

Richesm Healthcare Pvt Ltd

DOMESTIC TRAVEL

POLICY

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Reviewed By : Director
Approved By : Management

Objective

The purpose of this policy is to define guidelines for employees who travel for official purposes.

Eligibility

All employees on the Payroll including Probationers & Management Trainees are eligible

Policy

- Employees should plan their business meetings and training calendars well in advance, so as to economize and save on cost.
- Where the distance could be covered by rail/bus, employees are required to undertake rail/bus travel; bookings must be done through Travel Team.
- Business / Admin will decide the choice of airline depending upon the cost and availability of airlines.
- Empanel Trainers; Clients & Candidates would be authorized for travel only upon prior approval from respective Cost Centre Manager.
- Employees are required to adhere to the Eligibility Matrix mentioned below.
- Eligibility for air travel for all levels would be authorized to travel only upon approval from respective business head.
- The mode of transport for travel distance of less than 500 KMS is Rail/Bus. Booking in any other form can be initiated post confirmation of the above modes and approval from Business Head.
- Up-gradation to higher class in Train travel is authorized if a ticket in eligible category is not available and it should be less than air travel cost (for eg:-If a ticket is not available in 3 tier AC as authorized then ticket will be booked for 2 tier AC provided the cost is lesser than air fare).
- If the air fares are exponentially high for travel, then post concurrence from the Management the travel team will obtained alternate option to the traveler which has to be followed.

Eligibility Matrix

LEVEL		TRAVEL			ACCOMODATION			Meals & Incidental Expenses (Amount Per Day)	Car Hire Policy
		AIR	T RAIN	BUS	A Category	B Category	C Category		
Level L6 and Below	Drivers / Office Boy / House Keeping	N/A	III Tier AC/ AC Chair Car	A C Coach Service	1,500	1,200	800	300	NA
Level L5	Supervisor Team Leader	N/A	III Tier AC/ AC Chair Car	A C Coach Service	1,500	1,200	800	300	NA
Level L4	Executive / Assistant / Management Trainee	N/A	III Tier AC/ AC Chair Car	A C Coach Service	1,500	1,200	800	300	NA
Level L3	Asst Manager Manager / Sr Manager	Economy Class	II Tier AC/ AC Chair Car	A C Coach Service	2,500	2,000	1,500	700	Sedan/ AC Car
Level L2	DGM / GM	Economy Class	II Tier AC/ AC Chair Car	A C Coach Service	4,000	3,000	2,500	1000	Sedan/ AC Car
Level L1	VP / AVP	Economy Class	1 st AC/ AC Chair Car	A C Coach Service	5,000	4,000	3,000	1,000	Sedan/ AC Car
Level M2, M1, UC	CEO / COO / Director	Economy Class	1 st AC/ AC Chair Car	A C Coach Service	6,000	5,000	4,000	1,000	Sedan AC MUV/ SUV

Location Category	
Bangalore, Chennai, Delhi, Kolkata, Mumbai, Hyderabad	A Category
Other State Capitals	B Category
Other Cities	C Category

Accommodation

- Hotel stay is permitted only in cases where a company guest house / company arrangement is not available.
- In case of non-availability of accommodation in the Company Owned Guest House or in locations where Company does not have a Guest House, employees must stay in hotels with which the Company has tied up.
- Booking should be made as per the entitlement specified in Eligibility Matrix well in advance, to avoid last minute unavailability situation
- In Locations where the Company does not have hotel tie up, Grade Wise Entitlements for hotel accommodation on a per day basis is defined in the Eligibility Matrix with location category.
- The rates mentioned are exclusive of tax and only applicable for business travel, duration of less than 5 days. In case of extended stay of more than 5 Days the same entitlements need to be approved by respective Business Heads / Management.
- Employees are required to stay on twin sharing basis wherever possible.
- All employees are to settle their bills towards business related expenses at the time of check-out and then raise the claim from the Company
- An Employee who opts out of staying in Company hotels/guest houses are entitled to claim incidental expenses at the rate of 40% of accommodation and daily incidental expenses as per the eligibility matrix. The Employee will have to get an approval from his/her Reporting Manager/Management prior to availing this facility.

Note on Meals & Incidental expenses

- The incidental amount is meant to cover all expenses other than the local travel & lodging expenses.
- There will be no other expense allowed above the Incidental expense limit unless specifically approved by the management.
- Any journey beyond 1200 noon would be considered as a full day.
- If a person ends his journey by 1200 noon he can claim incidental expense @1/3rd of his eligibility.
- If there is a client/employee meeting which includes one of the meal of the day and the same is separately claimed under "Client/employee Meeting Expense", the employee can claim his incidental expenses subtracting 1/3rd of his eligibility.

Guest House Policy

- Employees are supposed to stay in guest house wherever available.
- Accommodation in Guest House will be provided as first in and first serve.
- Maximum of 15 Days stay can be made in Guest House post which approval from Business Head is required.
- Guest house rentals will be charged to all business divisions/ support units that are utilizing the corporate guest house facility.
- The charges applicable will be as follows:
 - Within 15 days stay – INR 1000 / day / occupant.
 - Beyond 15 days stay – INR 2500 / day / occupant.
 - The rates will remain the same irrespective of single/ twin sharing occupancy
- Morning Breakfast and dinner will be provided between 7.00 am to 9.30 am and 8.00 pm to 10.30 pm respectively.
- Consumption of Liquor is strictly prohibited in the Guest House.
- If in case only 1 attached room is available, then allocation of the room will be given to Women employee first and then grade wise allocation.

Car Hire Policy

- Car Hire for intercity travel is permissible only in case rail /coach connectivity is not available or is inconvenient. It is also allowed on shared basis where hiring a car is more economical than rail/coach travel. This has to be recommended by Travel Desk and approved by the Business Head.
- Employees need to specify the exact km that they have travelled in the claim.
- For highway travel, employees are encouraged to utilize SUV/MUV's for reasons of safety, especially for night travel. They are also advised to keep their seat belts on at all times.
- Employees are encouraged to use carpooling facility or the shared taxi service for travel between locations wherever possible.
- Employees are discouraged from using their own vehicle for intercity travel for official purpose. In case of unavoidable circumstances, the maximum reimbursement will be equivalent to that of the lowest fare applicable for an AC Coach Service.
- Employees are encouraged to use Video Conferencing Facilities wherever available and where their physical presence is not required, with a view to economizing travel cost. Employees entitled for rail travel, need to do the booking well in advance.

Prior Travel

- It is mandatory to mention the Purpose of travel.
- Request may be raised by an employee for self or on behalf of his reportees.

Post Travel

- Employees are required to settle all travel related claims i.e. any expense incurred while on business tour- example conveyance, meeting expenses, incidental etc., within 30 working Days. In case employee does not settle claims in 30 working days after the travel, the same will be disallowed.
- Employees needs to raise the request approved by Manager / Management.
- Employees have to attach the used ticket counter foil/ boarding pass to the expense statement in original.
- In case if transport/ hotel is being shared with another employee, the claim should clearly specify the name and employee code of the person travelling/staying with.
- Even when no amounts are due to be claimed by employee it is necessary for the employee to settle the travel boarding pass within 15 days of Travel.
- It is mandatory to complete the Tour Report before submitting to Finance for payment.

Travel within the City

Employees in their own location (i.e. Place of posting) should use metered taxis/ autos/ local transport or own vehicle when travelling on official /business purpose. Official travel excludes journey from residence and vice versa.

Rate of Reimbursement (For Use of Own Vehicle)

- The rate of reimbursement for using one's own vehicle for official purposes is given below
 - Two Wheelers Rs.4.00 per Kilometer
 - Four Wheelers Rs.8.00 per Kilometer (L3 and Above only)
- Expenses incurred on travel like food & meals within their base city will not be reimbursed.