



Objective: To provide guidelines to employees for reimbursement of expenditure incurred towards travel, hotel, food & incidentals during foreign travel on business or training.

Applicability: Employees of MHCPL / TTPL / ASDPL / HDPL / MHIPL.

Policy Guidelines: Any foreign visit for business purpose or training will require a prior approval of EVC / MD / DIRECTOR and submit a detailed report indicating the following.

- a) Purpose of the visit.
- b) Duration of journey
- c) Duration of Stay
- d) Places to be visited etc.,

A. ELIGIBILITY: Whenever an employee is travelling abroad for business or training purpose, he will be entitled for per diems as detailed below. These daily entitlements (per diem) are towards all expenses incurred at the hotel for lodging, boarding, local conveyance and official phone calls.

S. No.	JRL (As per JRL Policy)	Eligibility – Per diem / DA		
		Lodging & Boarding – \$	Local Conveyance \$	Class of Travel
1	SM1, SM2 & SM3 (GM and above)	250	100	Economy
2	MM4 (Sr. DGM / DGM / AGM)	225	50	Economy
3	MM5 (Sr. Manager / Manager)	225	50	Economy
4	MM6 (Dy. Mngr / Asst Mngr)	225	50	Economy
5	JM7 (Sr. Engr / Engr/ Sr. Exec / Exec)	200	50	Economy
6	JM8 (Jr. Eng /Jr. Exe & below)	200	50	Economy

- a) The allowances that employees are entitled will depend on their nature of travel. If an employee is travelling abroad and all boarding / lodging expenses are either being paid directly by the Company (as is the case in a few training programs or conferences) or where the employee's expenses are borne by a host then the employee will be entitled to only a per diem allowance of USD 100 / 50 depending up on the grades.

Page 1 of 3

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- b) If the employee chooses to make his own arrangement and stay with friends or relatives, he can claim up to the maximum of 30% of the eligible lodging and boarding charges mentioned above.
- c) If an employee is on foreign tour for more than 30 days, it shall be treated as temporary transfer and employee is eligible for 60% of the per diem / DA only.
- d) Air tickets shall be booked through the Company approved travel agent only.
- e) No entertainment allowance shall be applicable to any employee, if any such allowance is required, the same shall be given only upon approval of EVC / MD.

The effective date of entitlement starts from the date the employee lands at the destination and stretched until the date of departure from the destination.

The daily allowance as given above is the upper limit and it has to be supported by bills / receipts / cash memos.

B. VISA, TRAVEL INSURANCE CHARGES.

The Company would bear the actual expenses for the above formalities for an International Travel for business purposes.

C. TRAVEL ADVANCE

An employee travelling abroad will be eligible to withdraw travel advance based on the no of days visit approved and eligibility as mentioned above. The Finance department by means of cash and traveler's cheques as admissible will arrange this under law. Upon return from travel, this shall be settled against eligibility as per the policy.

For the purpose of per diem calculation, the number of days will be the period commencing from the day of landing at the first overseas location till the time of departure from the last destination, rounded to full days.

D. SETTLEMENT OF TRAVEL ADVANCE.

The employee on return from tour shall submit the Statement of Expenditure to the Finance Department along with supporting proofs duly approved by HOD within one week. Before submitting the Statement of expenditure, the following points are to be taken into consideration:

- a. Used Air / Train tickets.
- b. Exchange loss, if any, must be supported by original exchange vouchers.

Page 2 of 3

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- c. Supporting documents are to be arranged in chronological order.
- d. If for any reason, the duration of the trip is reduced, the balance foreign exchange must be returned to the Finance Department.
- d. Mode of travel for local conveyance used is to be written in expense statement.
- f. Name of the currency of the country and conversion rate is to be written separately in expense statement.
- g. After submitting the bills the employee should return the surplus foreign currency within 7 days. Else, the payroll department will be advised to deduct the balance foreign currency from the salary.

Any deviation from the above required justification and shall be approved by EVC / MD.

Page 3 of 3

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