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DOMESTIC AND INTERNATIONAL TRAVEL POLICY

PART I – DOMESTIC TRAVEL POLICY

Objective

To establish guidance and policy while traveling on official business trip in domestic and to provide procedures for the approval, reimbursement, and control of travel expenses.

1. Policy Statement

Travel plays an important role in accomplishing the Company's business mission, the professional enhancement of its employees, and in carrying out administrative responsibilities. When conducting business travel on behalf of the Company, employees are expected to use good quality services and accommodation appropriate for the business to be conducted with reference to their Level of employment. **This policy is in force with effect from 01.05.2019 for all our Group of companies i.e. MRPL, UHE and UDL and its current plants and future expansion plants within India.**

- Domestic travel will be purely for business & other official purpose only
- Good judgment and ethical practices on the part of each Employee remains the most important factors in controlling travel expenses.
- Control of travel authorization is the responsibility of the BU Head.

2. Scope

This policy applies to all Domestic travel arrangements on approved Company business, regardless of the source of funds, duration of travel or business purpose (e.g. conferences, visiting other Companies, research, generating Company income, consulting, professional development, Training, etc). The procedure outlined in this document covers all the activities involved in the domestic travel arrangements.



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3. Travel Authorization

- All Domestic Travel Requisition is to be filled and approved by the reporting Manager or Business Unit Head. For BU Heads, need to get approval from Managing Director.
- Employees are advised to submit the requisitions in advance. In case of Car/Cab needed should be forward the approval to Admin/HR department for Planning. Where ever the office vehicle is available, the priority is given based on the business need only by the admin department.

4. Responsibility and Enforcement

- The Traveller is responsible for:
 - Complying with the Travel Policy
 - Accurate submittal of expenses items within policy guidelines
 - Presenting original receipts
 - Claim the eligible claims in time
- Employee's reporting supervisor is responsible for reviewing and approving expenses. Approval is required on all expenses submitted. Supervisor's approval indicates that the expenses incurred are agreed upon and confirms that such expenses are in accordance with the policy.
- All the travel expenses to be verified by the admin/HR with reference to the level of eligibility prior to the Reporting Manager approval.
- The company assumes no such obligation to reimburse employees for expenses that are not in compliance with the policy.

4. Travel Arrangements

- For Train or Omni bus tickets, employees should do the online ticketing directly according to their eligibility (For eligibility please refer the table No 1)



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- In case of Air ticket, admin department will support in booking thro online only Economic class.
- For cab/car the Admin Dept. will designate a travel agency in accordance with its service and pricing. The Agency providing the best quote will be preferred.
- If the office vehicle is available, admin department will allocate the vehicle upon receipt of the approved request. When multiple requests received, admin department will allocate the vehicle based on the Business need only.
- Lodging will be applicable as per the Table below. Lodging expenses will be given in the table is the maximum eligibility, where as traveling employees to select the lodging with Economical cost available in the travelling city.

5. Employee Role

- Employee should use over night journey and avoid flight journey for less than 8 hours journey, even though Air is eligible.
- Employee should adhere the policy conditions strictly
- Employee should adhere the rules and regulations applicable in the traveling locations or enroot.
- Employee should take care of their belongings including office assets during travel



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6. Domestic Traveling and Boarding allowance (w.e.f 01.05.2019)

Maximum eligible amount (in Rupees)						
Class	A		B		C	
Group	Lodging/ day	Boarding / day	Lodging/ day	Boarding / day	Lodging/ day	Boarding / day
I	Actual		Actual		Actual	
II	4000	800	3000	700	2500	600
III	3000	700	2500	600	2000	500
IV	2500	600	2000	500	1750	450
V	2000	550	1500	450	1250	400
VI	1500	500	1250	400	1000	350
Group	Group Description			Local Travel Mode		Mode of Travel
I	Directors and Management Executive			Actual		Actual
II	VP/GM/DGM/AGM/PLANT HEAD/GROUP HEAD			Car		Air* / Train
III	Senior Manager and Manager			Car/Auto		Train I/II/III Ac class
IV	Asst Manager, Senior Engineer, Senior Officer			Car/Auto		Train II/III Ac class
V	Officer, Engineer, Junior Officer, Junior Engineer, GET, Supervisor			Auto/Bus		Train III Ac, SL Class, Bus
VI	Technicians, Trainee, Assistants, Workmen, Drivers, Security			Auto/Bus		Train SL Class, Bus

Code	Classification of Cities
A	Mumbai, New Delhi, Kolkatta, Chennai, Bengaluru, Hyderabad, Pune, Baroda, Ahmadabad, Mysore, Cochin, Varanasi
B	Trivandrum, KGF, Hosur, Jansi, Faridabad, Nagpur, Panipat, Punjab, Hoshiarpur, Coimbatore (not applicable for those who are HQ at Coimbatore)
C	All other cities (other than the above two grades)

1. All the above allowance is excluding of taxes
2. Employee makes own arrangement for accommodation, he can claim 25% of fixed allowance. If accommodation provided by Customer/Clients, DA only applicable.
3. For overnight journey, if using Air or First A/c - need to get prior approve from management.




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7. Vehicle allowance Eligibility

- Employees are advised to use their personal vehicles (two wheeler or four wheeler) upon approval of the reporting Manager where ever the office vehicle is not available.
- Employees, who are allowed to using their personal vehicles, should submit the RC Book of the using vehicle, driving license (to be in force) copies to the admin department. In case the vehicle is in his/her father or brother's name, an undertaken letter from the owner is compulsory.
- For two wheeler, employee must maintain a log book for monthly accumulated claim as per the format attached. (Name, Code, For the month, Date wise Opening KM, Closing KM, Used KM, Purpose of visit, visited place).
- Using of personal vehicles, the user is accepting that, there is no reimbursement other than the fuel expense for Per KM basis, Toll fees if applicable.
- The fuel reimbursement for per KM basis is inclusive of Maintenance, Insurance & depreciation and Driver where ever applicable for four Wheeler.
- Fuel reimbursement is fixed for the variant in the fuel price as per the table below. The Fuel price as on 1st day of the claiming month is applicable. For example the claim for the month of April 2019, the fuel price of Petrol/Diesel as on 01.04.2019 to be taken for reimbursement.
- HR or admin of respective plant is responsible for maintaining the fuel price index. This data also can be download from the internet
- For Coimbatore - <https://www.drivespark.com/petrol-price-in-coimbatore/>
- For Chennai - <https://economictimes.indiatimes.com/wealth/fuelprices/fuel-petrol,citystate-chennai.cms>
- For Madurai - <https://www.bankbazaar.com/fuel/petrol-price-madurai.html>
- For DBR Plant - <https://www.goodreturns.in/petrol-price-in-bangalore.html>

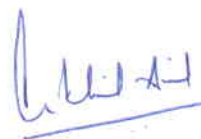


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Vehicle Allowance Eligibility			
Employees who using their personal vehicle for official work are eligible to claim reimbursement as mentioned below with effect from 01.05.2019			
Detailed working for approval			
Reimbursement based on the Fuel Price as on 1st day of the claim month			
Two wheeler		Four Wheeler (Petrol, Diesel and LPG vehicles)	
Petrol Rate/Ltr	Reimbursement amount	Petrol Rate/Ltr	Reimbursement amount
65.00	2.37	65.00	9.75
66.00	2.41	66.00	9.90
67.00	2.45	67.00	10.05
68.00	2.48	68.00	10.20
69.00	2.52	69.00	10.35
70.00	2.56	70.00	10.50
71.00	2.59	71.00	10.65
72.00	2.63	72.00	10.80
73.00	2.66	73.00	10.95
74.00	2.70	74.00	11.10
75.00	2.74	75.00	11.25
76.00	2.77	76.00	11.40
77.00	2.81	77.00	11.55
78.00	2.85	78.00	11.70
79.00	2.88	79.00	11.85
80.00	2.92	80.00	12.00
81.00	2.96	81.00	12.15
82.00	2.99	82.00	12.30
83.00	3.03	83.00	12.45
84.00	3.07	84.00	12.60
85.00	3.10	85.00	12.75

Note: For accounting convenient the Price to be taken the nearest rounding amount if it is in decimal. Four Wheeler – Petrol, Diesel and LPG all vehicles has to claim based on the Petrol rate only.

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PART II - Overseas Travel Policy

Objective

To establish guidance and policy while traveling on official business trip to abroad and to provide procedures for the approval, reimbursement, and control of travel expenses.

Scope

This policy applies to all international travel arrangements on approved Company business, regardless of the source of funds, duration of travel or business purpose (e.g. conferences, visiting other Companies, research, generating Company income, consulting, professional development, Training, etc).

Travel Authorization

- a. Any international travel Requisition is to be filled and approved by the Business Unit Head, HOD would forward the same to MD for final approval. For BU Heads, need to get approval from Managing Director. After final approval, authorized requisition to be forwarded to the Admin Department for further formalities. The Admin Dept. will process the bookings, travel and visa formalities.
- b. Employees are advised to submit the requisitions at least one month in advance specially in respect of the travel to countries which has very complex VISA formalities.

Travel Arrangements

The Admin Dept. will designate a travel agency in accordance with its service and pricing. The Agency providing the best quote will be preferred. The travel agency has to be IATA approved is compulsory.

Booking Procedure

- Employees who want to travel overseas are required to submit the following documents to the Admin department to comply with Ticket booking and Visa formalities;
- Original valid passport and a photocopy of the same. (Passport should be valid for minimum 06 months.)



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- Photographs as per destination requirement
- Bank statement and ITR returns of immediate past 03 Years or as required by the destination country ambassador office.
- Any other documents required by the destination country requirement.
- Renewal of passport and ECNR stamping is the employee's responsibility.
- The tickets once booked along with the visa will be handed over to the employee undertaking international travel.

Employee Role

- Timely submission of all documents
- Utmost care to be taken of passport and tickets during the travel, as duplicate tickets cannot be provided.
- Loss of ticket would be the responsibility of an employee.
- Obtaining Immigration stamp wherever necessary.
- Employees are advised to check on the net about their hotels, weather details, security and safety before proceeding to the destination.
- Clothing arrangement to be done as per destination weather condition.
- Ensure physical fitness before undertaking travel.
- Loss of any belongings during travel would be responsibility of an employee.

Communication

- Employees are encouraged to use E-mails, IP telephones, Zoom, whatsapp or Skye as far as possible for all official communication from the travel destination
- Employee has to procure a local SIM card of the destination of travel or India calling card in order to rationalize communication cost
- Reasonable personal calls made to family shall be allowed.

Conveyance

Employees are encouraged to use mass public transportation service wherever possible as Taxi cost are usually very high in most of the country, however employees should advice to make up decision depending on the situation and local environment in the travel destination



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8. Insurance

In case of international travel, the employee will be covered under International Travel Insurance which includes:

- Loss of Luggage
- Sickness during travel
- Loss of passport

Hotels

- Eligibility as per the Table given below.
- Employees shall be encouraged to share a room with colleague while on travel even in case there is a level difference.

The eligibility amount for sharing room shall be as under:

1. Two employees of the same grade - 100% of the entitlement of the first employee plus 25 % of the second employee.
 2. When employee of different grade shares the room, the entitlement shall be 100% of the higher grade plus 25% of the lower grade.
 3. Per Diem expense claim must be supported with the Bills/receipts.
- Administration department shall have discretion to approve 25% over and above the cost of existing hotel accommodation.

Non - Allowable Expenses

The Company's policy is to reimburse its employee for all reasonable and necessary expenses incurred while transacting the affairs of the Company. However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable. This includes:

- Personal entertainment including cost of paid channels in a hotel room.
- Barber, manicurist and shoe shine.
- Membership fees in airline clubs.



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Advances

- Travel advances will be issued to employees who conduct business-related travel to cover travel expenses.
- The advance will be established at an amount that is reasonable. (The sum of daily entitlement)
- The Advance request for foreign currency should submit to finance dept. in advance.
- Employees, who possess international credit cards, are encouraged to use the same.
- Travel advances must be settled within 07 days after completion of the travel.
- A travel advance will not be issued if any prior advance is outstanding.
- Statement of Travel Expense forms is to be forwarded to Accounts dept. with all receipts attached. Any unused travel advance money must accompany this form.

Reimbursement

- Employees may only receive reimbursement for actual, reasonable travel costs up to the limits as per Annexure I.
- All the costs towards obtaining VISA would be borne by the company including the cost of travel for appearing before VISA issuing authorities.
- Employees incurring unauthorized or over-limit expenses in the performance of official business, are not guaranteed reimbursement.
- Employees combining personal and official business, or who incur expenses strictly for their personal convenience or benefit, will not receive reimbursement for any additional expenses caused by their personal business or personal convenience needs.
- It will be the responsibility of the department administrator and the Employee to ensure that receipts are collected and retained for each and every request for travel reimbursement.
- Beginning of International travel shall consider from the date and time of boarding in international flight and ending at the date and time of landing in India.
- Before boarding and after returning from International tour, employee shall reimburse the claim as per domestic travel policy.



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Table of allowance in Overseas Travels

Claims for the reimbursement of expenses for approved Company business travel (including conferences and official meetings) are made on a Travel/Employee Expense Reimbursement Form. Original receipts and other supporting documentation must be attached to the travel reimbursement form.

Level of employee	In US Dollars per day					
	Accommodation in USD			Boarding Daily allowance Against Bills in USD (inclusive of laundry, tips & Misc expense etc.)		
	A	B	C	A	B	C
Top Management (Group I, II)	125	110	100	75	70	65
Middle Management (Group III, IV, V)	110	105	95	75	70	65
Code	Countries categories for claiming purpose					
A	USA, Europe, Australia, Dubai, Saudi Arabia, Singapore, China PRC, Kenya, UAE, Qatar					
B	Malaysia, Thailand, Iraq, Iran,					
C	Indonesia, Nepal, Srilanka, Bangladesh, Other African countries					

Note: There is a escalation that, the Accommodation or the Boarding allowance is not sufficient in some of the locations. It is advised to combined the both the allowances for the claim purpose in the case of not-sufficient. Employee has to get the post approval from MD after return from trip with all Invoices/Bills/Receipts thro HR. No expense is allowed if the receipt is not available in overseas travel claim.




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International Travel Request Form

INTERNATIONAL TRAVEL REQUISITION CUM AUTHORIZATION FORM							
Date:	Location:		TOTAL ESTIMATED COST				
Name:	Designation :	Air		\$		INR	
		Lodging (per day)		\$		INR	
	Grade :	Conveyance (per day)		\$		INR	
		Boarding (per day)		\$		INR	
Department :			Others		\$	INR	
Purpose of Trip:			Total		\$	INR	
Travel Details							
Day	Date	Departure	Arrival	From	To	Mode of Travel	Total Amount
ACCOMMODATION							
Arrival Date	Time	Dep. Date	Time	Location	Type of accommodation	Eligibility	Total Amount
Total Advance INR : _____							
Requester Signature _____							
BU Head signature _____							
Approval of MD _____							
<small>Note - A copy of this form will be forwarded to the Accounts department for the advance claim while the original will be with the Admin Dept.</small>							

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Expense Claim form

INTERNATIONAL TRAVEL EXPENSE STATEMENT							
Name of the Employee: _____							
Department : _____							
Designation : _____							
Travel dates From: _____ to: _____							
Place/s visited: _____ _____							
Purpose of trip: _____ _____							
SUMMARY OF EXPENSES							
Transportation							
Date	Time	Starting Place	Destination	Voucher # (as attached)	Amount	Conversion Rate	Total (INR)
					USD		
DOMESTIC							
INTERNATIONAL							
Total							

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Hotel & Other Expenses							
Date		Place of Visit	Description of expense	Bill number & date	Amou nt	Conversion Rate	Total(IN R)
From	To				USD		
DOMESTIC (En-route)							
Total							
Allowance :		From	to	total no of days X	US\$		INR
Cash Summary		Advance					
		Less: Cash expense					
		Balance due to Company/ Self					
Signature of Employee							
Dated:				Approval Dated:			
Pls note:							
1. All travel settlements to be done with-in seven days of the trip.							
2. Please attach all supports (invoices, tickets, boarding cards, receipts)							
3. Please attach Travel Approval							
4. For claiming Entertainment & Business expenses, names of the persons present must be provided.							

Prepared by Group HR 	Approved by
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