



Domestic Travel

Purpose:

- The objective of the Domestic Travel rule is to assist employee for travel and stay within the country on Company's business.

Scope:

- Employees who are required to proceed on outstation duty shall be covered by the following rules.
- For the purpose of these rules, outstation duty means any journey undertaken beyond 120 kms from their work location other than IXM station i.e Maduari branch.

Procedure:

LEVEL (A)	AIR (B)	Rail / Bus (C)	Local Conveyance (D)
Functional Head / Country Head	Y Class	1st A/C	A/C Car
Station / Department Head	Y Class	2nd A/C	A/C Car
Asst. Manager	-	3rd A/C	A/C Car
Sr. Executive	-	Sleeper Non AC	Non A/C Car
Executive / Jr. Executive	-	Sleeper Non AC	Non A/C Car

Boarding & Lodging:

Levels	Metro (Delhi, Mumbai, Chennai, Calcutta, Hyderabad, Bangalore) (A)		Non Metro & Other Locations (B)		Daily Allowance (With out Bills) (C)
	Lodging/day	Boarding/day	Lodging/day	Boarding/day	
Functional Head / Country Head	Double Room, Single Occupant,3 or 4 star Hotel	Double Room, Single Occupant,3 or 4 star Hotel	Double Room, Single Occupant,3 or 4 star Hotel	Double Room, Single occupant,3 or 4 star Hotel	Rs.1000
Station / Department Head	Rs. 6500	Rs500	Rs.2500	Rs.400	Rs. 800
Asst. Manager	Rs. 6000	Rs400	Rs.2000	Rs.350	Rs.650
Sr. Executive	Rs. 4000	Rs300	Rs.1500	Rs. 300	Rs.500
Executive / Jr. Executive	Rs.2000	Rs. 300	Rs.750	Rs. 250	Rs. 300



- Boarding and Lodging or Daily Allowance as applicable is permissible only on overnight stay.
- The Limits for is exclusive of taxes.
- The boarding expenses include meal and incidentals which are normally permissible.
- In case the employee under takes Day Journey travel and his return is on the same night, he will be reimbursed for Meal / Incidental expenses as under producing the bills:-

Level	Meal / Incidental Allowance
Asst. Manager and Above	Rs 200/- per head
Others	Rs 100/- per head

- Employee who chooses to claim for boarding and lodging on actual bills as per clause (A) or (B), cannot claim daily allowance as per clause (c) for any part of the journey in that location.

Travel by MAA station Employee to IXM branch:-

- The Chennai employee may visit to Madurai branch for project development and training purpose.
- The company will facilitate the guest house to stay in a comfortable way.
- All facility will be in built in Company guest house.

Allowance for Travel from Chennai to Madurai Branch:

- The company will provide consolidated travel allowance amount of Rs 500/- per head for per day.
- The Allowance amount includes all foods and local conveyance expenses.
- The ticket booking wil be made by company according to employee grade.

General rule:

- Directors / Functional Head may authorize traveling in higher class; approved lodging and boarding expenses beyond entitlement.
- If any employee travels by a class lower than to which he/she is entitled, he/she will be paid at a lower rate as per actual.
- Expense towards alcohol and tobacco is not admissible.
- Employee on tour shall not use any telephone from hotel and claim such expenses since mobile/CUG is provided by the company.
- Laundry expenses will be reimbursed where stay exceeds more than three days.



Local travel

- Employees are encouraged to use their own car for all official purpose.
- Those Employees who are provided with a vehicle by the company shall not claim any reimbursement for the first 120 KMs in a month. And travel beyond 120 kms they will be reimbursed at Rs. 8.00/- per km for petrol vehicle and Rs. 4.50/- per km for diesel vehicle.
- If any employee has been provided with car on actual reimbursement / Maintenance, he will not be eligible to claim any expenses as above, but shall produce actual fuel bills for reimbursement.
- Employee who travels by his / her own vehicle will be reimbursed for travel as below:-

Four Wheeler Petrol vehicle	Rs. 8.00/- per km
Four wheeler Diesel vehicle	Rs. 4.50/- per km
Two wheeler	Rs. 3.50/-per km.

- Employees can claim Local conveyance reimbursement directly from the Accounts Department on fortnightly basis by filling up the Conveyance Reimbursement form approved by their functional Heads.
- Lunch allowance will be admissible if the person is on out door duty (which is not his/her usual place of posting) between 12 am and 3pm.
- The Dinner allowance is admissible if the employee is on in / out station duty beyond 8.30 pm.
- The Lunch / Dinner allowance is as mentioned under:-

Level	Lunch / Dinner Allowance
Manager and Above	Rs. 60 per head
Others	Rs. 50 per head

- Employee who worked in customer service team in Chennai station and their working hour starts at 8 am, will eligible for Break fast allowance of Rs 50/- per head.
- Employee who doesn't have any facility of their own for local travel with in Chennai and nearby location may send in their requisition to Admin department which is duly approved by their Head of Department.



Procedure on Travel:

- The employee must get approval from Head of the department as per the Tour itinerary
- It is the responsibility of the individual employee to get necessary travel advance from the accounts department after getting approval from Department Head based on the itinerary.
- All reservations should be made through the Administration Department. In exigency, air tickets can be purchased directly and the concerned employee will be paid by accounts department on the basis of verification by the Administrative Department for Air reservation.
- It would be the responsibility of employee traveling by air / rail to avail their tickets in time for all their official travels only. 72 hrs advance information is required for necessary arrangements.
- Where cancellation of air ticket is necessitated, the employee in whose name booking is made will be responsible for timely intimation to the Admin Department with proper reasons before 6 hours of the travel approved by HOD.
- Employee traveling by Air shall include Air fare in their TA bills and supported by attaching the Counter-foil / e-tickets of the ticket or boarding pass and where necessary obtain sanction for air travel.
- Where employees travel together on Company's business, common expenses such as hotel, taxi charges etc should be consolidated and claimed by one person and these expenses are consolidated and charged at one place only.
- The employee must submit his/her travel bills with all supporting vouchers to the Accounts Department duly countersigned by the approving authority within 3 days from the date of his/her return and the balance amount of advance if any should be settled simultaneously
- If the employees have not produced the required documents, as stated above the same amount will be adjusted from the salary, subsequently if the same is approved by the Business Head / Functional Head the same will be reimbursed by the finance department directly.
- Every employee who undertakes travel on company business is required to retain the following documents even where these are arranged by the company.
 - Air / Rail Tickets
 - Boarding passes if travel is by air.
 - Hotel bills
 - Copies of all the bills/receipts incurred for local travel, food etc incurred during the trip.