

# **Business Travel Policy**

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# 1 Purpose

This framework provides guidelines to facilitate the process of business travel for employees. The principal intent of Travel Reimbursement guidelines revolves around facilitating our colleagues to deliver their expectations with comfort, safety and increased self-regulation. Our intention is to make it as simple as it to read and execute and ensure that if you have spent the money, it will not be spent from your pocket.

## 2 Domestic Travel

For every Travel, Intent is required to be placed on ESS through Business Travel to enable booking of tickets, arranging accommodation, etc which will be handled by the Travel Desk for your convenience.

### 2.1 Classification of Cities

Cities/towns in India have been classified into two categories, for the purpose of this policy.

Class	Cities/Towns
A	Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Jaipur, Chandigarh, Coimbatore, Vishakhapatnam, Lucknow, Cochin, Trivandrum, Ludhiana, Ahmedabad, Bhubaneswar, Aurangabad, Srinagar, Raipur, Calicut, Bhopal, Guwahati, Patna
B	Rest of India

2.1.1 The limits/eligibilities for mode of travel, stay and other expenses would be as follows and are shown in INR. All the limits prescribed have been taken for the upper limit of possible travel expenses

Cadre	Mode of Travel	Lodging/Cost of Stay (per day) *		Other costs/expenses (per day)	
		A Class	B Class	A Class	B Class
M	II A/c by Train/Economy in Budget Airlines #	4000	3000	1500	1200
S	II A/c by Train/Economy in Budget Airlines #	5000	4000	1500	1200
T/CLT	Economy class in any airline	8000	6000	At actuals	

\* Exclusive of all taxes

# Requests for air travel should preferably be raised 7 days prior to the travel date, so as to help keep the fares reasonable. Any exceptions to this is required to be approved by the Department Head. All requests for Business Travel/Stay to be routed through the travel desk which is for your convenience and enabling you to focus in your work. Where the travel duration is less than 10 hours, Train or bus would be the mode of travel. The 'Fare Basis' specifies the upper limit of 'Ticket Costs' you could incur while going from one place to another. In almost all cases, there are sensible ways to keep this cost lower without sacrificing comfort or convenience with planning in advance.

2.1.2 Local conveyance during business travel may be claimed at actuals. However, care should be taken to use reasonable/economical modes as possible.

Other Costs' cover all other expenses including food, laundry, tips or any other expense you needed to incur during your trip, and which is not of a personal nature. (Example: use of spa, personal grooming expenses, etc.)

## 2.2 Travel/Stay for longer duration within India

2.2.1 Employees of cadres O/M/S who are to operate out of a different location are encouraged to stay in the Tally Guest Houses wherever available. This would help them keep lodging expenses under control. Whenever travel intent is raised, the Admin team will check for availability and allocate the guest house as per availability.

2.2.2 In locations where there is no Tally Guest House, depending upon the duration of stay/frequency of visits to that location, other economical options for accommodation may need to be explored by the employee (like Paying Guest accommodation or rented accommodation)

Expense incurred on	For first 2 weeks	Stay up to 3 months	Stay up to 1 year
Lodging/ Stay	Hotel stay as per limits specified in 2.1.1 above, for the type of city/town	PG/Rented apartment/ house at reasonable costs as recommended by the reporting manager.	PG/Rented apartment/ house at reasonable costs as recommended by the reporting manager. Additionally, brokerage subject to a month's rent can be claimed.
Food/ Other Costs	As per limits to Other Costs limit specified in 2.1.1 above, for the type of city/town	Actuals subject to 50% of Other costs specified (for the number of days of stay)	Actuals subject to 50% of Other costs specified (for the number of days of stay)

2.2.3 Stay for more than 1 year would be considered as a normal transfer and would be guided by the Transfer Policy.

## 2.3 Making own arrangements for Stay

2.3.1 In the event that you are staying at a family or friend's place during your travel, you may incur some costs to make yourself a welcome guest. We understand the same and therefore makes you eligible to claim a per-diem of INR.1,500/- per day to cover all expenses. This would cover all expenses relating to stay and food. Local conveyance may be claimed at actuals as per guidelines given.

2.3.2 All local conveyance expenses (auto-rickshaw / cab / bus / train) may be claimed at actuals. (Usage of economic modes of transport is encouraged)

## **2.4 Reimbursements and Documentation**

2.4.1 We understand that there would be certain expenses incurred while on travel beyond your room rent, food and travel and the said expenses as noted below are reimbursable:

- Baggage handling (Example - Porter charges.
- Parking and toll charges
- Business office expenses (photocopying, courier, etc.)

2.4.2 However following expenses are not reimbursable:

- Clothing or toiletry items
- Magazines, newspapers or books for personal reading
- Personal expenses (such as cigarettes/alcohol)
- Charges incurred because of failure to cancel hotel/train/air reservation in time.
- Extra luggage in case of air travel unless the extra luggage is because of official materials.

2.4.3 For the purpose of reimbursement to your expenses, the following documents are required to be submitted in support of all travel claim(s):

- Conveyance: (Original bills, receipts, boarding passes, train tickets, taxi and rented car receipts etc., as applicable).
- Lodging: Hotel-Original bill/receipt (detailing all expenses)
- Meal: Invoice / Bill (charge-slip to be submitted if corporate credit card was used for payment)
- Miscellaneous Charges: Tips and other miscellaneous charges do not require receipts, but a self-attestation is required

## **2.5 Other key points / guidelines relating to Business Travel**

2.5.1 In case of multiple employees traveling together to the same destination (like airport conveyance), cab pooling option will be explored by the travel desk.

2.5.2 Reimbursement of all expenses will be at actuals subject to limits mentioned in 2.1.1 above. However, relevant supporting's should be provided for audit purposes.

2.5.3 Employees may use the corporate credit card for paying hotel bills and for food expenses wherever applicable. On returning from the business trip, the travel claim must be submitted with appropriate supporting documentation as indicated in 2.4.3 above.

2.5.4 Travel claims are required to be claimed within a maximum of 10 calendar days from the date of return. This would help one remember the expenses and claim (and also facilitate faster accounting/settlement). The travel claim system requires that every expense transaction, like every individual meal or individual trip conveyance, is captured separately.

2.5.5 Business Travel to a close by location (such as Mysore from Bangalore) may be pursued in own vehicle or through taxi service. However, the cost/expense incurred on such travel should fall within the 'II A/C train fare' for the said location. The bills would need to have details of travel time (Locations 'from' and 'to'), vehicle type, and mileage details.

2.5.6 Any travel by own vehicle or through taxi service which exceeds a distance of more than 150kms (one-way) is discouraged considering the safety of the employees, any exceptions to this has to be approved by the respective Department Head.

2.5.7 Guidelines for Employees staying in Tally Guest Houses:

- In case an employee seeks Hotel accommodation for any reason despite the Guest House being available, it needs to be approved by the respective Departmental Head/ Corporate Function Head after validating the reasons.
- Stay in any Tally guest house is only limited to a Tally employee and not extendable to family or friends. Tally follows the policy of ‘No Smoking’ and ‘No Alcohol consumption’ at its guest house.

2.5.8 Travel / Accommodation For Women Employees

- Travel Desk will send an intimation mail to [admin.ho@tallysolutions.com](mailto:admin.ho@tallysolutions.com) every time there is a business travel intent raised by a woman employee. Special attention will be given to the arrangements such that adequate safety measures are in place.
- Cab bookings for women employees will be carried out only through authorized cab vendors who have been verified by the Admin team.

### 3 International Travel

3.1.1 Countries across the globe have been classified into three categories, as follows:

Class	Countries
A	Dubai, Ghana, Japan, Kuwait, Kenya, Nigeria, Saudi Arabia, Singapore, Tanzania , United States, Europe and all East and West African countries.
B	Algeria, Bahrain, Iran, Iraq, Libya, Qatar, Malaysia, Sultanate of Oman, Thailand Other UAE countries, Western Hemisphere
C	Bangladesh, Democratic Republic of the Congo , Indonesia , Nepal , Sri Lanka , Uganda and other countries.

3.1.2 The limits/eligibilities for mode of travel, stay and other expenses would be as follows: to ensure uniformity on currency, USD being the most stable currency has been used as a point of reference.

Cadre	Mode of Travel	Lodging/Cost of Stay			Food /Other Expenses (with bills)		
		A Class	B Class	C Class	A Class	B Class	C Class
M/S	Economy Class	US\$ 150	US\$ 100	US\$ 75	US\$ 60	US\$ 40	US\$ 30
T/CLT	Economy Class *	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals

\* Where the travel time is more than 8 hours, travel by Business Class is allowed.

Incidental expenses of up to US\$ 10 shall be paid for each day of travel to cover miscellaneous expenses for which no bills are required to be submitted. However this is not applicable should an employee choose to claim Per-diem.

	A Class	B Class	C Class
Per-diem eligibility (M/S/T/CLT)	US\$ 100	US\$ 80	US\$ 60

### 3.1.3 Per-diem applicability and guidelines:

- In the event that you are staying at a family or friend's place during your travel, you may incur some costs to make yourself a welcome guest. We understand the same and therefore makes you eligible to claim a per-diem as per the table above. This would cover all expenses relating to stay and food. Local conveyance may be claimed at actuals as per guidelines given.
- Details of such stay (address, contact number, name of contact person, etc.) needs to be provided to the travel desk in advance as a precaution for any contingencies.
- All local conveyance expenses (cab / bus / train) can be claimed at actuals. (Usage of economic modes of transport is encouraged)

### 3.1.4 Guidelines for Employees staying in Tally Guest Houses:

- In case an employee seeks Hotel accommodation for any reason despite the Guest House being available, it needs to be approved by the respective Departmental Head/ Corporate Function Head after validating the reasons.
- Stay in any Tally guest house is only limited to a Tally employee and not extendable to family or friends. Tally follows the policy of 'No Smoking' and "No Alcohol consumption" at its guest house.

3.1.5 Travelers who hold international driving licenses, may consider hiring/renting a car as a cost effective option over taxi. Although the company would take care of the insurance, renting a car is only encouraged if the individual has prior experience driving in those countries. The reimbursement for this will be at actuals (including fuel) with prior approval from the Department Head.

The following are normally considered claimable expenses (in addition to the list provided in 3.1.2 above (if not arranged/provided by office).

- Costs associated with obtaining required visas and passports
- Currency conversion fees
- Overseas Travel Insurance
- A one-time amount of up to INR.10,000/- or equivalent, to take care of some personal belongings like suitcases/woolens etc., where an employee travels out of the country for the first time. The bills for these have to be submitted along with the travel claim

3.1.6 For guidelines relating to reimbursements and documentation, kindly refer 2.4 above.

## 3.2 Employees on International Deputation

3.2.1 Employees who are likely to travel/stay in any country outside India for a longer duration to set up business, start operations, etc., are advised to explore economical options for accommodation (more economical than Hotel stay).

Expense incurred on	For first 2 weeks	Stay up to 3 months	Stay up to 1 year
Lodging/ Stay	Hotel stay as per limits specified in 3.1.2 above, for the type of country	Rented apartment/ house at reasonable costs as recommended by the reporting manager.	Rented apartment/ house at reasonable costs as recommended by the reporting manager.  Additional expenses such as brokerage charges, etc. can be claimed with approval from reporting manager.
Food/ Other Costs	Actuals subject to Other Costs limit specified in 3.1.2 above, for the type of country	Living Allowance of \$1000 per month	Living Allowance of \$1000 per month

## 4 Exceptions

Any exceptions to the guidelines mentioned in this document may be referred to the respective Corporate Function Head and the Chief Financial Officer for approvals as appropriate.

## 5 Travel Advance

Please ask for travel advance if you need it to manage your business travel expenses, where Corporate Credit cards are not accepted.

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