

Overseas Travel Policy

Version 1.0

Policy version:

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Effective Date:

1st January 2015

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Document Control

Document Revision History					
Date	Version	Description	Author	Reviewed by	Approved by
1 st May 2015	0.1	First draft of the Overseas Policy	Raj Kumar	Sandeep Ahuja/Lalit Jain/Preetam Rajput	Lalit Jain
7 th May 2015	0.2	Incorporated changes as suggested by reviewers.	Raj Kumar	Sandeep Ahuja/Lalit Jain/Preetam Rajput	Lalit Jain
19 th May 2015	0.3	Incorporated changes as suggested by reviewers.	Raj Kumar	Sandeep Ahuja/Lalit Jain	Lalit Jain
25 th June 2015	1.0	Final Overseas Policy	Raj Kumar	Sandeep Ahuja/Lalit Jain	Lalit Jain

1. OBJECTIVE:

The Objective of the Policy is to clearly define the rules / guidelines / measures that will apply to all the employees of CresTech Software Systems Pvt. Ltd. determining their travel entitlements on a business visa or a work permit to another location outside India.

2. ELIGIBILITY:

These guidelines apply to all CresTech Employees.

3. EFFECTIVE DATE:

This Policy is effective from 1st January 2015.

4. DEFINITIONS:

➤ **Per Diem (DAILY ALLOWANCE):**

A fixed amount of Daily Expenses provided as ' Daily Allowance ' (Per Diem) to the employees. This Daily Allowance includes expenses made on Meal, Refreshment, cost of travel from place of residence to office & back, and Laundry incurred during the Overseas Assignment.

➤ **Per Diem Rate:**

The Rate at which the Employee will be paid during his/ her Overseas Travel.

5. PER DIEM CALCULATION DAYS:

For the purpose of computing the Per Diem Allowance Payouts, an Employee will be deemed to be eligible to receive per diem allowance from the day the Employee lands on overseas territory till the day of departure from there. Per Diem will not be paid for unofficial extended stay after end of the assignment.

6. ADVANCE PAYMENT TO THE EMPLOYEE FOR THE OVERSEAS TRAVEL:

The company will provide Per Diem allowance up to minimum of one Month or duration of the project whichever is lesser, as advance to the employee.

The is the responsibility of the Organization to provide further Per Diem allowance to the Employee in case if the Overseas stay of the employee is extended based on the Project requirement.

7. ENTITLEMENT FOR OVERSEAS TRAVEL:

The Employee is eligible for below mentioned benefits during the tenure of the Overseas Travel:

7.1 Air Fare: The Company will arrange the return Air Tickets, for the Employee on Overseas Travel. The original Ticket and Boarding pass have to be submitted to the Admin/Finance department once the Employee is back from the overseas assignment.

7.2 Hotel Accommodation: Lodging for the Employee will be arranged by the Company and the original Bills along with the approval of the reporting Manager/BU Head shall be provided to the Finance department.

7.3 Travel Insurance: Arrangement of Travel Insurance will be made by the Company itself for the Employee during the tenure of his Overseas Project.

Note: Wherever possible and feasible the company will arrange the ticket/Hotel Accommodation/Travel Insurance but in exceptional case if the Employee makes arrangement at his own end then the cost of the same shall be reimbursed to the Employee post submission of the required documents with due approval to Finance.

7.4 Per Diem / Daily Allowance: The Employee is eligible for allowances as per the below mentioned table:

Allowances	US
Per Diem	USD 50

Note: In addition to per diem employees will be entitled for communication charges strictly for official purpose and airport transfers which should be approved by the BU Head.

8. LEAVE TAKEN DURING OVERSEAS TRAVEL:

8.1 If the Employee returns to India on leave whilst on an Assignment abroad, then he/she will not be entitled for Per Diem Allowance for that duration. The Allowance will resume and continue to be paid again whilst they are back on their Assignment abroad.

9. REIMBURSEMENTS:

- Any other expense which is not covered in the policy will be reimbursed if approved by the BU Head and submission of required proofs and documents.
- Reimbursements corresponding to overseas expenditure has to be treated separately from the regular reimbursement process of the company.
- Overseas reimbursements have to be settled by the employee directly with Finance at the time of final reconciliation of the overseas assignment.

10. KEY POINTS AS AN EMPLOYEE:

- Employees will return the Excess Money due within 7 days from the day of his/her return to India
- Any type of Currency Exchange between two employees on overseas assignment/s is not allowed.
- In case additional currency is required during overseas assignment, the Employee has to inform his/her reporting Manager who has to seek approval from BU Head
- Employee himself will be responsible to take care of the advance provided to him by the company and company will not be responsible for any kind of loss due to any reasons.
- Expense claims which are found to be fraudulent will be subject to disciplinary action.
- It is the sole responsibility of the employee to take confirmation from Finance on the outstanding amount if there is any, and settle his account with Finance directly.

11. KEY POINTS AS MANAGER:

- The Project Manager / BU Head is responsible for deciding the Tenure of the Overseas Assignment, based upon the time required for the Project / Training / Knowledge Transfer / Transitioning requirements of the Client to meet the Deliverables within the agreed Terms and Conditions.

12. POLICY GOVERNANCE:

- While this Policy is designed to provide the Eligible Employees the ' Per Diem Rates' as a Fixed Amount of Daily Allowance the same does not automatically become a part of an Employee's natural entitlements under ' Compensation and Benefits ' as per their Employment Contract.
- The Payouts / Re-imburements as per this Policy are not guaranteed to an Employee on a permanent basis and the Amounts may be changed (increased or decreased), based upon the prevalent Market Conditions and the Business Needs.
- On all matters of deviation to the interpretation and implementation of this Policy, the same may be referred to the HR Head and his decision will be considered as final.

13. Disciplinary:

An Employee who is subject to any serious Disciplinary Procedures in the Company, his/her Salary/Reimbursements can be reduced, postponed, cancelled or recovered at any point of time if the Employee is found guilty in the enquiry conducted.

Disclaimer:

CresTech Software Systems 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 or after the Policy year is completed.