

Annexure VII



Travel & Claim

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Travel Expenditures

The travel expenditure claim statement be accomplished with the following

- Original Train ticket/Bus ticket (irrespective of whether the ticket is booked by Officer or self)
- Original Hotel (boarding and lodging) bill along with all supporting material
- Copy of travel approval and requisition
- Any other documents that finance may specifically require

Cost of train booked by the company is treated as an advance to the employee till the time the employee submits original boarding pass/train ticket.

Company permits to use cab (either OLA/Uber) till 50km (to & fro) beyond that cost effective transport media to be used.

Outside food allowance allowed as per Table 2 subject to submission of bill for above Rs. 100.

Expenses should be submitted within working 10days of return from travel.

Travellers should know and follow legal requirements for receipt and tax documentation.

Advance can be availed only after getting approval from Business Unit heads or Directors.

Expenditures on alcoholic beverages and cigarettes is not reimbursed as travel expense. Exception could be made only if employee is hosting a client/business meeting, please refer to the additional details in Table 2

ANNEXURES and TEMPLATES

Table 1: Mode of Travel

Table 2: Lodging Allowance

Table 3: Use of Own Vehicle

Table 4: Procedure for claiming / setting travel expenses

Template 1: Local Conveyance Reimbursement form

Template 2: Refer Travel Plan in Format Folder

Template 3: Client lunch claim form

Note: Grade A * : Senior Engineer / Executive, Engineer / Executive

Grade A * : Senior Manager & Manager

Grade A** : Vice President, Assistant, Vice President & General Manager .

Grade A***: Director, President



Table 1: Mode of travel

Employee Grade	Mode of Travel	Class
Grade A	Eligible for train travel	Sleeper Class by Train
Grade A*	Eligible for Train and Bus	A/C Train or A/C Bus
Grade A**	Eligible for Air Train and Bus	Economic Class, Air A/C Train, Bus
Grade A***	Eligible for Air Train and Bus	Business Class Air, A/C Train, Bus

Table 2: Lodging & Food allowance

CITY	GRADE A (Single)		Any Additional Person (Double)	
	Room (Incl Tax)	Meals and Incidental Expenses (M&IE)	Room	Meals and Incidental Expenses (M&IE)
Delhi/Mumbai	1000	350	1200	550
Chennai /Bangalore/Hyd	1000	350	1200	550
Dehradun/ Trivandrum	1000	350	1200	550
Others	1000	350	1200	550

CITY	GRADE A* (Single)		Any Additional Person (Double)	
	Room (Incl Tax)	Meals and Incidental Expenses (M&IE)	Room	Meals and Incidental Expenses (M&IE)
Delhi/Mumbai	1300	450	1500	650
Chennai /Bangalore/Hyd	1200	450	1500	650
Dehradun/ Trivandrum	1100	450	1100	650
Others	1100	450	1100	650

CITY	GRADE A* *(Single)		Any Additional Person (Double)	
	Room (Incl Tax)	Meals and Incidental Expenses (M&IE)	Room	Meals and Incidental Expenses (M&IE)
Delhi/Mumbai	1700	600	2000	750
Chennai /Bangalore/Hyd	1700	600	2000	750
Dehradun/ Trivandrum	1500	600	1800	750
Others	1500	600	1800	750

CITY	GRADE A** (Single)		Any Additional Person (Double)	
	Room (Incl Tax)	Meals and Incidental Expenses (M&IE)	Room	Meals and Incidental Expenses (M&IE)
Delhi/Mumbai	2300	750	2600	1000
Chennai /Bangalore/Hyd	2000	750	2300	1000
Dehradun/ Trivandrum	1800	750	2000	1000
Others	1800	750	2000	1000

Note:

- Use the services of at Company designated house/apartment wherever available.
- The above mentioned in maximum limit inclusive of Tax
- Incidental Expenses shall include all miscellaneous / incidental like water, ice cream tea, cool drinks etc..
- All above expanses should be claimed against proper invoice bills.
- Liquor expenses may be incurred to entertain the client or principal only once per trip. However all above should be approved Business Unit Head.
- Local executive or Engineer is not eligible to claim M&IE.

- The following expense items are already included in the M&IE rate and are not to be claimed separately.
 - o Charges for meals and beverages
 - p Any tips paid at hotels etc
 - q Laundry and dry cleaning

Table 3: Use of own vehicle

Vehicle	INR/KM
Two wheeler	INR 3.50/ KM
Four wheeler	INR 6.00/ KM

Note: Fill your local conveyance in the format as per Template 1

Table 4: Procedure for claiming / setting travel expenses

Activity	Responsibility
Plan the travel at least 20days for south & 40days for north and in advance and fix the duration of the business visit	Sales Engineer and Manager
Filled Domestic travel request (as per format in Drive) for travel approval from Business Unit head	Sales Engineer and Manager
Business head should review the need for travel and approve	Business head
Send mail to Admin mentioning dates of to and fro travel, ticket and accommodation requirement	Sales Engineer
Make arrangement for travel (Train) and accommodation facility and inform employee	Admin
Collect travel advance if required from Finance/Accounts dept after signing advance Travel Plan.	Sales Engineer
On return from tour, download the domestic travel expense statement form and submit to finance dept within 10days of completion of tour	Sales Engineer
Return any balance amount firm the advance draw at the time of statement submission	Sales Engineer
Reimburse any additional amount spent by the employee by Finance dept at the time of statement submission	Finance Dept

Template 1: Local Travel Conveyances Reimbursement form

Refer Local Travel Conveyances Format in Format Folder

Template 2: Out station Travel expenses claim form

Refer Travel Plan in Format Folder

Template 3: Client lunch claim form

Name:

Period:

Office:

Date	Purpose of meeting	Client/ Business person name	Contact person	Amount
			TOTAL	
Date		Date		
Name & Signature		Name & Signature		