

Company Name**Travel Policy**

Document No:

Rev. No. :

Date :

1. Objective

To administer and provide guidelines to employees on domestic travel.

2. Scope and coverage

All employees i.e. probationers and permanent nature and also the trainees across the branches are covered under this policy.

3. Applicability

This policy will apply to the existing employees and employees who may join in future.

4. Eligibility**A. Travel**

Grade	Travel
	Class
Above Managers	
All Managers and Executives	

- (i) All employees must submit a requisition (format attached) to the local administration / Personnel / HRD Department giving sufficient time to arrange for tickets. Wherever the employee shall make arrangements on his own then keep the Administration department informed. All outstation travel must be planned well in advance, so as to facilitate to obtain confirmed tickets.
- (ii) local conveyance expenses are at actuals.

B. Boarding (Eligibility per meal)

Grade	City
Above Managers	
All Managers and Executives	

C. Lodging (Eligibility per day)

Grade	Metro City	Other City
Above Managers		
All Managers and Executives		

- (i) The above Boarding and Lodging eligibility includes newspaper, mineral water, etc. Laundry expenses

5. Submission of bills and Accounting

- (i) On return from the tour, employees must submit their TA bills within 4 days from the date of reaching the station along with approved 'OUTDOOR ENTRY' form, necessary tickets, vouchers, bills, etc. in original to accounts department.
- (ii) Company will provide the cell phone for Official Client visit.

- (iii) Employees may take advance on account of outstation travel and submit the bills along with necessary vouchers duly authorized by the HOD/ Functional Head.
- (iv) Bills submitted more than the eligibility will not be allowed.
- (v) The TA bills shall be verified by the accounts department. Accounts department is authorized to deduct the expenses incurred which are not in line with the policy.

6. Review and amendment

Management shall review this policy periodically and amendments required, if any shall be made accordingly.

7. Residual Power

This policy is basically guidelines and the management reserves the right to withdraw / modify to suit organization's philosophy at any time without assigning any reason whatsoever. Management has discretionary rights for exceptional situation.