad, Ahmedabad, Pune, Goa |
| TIER 'B'  | Other state capitals other than that mentioned in cat. 'A'                      |
| TIER 'C'  | All other cities than those mentioned in cat. 'A' and 'B'                       |

**IV Local Conveyance:** Employees may use local conveyance as per their individual grade-wise entitlements as specified below:

| GRADE              | MODE OF CONVEYANCE                            | Amount       |
|--------------------|---|--------------|
| KMP                | ANY   | ANY          |
| STRATEGIC          | Private Hired Car (Uber-Go/ Ola/ Taxi4 Sure)* | Upto 2000 Rs |
| LEADERSHIP         | Private Hired Car (Uber-Go/ Ola/ Taxi4 Sure)* | Upto 1500 Rs |
| MANAGERIAL         | Auto/ Metro/ AC Bus/ Shared Taxi              | Upto 1000 Rs |
| EXECUTIVE/ TRAINEE | Bus/ Local train/ Auto                        |              |

\*Preferred cars for hiring.

**Guidelines for Local Travel:**

- i. In case of *local travel at outstations*, the employees should try to use *Train* as the *priority mode of travel* and are advised to save the bills/ mails etc for attachment in claims.

**NOTE: Overnight journeys in two-wheelers are strongly discouraged for reasons of safety.**

- ii. In case two or more employees are travelling to same place, they shall pool the cab together and only one out of all shall claim for the travel.
- iii. The cab shall be provided only for official purpose and is not to be used for personal benefit.
- iv. Female members in PTL are entitled to travel by taxi according to the limits specified in the matrix. Also, female members would be the first to be dropped and shall always be accompanied by a male member of the team.
- v. Managerial grade can travel by taxi only after special approval from the management.
- vi. The expense incurred on toll and parking shall be paid as per actual if accompanied by supporting.

**VI Entitlements Related To Domestic Travels:**

**A. GRADE: Key Managerial Personnel**

Tier A/ B/ C cities- All expenses as per actual with no upper limit.

TRAVEL- Business/ Economy Air/ AC-I/ AC-II: Depending upon the distance and the exigency of travel.

**B. GRADE: Strategic**

Tier A Cities - Rs. 3000 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 750 whichever is higher.

Tier B Cities - Rs. 2500 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 600 whichever is higher.

Tier C Cities- Rs. 2000 per day for Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 450 whichever is higher.

TRAVEL –Economy Air/AC-II/ AC-I- whichever is less in terms of expense and depending upon the exigency of the work.

**C. GRADE: Leadership**

Tier A Cities - Rs. 2500 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 600 whichever is higher.

Tier B Cities - Rs. 2000 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 450 whichever is higher.

Tier C Cities - Rs. 1500 per day for Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 350 whichever is higher.

TRAVEL –Economy Air/AC-II/ AC-I- whichever is less in terms of expense and depending upon the exigency of the work.

**D. GRADE: Managerial**

Tier A Cities- Rs 2000 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 450 whichever is higher.

Tier B Cities - Rs. 1500 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 350 whichever is higher.

Tier C Cities - Rs. 1000 per day for Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 300 whichever is higher.

TRAVEL – Economy Air/ AC II / AC III TIER- whichever is less in terms of expense and depending upon the exigency of the work.

**E. GRADE: Executive & Trainee**

Tier A Cities- Rs. 1500 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 350 whichever is higher.

Tier B Cities -Rs. 1000 per day of Stay and 25% of the stay amount as food and miscellaneous expenses or Rs. 200 whichever is higher.

Tier C Cities - Rs. 700 per day for Stay and food expenses.

TRAVEL – Economy Air/ AC II / AC III TIER- whichever is less in terms of expense and depending upon the exigency of the work.

**VII Guidelines for Domestic Travel:**

1 All the employees who fall under the managerial grade are required to stay in the company's guest house as a mandate. Only at the places where the facility is not available, they can stay as per the policy applicable.

2 Any employee staying at a relative's place during the tour shall be entitled only for 50% of the stay amount, per day, as per the policy for which no bills will be required. No other expense shall be reimbursed.

3 Employees may also use bus service for day/overnight journeys from the primary travel location and the expenses incurred would be reimbursed on actual, subject to submission of bills, tickets etc. in original.

**4 Laundry:** Laundry expenses can be claimed at actual subject to maximum of Rs 90/day. However the laundry expense can be claimed only after the 4<sup>th</sup> day of travel. For travel shorter than 4 days, no Laundry allowance can be claimed.

**5** In case of travel via flight, the employees are advised to follow the max. baggage weight permissible according to the carrier's policies. No claims for 'over weight' of baggage shall be entertained by the company.

**6** For travel via rail, no agent fee/charge shall be borne by the company (unless the travel has been communicated by the superior on a short notice). Kindly plan your travel schedule well in advance. In such a case, the superior shall be liable for an explanation.

**7** Employees may use *their own vehicles* for official purpose & will be reimbursed on the following basis -

- **Two-wheeler** (Scooter, Motor bike, Scooty etc.): @ Rs. 2.50 / - Per kilometre
- **Four-wheeler:** @ Rs. 7.5 / - Per kilometre

**8 Telephone Expenses during travel:** Employees, while travelling, should avoid using hotel phones for making official calls. They can use the cell phones to make the personal calls, which should be identified in the monthly bills while claiming the monthly reimbursements.

**9** A tour advance of not more than 50% of the travel cost, identified in the beginning of the travel, will be granted from the office which shall, later, be adjusted in the total expenses submitted to the accounts department. The tour advance shall be approved by the respective department heads and sent to the accounts department. However, tour advances will not be entertained by the Accounts Department, if the Tour Expense Statement (s) of the last month is pending on the employee's part, for which the advance have been taken from the company previously.

**10 Non-Reimbursable Expenses:** Employees should not claim the reimbursements of following expenses –

- Personal airfare or any upgrade charges
- Trip insurance
- Repair, maintenance of briefcases, luggage or similar items
- Loss of cash or other personal property due to negligence
- Unsanctioned trips, entertainment, gifts or donations
- Personal medical supplies
- Other travel expenses considered as '*not necessary*' during the trip
- Unapproved Customer Entertainment

11 No claim shall be passed if not accompanied by proof (bills/ tickets/ boarding passes etc.).

12 The Management's approval shall be required to override the mode and class of travel specified above in the policy depending upon the exigency of the situation.

13 The claims pertaining to team building and customer entertainment shall only be granted to Level M3 and above as per actual after the due approval of the reporting manager.

14 All the employees before travelling shall take the guest house location from their respective department heads.

**Travel Expense Budget:**

- To make a provision for the annual travel expenses in the company budget, the concerned business/functional heads are required to prepare and submit a '*Quarterly Tours & Transportation expenses budget*' for their respective functions/teams & get it approved at the start of the financial year.
- Although the individual eligibilities for various benefits for employees in different functions & grades have been defined, those should be treated as the *maximum limits* and it is the responsibility of the concerned business or functional heads to ensure that, the actual Travel expenses of their respective teams should never exceed the '*quarterly budgeted amount*' approved for this purpose.

**Claim Procedure:**

Kindly keep the following guidelines while claiming the travelling allowances:

- I. All the claims shall be submitted twice a month (1st and 16<sup>th</sup> of every month) only. No claims submitted on any other date shall be entertained.
- II. The claims should be duly signed and verified by the respective project coordinator and project manager/ circle head. The unsigned forms shall be considered incomplete.
- III. The claim shall only be processed after received at H.O in hard copy, complete in all respect with all the attachments.
- IV. Team leader shall bear the expense of the team and claim the same. And no two members in the team can claim the same expense.
- V. A grace period of 15 days (in case of exigency only) shall be granted to submit the claims, after which no claims shall be entertained and will be considered null and void. (For eg. the claim for 1-15 Feb can, at last, be submitted on 1<sup>st</sup> March, after which they will not be considered).
- VI. The grace shall only be given in case of exigency and shall not be considered as a matter of right. The final decision lies with the management.