



## Foreign Travel

### Purpose:

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

### Scope:

- The scheme covers all employees of the company. Employees who are required to proceed on Foreign Travel shall be covered by the following rules:

### Mode of Travel:

Designation	Class of Travel
All levels	Economy Class

- All overseas journeys to any destination will be direct and no detour is permitted without the prior approval of Chairman or Board of Management, even if the cost of air travel is the same.
- Employee is not allowed to extend his stay overseas for personal work even on leave without the prior permission of Chairman or Board of Management.

### Schedule of Entitlements:

	Category A				Category B			
	(USA, Japan, Korea, Europe, China, Malaysia, Hong Kong, Singapore, Russia)				(Pakistan, Bangladesh, Indonesia, Thailand, Africa, Gulf)			
	Boarding/day		Lodging/day		Boarding/day		Lodging/day	
	With Bills	Without Bills	With Bills	Without Bills	With Bills	Without Bills	With Bills	Without Bills
Functional / Country head	Actual	USD 30	At Actual	USD 70	At Actual	USD 25	At Actual	USD 50
Others	USD45	USD 20	USD 150	USD 60	USD 40	USD 15	USD 100	USD 40

- In case of travelling undertaken to countries not mentioned in the above list, the entitlement of category 'B' would be applicable.
- All expenses for lodging/ boarding must be accompanied by vouchers and must be within the above limits for the countries mentioned.
- Laundry expenses accompanied by vouchers will be reimbursed. However, looking into avoidable nature of laundry expenses, employees are expected to use this facility only in exceptional cases.
- Entertainment of guests abroad as a part of business, accompanied by vouchers, shall be treated separately and not clubbed with the daily allowance for boarding.



**Incidentals:**

- All levels of employees traveling abroad will be covered with medical insurance which shall be ensured by the Admin dept.
- The employee must submit his/her travel bills along with all supporting vouchers duly approved by the approving authority along with the balance amount in foreign currency to the travel desk within 7 days from the date of return in the prescribed format.
- No attempt should be made to convert Indian currency expense to foreign currency expense for this purpose.
- In View of the exorbitant rates of lodging abroad, employees should try to share accommodation, wherever possible. Where a few employees travel together, common expenses such as taxi charges, etc. should be consolidated and charged by one person only. Frequent travellers (abroad) will be issued with corporate cards for usage of expenses of Hotel / Restaurant etc.
- Any unsettled tour advance shall be recovered in the subsequent month's salary.
- In case there are any unsettled balances to the debit of the employee then Admin Dept. will be intimated not to book any further tickets for subsequent travel.
- Air/Rail Tickets, Hotel bills have to be attached to Travel Expense statement even where these are booked directly by the company.
- Travel expense statement has to be filled in and submitted to the accounts Dept even where no cash advance for expenses is taken by the employee.