



TRAVEL POLICY

SGT provides certain expense reimbursement to staff to enable them to perform their roles effectively. The staff has to travel from time to time for various official purposes and guidelines for claiming expenses incurred for such travel are listed below. This policy defines reimbursements that staff is entitled to and the process to be followed to claim the same.

1. Claim Process:

- All reimbursements need to be claimed through the Expense Sheet (EPV) (refer to annexure).
- Supporting documents / bills, as required must be attached to the reimbursement form. All local travel should be itemized and recorded in the Local Travel Reimbursement Form (refer to the annexure) which then should be attached to and submitted along with the Expense Sheet (EPV).
- The form must be approved by the team lead before submission. All Expenses should be submitted to the respective Finance Team POCs **within 30 days** of the expense.
- POCs should check the supporting documents, and approvals and then process the payment. In case of any minor issues with the claim, Finance Team POCs will try to resolve the same by phone/email. However, in case it is not possible to resolve over the phone, the Forms shall be sent back with comments on why the claim was not processed.

2. Local Conveyance / City Travel:

- Employees are eligible to claim reimbursement for official travel when their travel within the city for official purposes. This does not include travel to their usual place of work.
- Every department / project will have a local travel budget decided at the beginning of the financial year. The budget heads can manage the funds for the entire year for all their employees.
- Reimbursement will be made on the actual cost incurred in case of public transport. Employees using personal vehicles can claim a reimbursement of:
- For two-wheeler: **Rs. 6 per km**
- For four-wheeler: **Rs 12 per km**
- For public transport: **On Actuals**
- The travel reimbursement statement should contain the details of the destination of travel along with the no. of kilometres. This claim need not be supported by any bills but mileage details would need to be submitted.

3. Domestic Travel:

- Employees have to inform the immediate supervisor before undertaking any domestic travel for official purposes.
- For outstation travel, a bus or train should be taken as the mode of transport. The Team Lead may sanction an alternate mode of transport based on the need and safety of the staff
- Travel costs incurred from home to airport, railway, or bus station can be claimed fully.
- For travel to any location other than Ahmedabad, the mode of transport will be as follows:
- Directors & above
 - Train/road travel (AC 2nd tier) will be reimbursed on actuals.
 - Air travel will be reimbursed only in case road / rail travel takes more than 8 hours or in urgent situations. The lowest available economy airfare will be reimbursed on actuals.
 - Fuel reimbursement for taking your own car for road travel will be **Rs. 12 per km** and in the case of 2 wheelers **Rs. 6 per km**.
- Team Leaders & below



- Train / road travel (AC 3rd tier) will be reimbursed on actuals.
- Air travel will be reimbursed only in case road / rail travel takes more than 8 hours or in urgent situations. However, if there is an option of an overnight train, employees are encouraged to use train travel even if it takes more than 12 hours.
- Fuel reimbursement for taking your own car for road travel will be **Rs. 12 per km** and in the case of 2 wheelers **Rs. 6 per km**.

3.5 Travel bookings will be made by the Admin Team. Employees need to submit the request over email to Admin at least 10 days in advance. Prior approval must be taken from the concerned authorised person. It is mandatory to submit an original or e-boarding pass.

Note: Travel booking (cab or train) can be done directly by the employee. However, prior approval from the concerned authorised person will be required.

4. International Travel:

4.1 the team member will need to take prior approval from their Budget Head / Team Lead before planning/undertaking travel to any location outside India, for official purposes.

4.2 SGT will bear all expenses incurred on visas for countries proposed to be visited on work including countries required to be visited en route.

4.3 For air travel, the lowest available economy airfare will be reimbursed on actuals. Airport taxes at all airports will be reimbursed on actuals and employees can claim the same.

4.4 Overseas travel insurance if incurred, will be reimbursed by the organization on actuals.

5. Boarding and Lodging:

5.1 **Food:** While on work-related travel, meals will be reimbursed on actuals on authorisation from the concerned person.

5.2 **Accommodation costs:** While on work-related travel, accommodation costs will be reimbursed at actuals subject to the limits prescribed below:

**Reimbursement Limit:**

- Metros (Mumbai, Delhi, Chennai, Kolkata, Hyderabad, Bangalore) - **Rs. 5000/-** per room /night (inclusive of taxes).
- Other cities including Pune **Rs. 4000/-** per room /night (inclusive of taxes)
 - Whenever two or more people are traveling together, they are expected to share accommodation.

Important Note:

- Alcohol consumption will be considered a severe offence as it is prohibited in Gujarat. If consumed outside Gujarat, the expenses on account of alcohol consumption will not be reimbursed.
- Travel advances can be given subject to the approval of the concerned authorised person.