

**Travel Policy - Domestic****1.0 Objective:**

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

**2.0 Eligibility & Coverage:**

2.1 All regular employees of My Home Constructions, its other group companies.

2.2 This scheme is effective from **10<sup>th</sup> February 2020**.

**3.0 Approval Authority:**

3.1 Responsible : Individual

3.2 Approver : HOD (General Manager and above)

3.3 Support : HR & Admin and Accounts Department

3.4 Exceptions to be approved by WTD / MD

**4.0 Policy & Procedure:**

4.1 These rules are applicable to tours up to 15 days. If an employee is required to be on tour for period exceeding 15 days and up to a maximum of 30 days, prior permission needs to be taken from the HOD (GM and above).

4.2 For the purpose of allowances,

**A DAY** is considered as starting from 00.00 hours and ending at 23.59 hours on the same day.

**First half of the day** will be from 00.00 hours to 11.59 hours and

**Second half of the day** will be 12.00 hours to 23.59 hours.

Allowances for partial day will be payable as follows:


4.3 Where employees travel on tour together, twin-sharing accommodation shall be utilized, except for JRL (Job Responsibility Level) MM (Middle Management) above (where it is left to the employee's discretion).

Prepared &amp; Recommended By:

  
GM (HR & ADMIN) 10/102

Corporate Office  
8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

  
Managing Director



## My Home Constructions (P) Ltd.

### TRAVEL POLICY - DOMESTIC

MHCPL-HR-SOP-15

Date: 16th Oct, 2019

Rev. Version 1

#### A. The eligibility for Hotel stay is given below:

S.No.	JRL (As per JRL Policy)	Lodging & Boarding (Including Taxes) Rs.		
		'A' Grade City	'B' Grade City	'C' Grade City
1	SM1, SM2 and SM3 (GMs and above)	Actuals	Actuals	Actuals
2	MM4 (Sr DGM/DGM/AGM)	5,000	4,500	3,500
3	MM5 (Sr. Manager/Manager)	3,700	2,800	2,400
4	MM6 (Dy.Mngr/Asst Mngr)	3,500	2,400	2,200
5	JM7 (Sr Engnr/ Eng/ Sr Exec/Exec)	2,800	2,200	2,000
6	JM8 (JrEng/JrEx and all others)	2,200	1,600	1,300

- Categorization of places as mentioned in Clause No. E

1. If any employee / officer does not stay at hotel / lodge, can claim up to **30%** of the above eligible amount towards food, subject to submission of bills. In case of non-submission of bills, **20%** of the above eligible amount can be claimed.
2. If the employee chooses to make his own arrangement and stay with friends or relatives, he can claim up to the maximum of 50% of the eligible lodging and boarding charges mentioned above for the places applicable.
3. The Daily Allowance (DA) (30% of eligible amount) during transit will be normally calculated on  
24 hours basis and will be admissible at the following rates for fraction of 24 hours:-

i.	Up to 12 hours	-	50%
ii.	Above 12 hours to 18 hours	-	75%
ii.	More than 18 hours	-	100%

#### B. Travel and Local Conveyance on Tour :

1. The Mode & Class of Travel and local conveyance while on tour is specified below:

S.No.	JRL (As per JRL Policy)	Class of Travel	Local Conveyance
1	SM1, SM2 and SM3 (GMs and above)	Air (Economy Class) / Train – I AC	Actuals
2	MM4 (Sr DGM/DGM/AGM)	Air (Economy Class) / Train – I AC	A/C Taxi
3	MM5 (Sr. Manager/Manager)	Air (Economy Class) with HOD approval, if train journey is more than 14 hours / Train – I AC	Non A/C Taxi / Auto
4	MM6 (Dy.Mngr/Asst Mngr)	Train-III AC or AC Bus	Auto
5	JM7 (Sr Engnr/Eng/Sr Exec/Exec)	Train-III AC or AC Bus	Auto
6	JM8 (JrEng/JrEx and all others)	Train Sleeper Class, Bus (Luxury / Hi-tech)	Auto / Public Transport

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Prepared &amp; Recommended By:

  
GM (HR & ADMIN) 10/02Corporate Office  
8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

  
Managing Director





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- 1.1 Employee has to submit Boarding Pass / Train Tickets for claiming the reimbursement. (Annexure-III)
2. In case any employee uses his/her own vehicle for the office purposes he/she can claim local conveyance @ Rs. 12.00 per km for four-wheeler and Rs. 9.00 per km for two wheeler. (Annexure-I)
- The employee shall enclose necessary proof of evidence for such travel and use of own vehicle.
  - This will be applicable to employees who make the travel as per the instructions of their superior from time to time within the same location.
  - The travel can be visiting sites, Head Office, Government Offices, Courts, Registration Offices, Customer Offices or any other location as instructed by their superiors.
3. While on local trip, no employee is eligible to claim hotel / lodging expenses. The above mentioned guidelines are applicable to the employees who are on tour.

#### C. Incidental & Food expenses in case of Local Tour :

S.No.	JRL (As per JRL Policy)	Incidental Expenses (Rs.)		
		'A' Grade City	'B' Grade City	'C' Grade City
1	SM1, SM2 and SM3 (GMs and above)	Actuals	Actuals	Actuals
2	MM4 (Sr DGM/DGM/AGM)	300	230	170
3	MM5 (Sr. Manager/Manager)	200	180	120
4	MM6 (Dy.Mngr/Asst Mngr)	200	175	125
5	JM7 (Sr Engnr/Eng/Sr Exec/Exec)	175	125	100
6	JM8 (JrEng/JrEx and all others)	150	125	100

#### NOTE:

- Incidental expenses can be claimed without bills;
- Only 50% of eligible amount for food is admissible without bills;
- Allowance for Food, Incidental - In case an employee travels to multiple locations on the same day which fall under different city categories (A, B & C category cities of India or wherever domestic travel policy is applicable), the allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. List of Cities mentioned in clause E.
- A day will be calculated as starting from 00.00 hrs. and ending at 23.59 hours. However the eligibility for stay at Hotel / Guesthouse will remain the same as at present.

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Prepared & Recommended By:

GM (HR & ADMIN) 10/10/2

Corporate Office  
8<sup>th</sup> Floor, Block - 3, My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

Managing Director



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### D. Travel Advance

1. If necessary Travel advance can be drawn by filling the Travel Advance Request Form and the same has to be approved by HOD not below the level of General Manager. (Annexure-II)
2. Amount of travel advance:

JRL	Amount Rs. / Day	Maximum for Trip
Senior Management (SM1, SM2 and SM3)	3000/-	15000/-
Middle Management : (MM4, MM5 and MM6)	1500/-	10000/-
Junior Management : (JM7, JM8)	1000/-	6000/-

### E. List of Cities (Category-wise)

Category	City /Place
A	All State Capitals
B	All District Quarters
C	All other places (other than A & B Category)

S.No.	State	'A' Grade	'B' Grade	'C' Grade
1	Andhra Pradesh	Vijayawada	Srikakulam	Other than A & B
		Visakhapatnam	Vizianagaram	
		Kakinada	Eluru	
		Guntur	Machilipatnam	
		Tirupuathi	Ongole	
		Rajahmundry	Nellore	
			Tirupathi	
			Chittooru	
			Anantapur	
			Kadapa	
			Kurnool	
2	Telangana	Hyderabad	Adilabad	Other than A & B
			Karimnagar	
			Khammam	
			Warangal	
			Mahaboob Nagar	
			Nalgonda	
			Sangareddy	

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Prepared & Recommended By:

GM (HR & ADMIN) 10/10/2

Corporate Office  
8<sup>th</sup> Floor, Block - 3, My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

Managing Director



			Nizamabad	
3	Tamilnadu	CHENNAI	ERODE	Other than A & B
		COIMBATORE	TANJORE	
		Salem	TIRPUR	
		Trichy	Tirunalveli	
		Madhurai	Katpadi	
		Pondicherry	Kanyakumari	
			All other Dist. HQ	
4	Karnataka	Bengaluru	Mandya	Other than A & B
		Mysuru	Chikmaguluru	
		Mangalore	Raichur	
		Hubli	Bellary	
5	Odisha	Bhubaneswar	All Dist. HQ	Other than A & B
		Cuttack		
		Sambalpur		
6	Kerala	Thiruvānpuram	All Dist. HQ	Other than A & B
		Cochin		
		Ernakulam		
		Alleppy		
7	Chattisgarh	Raipur	All Dist. HQ	Other than A & B
8	West Bengal	Kolkata	All Dist. HQ	Other than A & B
		Howrah		
		Siliguri		
9	Bihar	Patna	All Dist. HQ	Other than A & B
		Gaya		
10	Maharashtra	Mumbai	All Dist. HQ	Other than A & B
		Nagpur		
		Pune		
		Sholapur		
		Aurangabad		Other than A & B
11	New Delhi	New Delhi		
		Greater Noida		

**'C' Category:** Cities which are not covered/mentioned under A & B Categories.

Enclosures:    Annexure – I    :    Conveyance Reimbursement Claim Form  
                          Annexure – II    :    Advance Received / Reimbursement Form  
                          Annexure – III    :    Travel Expenses Form

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Prepared & Recommended By:

  
 GM (HR & ADMIN) 10/02

Corporate Office

8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
 Hyderabad - 500081.

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#### 5.0 Other Guidelines:

- All the employees need to obtain prior approval from the respective Head of the Department before proceeding on tour.
- Any employee is eligible to claim the above expenses (or) the actuals incurred whichever are lower.
- For claiming the travel expenses, the employees have to submit original bills along with statement of expenses duly endorsed by their senior officer concerned / Head of the Department.
- The expenses towards printing & stationery, courier / postage, incurred while in the tour can be claimed in addition to the above travel expenses.
- If any employee has to travel other than his eligible transport mode, a prior approval has to be obtained from the concerned Head of the Department.
- The employees can claim the travel advance by submitting their travel plan duly signed by the Head of the Department (Travel Advance form attached in this policy).
- No further advance can be given unless the previous advance is settled either by way of adjustment against travelling bill or by way of refund of the amount.
- No expenses can be claimed for entertainment or business promotion during the tour unless the same is incurred with prior approval of the concerned Head of the Department
- Any excess expenditure beyond eligibility has to be approved by the HOD / President.
- To streamline TA bill processing, all the employees have to submit the bills by 20<sup>th</sup> of every month for the tour undertaken between 1<sup>st</sup> to 15<sup>th</sup> and 5<sup>th</sup> of every month for the tour undertaken from 16<sup>th</sup> to 31<sup>st</sup> of preceding month. F&A department will process the bills within 7 working days bills by HO, Site employees shall be submitted immediately on completion of each tour undertaken.
- D.A. and boarding expenses cannot be claimed simultaneously in a day. D.A. or boarding expenses can be claimed along with lodging expenses.
- D.A. and boarding expenses cannot be claimed more than once a day. Local lodging claims are not allowed as per the D.A. rules.

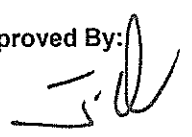
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Prepared & Recommended By:

GM (HR & ADMIN)

Corporate Office  
8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

  
Managing Director



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- The Management has right to change or alter or modify the guidelines or withdraw the policy at any time.

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Annexure-I

### Conveyance Reimbursement – Claim Form

Company Name	
Employee Name :	Site / Location :
Emp Code :	Department :
Designation :	Tour Dates :

Date	From	To	Mode of Travel (2 Wheeler / 4 Wheeler)	Amount (Rs.)	Purpose of the Visit

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Prepared & Recommended By:

  
GM (HR & ADMIN) 10/10/2

Corporate Office  
8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

  
Managing Director



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(Rupees _____ _____ Only)	Total	
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Signature of the Employee

Approved by HOD

Annexure-II

### Advance Received / Reimbursement Form

Submitted By :	Date :
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S.No.	Details	Enclosures if any	Amount (Rs.)
	Advance received, if any (Rs)		

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Prepared & Recommended By:

GM (HR & ADMIN) 10/10/2

Corporate Office

8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

Managing Director





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Total (Rupees _____ only)		
------------------------------	--	--

Prepared by

Certified by

Approved by

F&A

Signature of Claimant

Annexure-III

### Travel Expenses Form

Name of the Employee: \_\_\_\_\_, EMP Code: \_\_\_\_\_

Designation: \_\_\_\_\_, Department: \_\_\_\_\_, Work Location: \_\_\_\_\_

### Travel Details

Traveling Date: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_, Location: From \_\_\_\_\_ To \_\_\_\_\_

Purpose: \_\_\_\_\_ Total Expenses: ₹.

### Tickets:

Ticket No:	Date	Mode of Travel	Purpose	Amount ₹	Remarks
Total Amount					

### Local Conveyance:

Date	Mode of Travel	Purpose	Amount ₹	Remarks
Total Amount				

### Food Expenses:

Date	Bill Number	Food			Amount ₹	Remarks
		Breakfast	Lunch	Dinner		

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Prepared & Recommended By:

GM (HR & ADMIN) 10/10/2019

Corporate Office  
8<sup>th</sup> Floor, Block - 3, My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

Managing Director



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Total Amount						

Employee Signature

Date:

Verified by

HR

Recommended by

HOD

Approval Authority

Head HR

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Prepared & Recommended By:

  
GM (HR & ADMIN)  
10/04/2020

Corporate Office  
8<sup>th</sup> Floor, Block - 3 , My Home Hub, Madhapur,  
Hyderabad - 500081.

Approved By:

Managing Director