



HUMAN RESOURCES POLICY GUIDELINES

SGBS Unnati Foundation(SUF) Travel Policy

Policy Title	SUF Travel Policy
Total No. of Pages	
Policy Purpose	To provide guidelines for domestic travel, accommodation and related expenses Incurred during business travel within India.
Policy applicable to	This domestic travel policy shall be applicable to all employees of SUF, Including trainees and consultants required to undertake business travel within India.
Policy Made Effective	1 st April , 2015
Policy Reviewed By	Mr. Ramani, Ms.Geetha,Mr.Ramesh,Mr.Narayanan
Policy Final Approval	Mr. Ramesh Swamy/Mr.Ramani
Date	1 st April ,2015
Version No.	2

1. Objective:

- To provide guidelines for domestic travel, accommodation and related expenses incurred during travel undertaken within India.
- This policy envisages that Employee while incurring such expenses will apply reasonable discretion, keeping the guidelines of this policy in mind at all times.

2. Applicability

- All employees of SUF including Trainees, Volunteers, Consultants who are required to undertake business travel within India.
- It is recommended that employees only undertake travel, if the nature of the work is such that the same cannot be completed through telecom /videoconference alternatives.
- All travel (unless it is for reasons of emergency), should be planned well ahead of time such that a safe minimum of 3 working days (72 hours) is provided for all approval related processes to be completed.

3. Classification of Cities

For the purpose of expenses reimbursement for domestic business travel, following is the classification of cities:

A. Mumbai, Delhi, Kolkata, Chennai and Hyderabad.

B. All States and Union Territories capitals other than those in class 'A'

C. Other Cities and Towns not covered under 'A' & 'B' including rural areas.

3.1 All travel to be undertaken only after the approval of your immediate supervisor/Manager.

A minimum time of 2 working days should be provided for completion of all relevant approval processes.

3.2 The Functional Head of your department is generally the approving authority. All travel expense reports must be similarly approved by the same authority or in case of the Travel for Training workshops by the HR Dept.

4. Mode of Travel:

The mode of travel as applicable to different grades while on travel is listed below:

4.1. Travel arrangement has to be done by the Employee's.

4.2. Approved mode of travel is 3rd Tier AC or Sleeper/Semi Sleeper AC Bus for all kind of travels.

4.3. Cost incurred can be reimbursed after the approval of the concerned authorities only.

4.4. In case of emergency travel by Air/I class or II class AC by Train, prior approval to should be taken from the CEO.

4.5 It shall be the responsibility of the employee to cancel and arrange for refund in case of change in the travel plan. All such changes shall be reported in the Travel Plan. Any bonafide cancellation costs could be claimed by the employee. It is mandatory to attach the Copy of the ticket / Original Rail ticket to the expense vouchers.

4.6 Employees may use their personal car/Bike to travel outside the city limits on business purpose. In such cases, Employees can claim a per km rate as specified in the local travel policy. However, the cost/reimbursement of such travel should not generally exceed the cost of travelling by the entitled class/mode of alternate public travel.

5. Hotel/ Guest House Accommodation

5.1 All Domestic Accommodation bookings should be done by the employee himself/herself.

5.2 PG / Guest House accommodation wherever available should be used. In case of non-availability of suitable guesthouse accommodation employees may be allowed to stay in hotel, as per prior approvals.

5.3 Company will try to tie-up with NGOs's and other guest house accommodations for stay. The list shall be made available once arrangements are work out.

5.4 The request for the bookings in case of requirement for accommodation in emergency situations has to come to notice of SUF prior to employee reaching the said station. We will negotiate corporate rates with hotels at various locations and notify the Employee about the same. The Employees are expected to stay in the same. In the absence of a notified accommodation at a location, Employees can choose to stay in the Guest house/PG/Hotel as per their entitlement, keeping the management informed.

5.5 Stay in Rural Areas/Cities in 'C' Category. Employees on travel to rural locations to will have to utilize our Collaboration partner/Organisation guest house facility if available. In case of unavailability they have to make their own arrangements which would be compensated.

5.6 The employees need to settle their bills at said accommodation on direct payment basis and the reimbursements should be claimed after the production of the valid bills/Proofs of their stay.

6. Reimbursement of Daily Allowance/Incidental Expenses

6.1 The Daily Allowance is meant to cover all meals (whether taken at hotel or outside). Daily Allowance has to be claimed with supporting bills/ vouchers.

6.2 All Employees out stationed are entitled for Daily Allowance, in case of their stay in PG/guest house/ hotel accommodation in different cities as per the policy.

6.3 All employees are liable to avail the free breakfast and lunch at Unnati center, during their induction/TOT/visit to Unnati center.

6.4 Expenses entitlement to be claimed as mentioned below against bills. Entitlements are on per day basis.

6.5 Incidental Expenses: Case by Case basis

BANGALORE LOCATION :

1.TOT Program/Induction

Travel : Tickets : 3rd Tier AC – Reimbursed

Food on board – 24 hours or more of travel - Rs.250/-

12 hours of less of travel – Rs.125/-

Travel Conveyance: Rs.600/- per head. From Home to Unnati center – Bangalore and Back to home (Inclusive of reaching railway station, Break journeys, Reaching Unnati center from Railway station etc.)

Stay: Arranged by Organisation.

Local Conveyance: Rs.50-70/- per day.

Food Allowance Per day: In case of Hotel stay Rs.150/- per head would be provided. If the accommodation includes food then no separate reimbursement provided.

Breakfast and Lunch is provided at the Centre.

OTHER LOCATIONS :

2.Travel to other centres:

Hotel accommodation limit:

A Cities – Maximum up to Rs.1500/- per head per day

B Cities - Maximum up to Rs.1000/- per head per day

C Cities – Maximum up to Rs.750/- per head per day.

Meals on stay :

A Cities – Maximum up to Rs.400/- per head per day

B Cities - Maximum up to Rs.300/- per head per day
C Cities – Maximum up to Rs.200/- per head per day.
Local Conveyance: Rs. 50 - 70 per day depending on the city.

In case of accommodation and/or meals arrangements are made by the organisation, the above will not be applicable.

Limits stated above are the maximum prescribed amounts which have to be cleared on production of actual bills.

6.6 The following expenses are not to be included for reimbursements under this policy:

- Expenses incurred on liquor and tobacco;
- Expenses incurred on in-room facilities ranging from water and electricity to other basic groceries and amenities usage at PG/hotel.
- Expenses incurred on membership/use of health or PG/hotel club or medical facilities or Internet facility.
- Entertainment should as far as possible be avoided. Wherever necessary specific approval of the approving authority is mandatory at the time of submitting such expense