

Travel Policy

Version 2.2

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W.e.f 1st November 2013

Owner:

Corporate HR owns the responsibility of maintenance and review of this policy as per the organizational requirement.

1. Policy Statement & Objective:

To ensure that the employees of the CresTech Software System Pvt. Ltd travel and stay comfortably and cost effectively.

2. Policy Coverage

The policy will cover all employees of CresTech Software System Pvt. Ltd who are on official tour within India.

- Travel entitlements as well as Expense entitlements such as boarding, lodging etc. while on official tour and this is applicable for travel to places outside the place of posting within the country.
- Travel entitlement during official Local Travel to Client site.
- The process of initiating action and availing facilities for booking tickets and hotel reservations.
- The process and timelines for claiming reimbursement of expenses incurred in such tours/ travel.

3. Policy Details

Outstation Conveyance:

1. The travel entitlements during travel within India and the classification of employees for this purpose will be as follows:

Travel Plan	Band	Mode of Travel *	
		To Destination	At Destination
1	Team Leads & Below	Train AC III	Auto (Rs 400 max)
2	Associate Project Manager & Above	AIR / Train AC III	Taxi (Rs 700 max)

2. Tour should be undertaken with the prior sanction of the BU Head.
3. 15 Days advance information needs to be provided to Admin Team before travelling date and incase of any immediate request , Manager of the travelling person will have to take approval from BU Head with coherent justification.
4. Travel by Air will be through Economy Class only.
5. In case anyone wants to change the Mode of Travel, he/she can change the same by paying Extra Amount by Own.
6. From 10:00 pm to 6 am everyone can avail a Cab facility maximum of Rs 700 from Home to Railway Station/Airport and vice versa.

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7. Lodging arrangement during the travel will be done by the Admin Department & the daily allowance for Travel & Food during travel within India is maximum Rs 500/Day and the same will be disbursed on submission of supporting bills.
8. It is the sole responsibility of the employee to take care of his belongings and company property during an official travel. The organization will not take any responsibility in case of any theft / loss of company property during that period.

Local Conveyance

1. Employees who are stationed at the client site may use the public / private vehicles for official purpose & can claim expenses for extra Kilometers distance travelled from Home to Client Location in comparison to distance travelled from Home to CresTech on the following basis:

Travel Plan	Band	Per Km Cost
1	Below Team Lead	Rs 3 / km
2	Team Lead & Above	Rs 7 /km

2. The employee should perform the journey in such a manner as would entail minimum expenditure to the company. In case of submission of false bills, the employee shall be liable for disciplinary action by the management.
3. Local Reimbursement Policy is not applicable for the Employees on Deputation.

4. Procedure to claim local Conveyance:-

1. Employee needs to fill the Re-imburement over CresConnect and submit it to his/her Reporting Manager.
2. Reporting Manager needs to validate the same and send it to HR
3. HR does the 2nd level of validation and will forward the approved claim to Finance for final processing.

5. Payment & Documentation Process:

Travelers must submit expense claim immediate after completion of Travel (no claim will be entertained if submitted after 10 days from the completion of travel) and the following guidelines must be applied:

- Receipts must be submitted for all the expenses including Toll as well as Parking Receipt.
- It is mandatory to submit all the original copies of Bills, boarding passes etc.
- For expense settlements above the budgetary allowance an advance approval from the BU Head needs to be taken and the same needs to submit while claiming the Reimbursement.

Incase of diversion from above mentioned guidelines applied Claim will get rejected.

Disclaimer:

CresTech Software System Pvt. Ltd reserves the right in its absolute discretion to abolish the policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before, during, and after the policy year is completed.