

15. OVERSEAS BUSINESS TRAVEL

1. Objective

- 1.1 To lay down the procedure and guidelines for Overseas Business travel. This set of rules has been formulated with a view to enable the employee who is travelling outside the country on official business to stay comfortably, while at the same time keeping the economics of cost involved to the company in mind.

2. Scope

- 2.1 This policy is applicable to all the employees who are on the regular rolls of the company including employees on deputation and Whole time Functional Directors and MD&CEO of company.

3. Process

3.1 Mode of travel

- 3.1.1 The entitlement for mode of travel is as follows:

Grade	Mode of travel
MD & CEO	By Air (First Class)
Directors	By Air (Business Class) / (Club Class)
E8 To E10	By Air (Business class)
E7 and Below	By Air (Economy Class)

- 3.1.2 All overseas travel is to be done by the shortest possible route. In cases where a direct flight is not available to the destination required, an employee should use the shortest route
- 3.1.3 All overseas tours should be planned and booking for requisite tickets for travel shall be done as per the prevalent booking process well in time. It is incumbent upon the employee to take tour approval of the concerned authority for the same
- 3.1.4 In case a tour has to be cancelled or postponed for any reason, it is incumbent upon the employee to take necessary approvals and undertake steps in order to cancel the tickets as soon as possible so as to minimize unnecessary postponement/ cancellation charges
- 3.1.5 The fee for Visa shall be reimbursed to the employee or arranged by the Company
- 3.1.6 Overseas travel insurance shall be arranged for the employee by the company
- #### 3.2 Foreign exchange
- 3.2.1 An employee who is planning to travel overseas must inform the finance and accounts department well in advance, of his or her foreign exchange requirements
- 3.2.2 Arrangements for the foreign exchange required would be made in advance by the company
- 3.2.3 On return from foreign tour, any unspent amount of foreign exchange left over, after accounting for DA, hotel accommodation, local conveyance, official telephone calls, incidentals etc., from the lump sum foreign exchange drawn by the concerned employee should be refunded to the company.

4. Guidelines

4.1 Allowances for overseas travel

- 4.1.1 All employees are expected to be judicious about their expenditure while travelling abroad, maintaining the decorum and norms expected of an employee of the company
- 4.1.2 A consolidated amount of foreign exchange is sanctioned bearing in mind the RBI guidelines as amended from time to time, for employees visiting abroad for the purpose of business visits, attending conference / seminars / training, etc. to cover Daily allowances, hotel accommodation, taxi charges, communication expenses, at the following rates;

Designation/Grade	Allowance Entitlement per day In Dollar (\$)	Max. Entitlement Days
Whole Time Directors i/c MD&CEO	500	Max. 45 days
E8 to E10	350	Max. 45 days
E 7 and below	300	Max. 45 days
Residential Training	200	Max. 30 days

- a) Any expenditure other than entitled allowance, on account of official guest entertainment and official contingencies can also be reimbursed on submission of documentary proof and approval from MD&CEO.
- 4.1.3 The employee undertaking the tour shall be required to settle the tour bill on return from foreign tour giving undertaking on self-certification for spent of entire foreign exchange and return back any unspent foreign exchange, if any. The tour settlement bill should also accompany Hotel Bill.
- 4.1.4 In case of partial hospitality i.e. when either boarding or lodging is provided by a host, foreign exchange may be released to the extent of 50% of the eligible rate.
- 4.1.5 In case of full hospitality by a host, foreign exchange may be released up to US \$ 500, if the visit is for a period not exceeding 10 days. In case of visit exceeds 10 days, foreign exchange @ US \$ 50 per day up to a maximum period of 45 days may be released.
- 4.1.6 Daily allowance admissible to the officials would be at the rate notified by the Ministry of External Affairs vide MEA OM No. Q/FD/695/1/90 dated 28th March 1995, within the consolidated amount of foreign exchange payable to them during their visit to various countries.
- 4.1.7 No reimbursement on account of tips, in addition to daily allowance shall be admissible.
- 4.1.8 In case of total hospitality i.e. where boarding & lodging is provided free of cost, only 25% of daily allowance shall be admissible to him/her.
- 4.1.9 Consolidated Foreign Exchange for an additional day at the rate is given to employee, if he / she is required to reach the country of visit a day earlier. Similarly, consolidated Foreign Exchange for an additional day shall be given if the first return flight is available only after 4:30 pm on the day following the period of the authorized visit. However, in case the first flight is available on the following day after 12:00 (Midnight), DA at the rate admissible as applicable for that country would be payable to the visiting officer for that day only.
- 4.2 Employees will have option to activate International roaming pack from India itself on their official mobile connection subject to approval from functional Head not less than E8. However, for E6 to E10, the same expense shall be covered under the mobile Handset and Connectivity Entitlement

4.3 Medical Coverage on tour

- 4.3.1 This is part of travel insurance mentioned in clause 3.1.6 above.
- 4.3.2 The amount spent by the employee on medical over and above the amount covered by the insurance company will be reimbursed by company.

4.4 Leave entitlement during tour

- 4.4.1 The employee shall be entitled for “leave on duty” for the entire period of travel including journey time. Employees are encouraged not to extend their stay during Overseas travel except medical exigencies / Natural calamities etc. All expenses and allowances in all such cases (medical exigencies / Natural calamities etc.) shall be reimbursed on approval of MD & CEO.
- 4.4.2 The extended stay other than 4.4.1, if any, shall not be more than 50% of the sanctioned travel days including journey time with prior approval of Functional Head not less than E8 or 10 days whichever is higher. No expense / allowance is admissible for such extended days of travel. Leave shall be sanctioned prior

5. Roles and responsibilities

- 5.1 All overseas travel shall be sanctioned by MD & CEO. A written request, stating the number of days required (excluding journey time) and the reason for travel is to be made by the employee concerned and duly approved by his or her functional head, before it is submitted to the MD & CEO.

6. Detail working guidelines (if any) shall be issued with the approval of the MD & CEO.