	Domestic Travel Policy Schwing Stetter India Private limited		Owned by SSIPL
Revision 1.0	Issued by Sr. Vice President – HR	Approved by Chairman & Managing Director	Applicable 01 Apr 2023

I. Objective:

- The purpose of this policy is to lay down guidelines and standards of compliance for employees while on domestic Travel and while relocating during transfer beyond a radius of 200 kms from the place of work.

II. Applicability:


- All SSI employees PAN India – includes Workmen, Employees, Consultants, Sub-staff and contract workmen at Schwing Stetter India Private Limited.

III. Responsibility:

- It is the responsibility of every SSIPL employee to follow the travel policy and strictly adhere to the same
- HR is responsible for administering this policy.
- Finance Department is responsible for allocation of fund as per budget and reimbursements and to ensure that the documented policies are followed.
- Employees are specifically responsible for:
 - The Arithmetical accuracy of the claim.
 - Providing appropriate documents (necessary legible and coherent documentation).
- HOD's are accountable for determining whether the travel or other business expense is essential for the business.
- HOD's are fully accountable for the expense reports they approve. By approving an expense report, a manager indicates that he / she has reviewed the items and amounts and that these items and amounts responsible reasonable expenditure well within this policy's reimbursable limits.
- The HOD's are specifically responsible for authenticating the necessity of the expenses.
- Performing a reasonableness test on the submission.
- Finance Department is responsible for:
 - Checking the arithmetical accuracy of the claim.
 - Examining supporting documents and data
 - Cross – checking of expenses claims whenever applicable
 - Reimbursing claims within 7 working days.

IV. Policy and Procedures:

- Employees are expected to exercise sound business judgement to ensure that the amounts claimed are in line with the Employees Duties and Responsibilities, are cost effective and within the limits mentioned in this policy.

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- Visit for Training /Seminar/Conference with approval from HOD's shall be treated as official training visits.
- It should be ensured that the travel is in the business interest and also reasonableness of the duration of the stay has to be ensured. Due care must be taken while planning the visit to ensure that the business hours of the day are not lost by travelling.
- If the employee need any deviation from the policy due to any emergency the same shall be mentioned in the Travel Authorization Form (TAF) and prior approval from HOD shall be obtained.
- The TAF should be filled by the employee and approved by the HOD of the Employee through the definition travel application. No ticket will be issued/reimbursed without fulfilling the request.
- Detailed travel itinerary the purpose of travel (General term such as "Company Business" or "Meeting" Should not be used) placed to be visited, person to be met, stay with telephone nos shall be fully with the Computer application.
- Any alteration/extension of employee stay beyond the original sanctioned duration or if a visit is to be cut short at a particular location and undertaking training program at another location requires approval of the HOD.
- If an item is non-business related (e.g home leave/ vacation) and happens in the country of official travel. this must be clearly documented in the TAF and approved by the HOD and the same expense related shall be excluded from the claims.
- After completing the business trip, employees should submit the expense of all the approved TAF in application.
- All such approval for deviation will be mapped to the HOD approving it for review by Top management for endorsement.

Ticket Booking

- Request for all Air travel arrangements and ticket booking should be processed through the TAF application and it will be done through approved travel agents by the HR Dept.
- Travel desk will book only the lowest fare airline.

CANCELLATION OF TICKETS

- For all cancellations, the employees should update the travel portal in advance to minimize cancellation charges.

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No Shows


- In case of no show (not reaching airport on time / not travelling) on the travel date, the total loss incurred by the company on the value of the ticket will be disallowed and automatically deducted from the employees from the O/S advance, if any and the shortfall will be recovered from the subsequent payroll.

Travel Advance

- Travel advance, if required will be paid after calculating the estimated expenses as per the policy limits.
- Employees should submit travel expense statement, through the Travel portal and settle travel advance and return unspent money, if any, within 8 working days from completion of tour.
- No further advance will be given for fresh trip unless previous advance are settles.
- Where travel expenses statement is not submitted promptly or an employee does not settle an advance in the stipulated time of 8 working days, the amount of advance taken by the employee will automatically deducted from his / her salary through their subsequent payroll.
- Any deviation, non-submission / non return of advance will be considered as an act of indiscipline and may lead to disciplinary action against the employee.
- On separation, the balance in the account of any employee will be recovered from the full and final settlement without any prior intimation
- While on transfer / deputation, an employee has to clear the balance before getting relieved.

Classification of cities – Lodging & Boarding Expenses

- The entitlement for the Lodging and Boarding Expenses for the employees travelling on official work has been updated with Travel Portal and is enclosed as Annexure – 1. And these expense shall be supported with appropriate bills.
- Cities have been grouped into four categories – A+, A, B & C Name of the cities is given in the Annexure – II
- Employees staying on their own are only entitled to the prescribed daily allowance as indicated in the annexure 1 adhoc amount as own stay.
- The place of stay should be within reasonable limits geographically (within radius of 30 kms).
- During Travel, stay can be either with relatives or in Hotel and both cannot be combined.

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Conveyance Expense

- Employee can claim Tax and Expense through recognised aggregative like Ola, Uber etc. on actual while they are on tour and should submit the receipts for the same.
- Toll charge, relevant to the trip, shall be claimed separately with original receipts.

Business Entertainment Expenses


- Business Entertainment Expenses of all nature including name and organization of the guest should be mentioned in the Travel Portal and approved by the HOD and the same should reflect during submission of claims. For each entertainment expenses to be reimbursed by the Finance Department, original receipts should be provided.

Non Reimbursable Expense

- In room movies at hotel rooms
- Membership fee for hotels, airlines and frequent flyer clubs
- Personal Guest Meal
- Excess baggage unless due to business requirement (needs approval on return)
- Parking violation charges
- Parking charge at Airport
- Loss of Personal funds or Property
- Bar/Mini bar Bills
- Laundry Expenses (Claimable if the stay exceeds 3 continuous days)
- Sundry personal expenses like magazines, books parlour or barber use

Additional Guidelines

- Combined business and personal trip even at no additional cost, requires approval. It is the responsibility of the individual to get the approval.
- Combined business travel is acceptable when the incremental cost of personal travel are paid by the employee and when the following conditions are met:
 - Business trip must be pre approved.
 - Intimation of personal travel to the Manager
 - Incremental cost clearly separated and paid by the Employee
 - Personal trip/ vacation is incidental to the business trip.
- All transaction should be settled upon completion of the journey or within the 8 days.

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- Frequent flyer program offers its clients free mileage points or hotel stays. Employees may keep such give-a-ways for their personal use. Subscription to such programs will be on personal expense of the Employee. However, all business travel arrangements should be made through the official travel desk only.
- All claims should be supported by original receipts and air tickets along with boarding passes and approved TAF.
- All business travel expenses, regardless of type or amount, must be submitted. In addition, employees must provide hotel folios and all receipts.
- A+, A, B & C class cities are given in the Annexure II which may be suitably amended from time to time.
- If meal and/or entertainment related reimbursable expenses are incurred when more than one SSI employee is present, the host should pay for and claim the expense.
- All expense should be provided clear documentation of the necessity and reasonableness of the expenses.
- Expenses reports should be submitted in the Travel portal for approval by HOD.
- Employees are required to submit receipts for all Travel and Business Expenses.
- Receipts should be pasted to a standard (81/2 x 11 or A4) sized sheet and arranged in an essay-to-follow manner.
- Only one receipt should be used for each claimed expense. When meals charged by credit card, only the original merchant receipt (not the credit card charge slip) should be submitted.
- If cost of meal is included in the hotel bill, then the receipt for that meal should be claimed separately.
- Receipts must detail the name of the merchant, the date, item and the nature of the expenses.
- Receipts should be original, not photocopies. In case of thermal printed invoices, photocopies should also be attached along with originals.

Mode of travel

The HR policy manual must keep current and relevant, hence necessary amendments/ modification/ additions will be made from Time to Time based on the need.

The company reserve the right to change, alter or abolish these guidelines any time

V. Contact & Responsibility for Interpretation

- Policy related: SSIPL-HR

VI. Applicable Entities:

- All SSIPL Entities in India

Travel Category**Annexure I**

S.No	Level of employee covered	Category of destination of level	Claim with voucher		Ad-hoc claim without bill \$		Outstation mode of travel
			Lodging per day	Boarding per day	Own stay and boarding per day	Only boarding per day	
1	Sub-staff, Peon, Contract workmen	A+	1250	600	500	300	Bus/Second class train fare/ local train fare with prior approval
		A	1000	500	500	300	
		B	750	450	500	250	
		C	600	400	500	200	
2	Driver and workmen	A+	1500	700	500	300	Second class reservation / Omni bus / Third A/c with prior approved
		A	1250	600	500	350	
		B	1000	500	500	325	
		C	800	450	500	300	
3	GET/Management, Trainee/Staff/ Sales Engineer/Officer	A+	3500	1000	750	450	Third A/c /Omni Bus /Air travel by economy apex fare with prior approval
		A	3000	900	750	450	
		B	2500	750	600	400	
		C	2000	600	500	350	
4	Asst. Manager / Deputy Manager / Territory Manager/ product Manager / Area Sales Manager	A+	4000	1000	1000	500	Second A/c / First class, Air travel by economy apex fare with prior approval
		A	3500	900	1000	500	
		B	2500	750	750	400	
		C	2000	600	600	350	
5	Manager / Sr. Manager / Branch Manager/ Zonal Manager/ AGM / DGM/ Regional Manager	A+	5000	1250	1250	750	Second A/c /First class, Air travel by economy apex fare with prior approval
		A	4500	1000	1250	750	
		B	3500	900	1000	600	
		C	3000	750	750	500	
6	JGM/ General Manager / Vice President / President	A+	6000	1500	1500	750	Second A/c /First class, Air travel by economy apex fare with prior approval
		A	5500	1250	1500	750	
		B	4000	1000	1250	600	
		C	3000	750	1000	500	

Annexure I

S.No	Employee Category	Mode of Travel for Local	Food allowance during local travel only per day
1	Sub-staff, Peon, Contract workmen	Local train/Bus/Share Auto. Auto in late hours with prior approval	**150
2	Driver and workmen	Local train/Bus/ Share Auto. Auto in late hours with prior approval	**150
3	GET/Management, Trainee/Staff/ Sales Engineer/Officer	Auto or Call taxi for local use on actual	**200 / # 250
4	Asst. Manager / Deputy Manager / Territory Manager/ product Manager / Area Sales Manager	Auto or Call taxi for local use on actual	**250 / # 300
5	Manager / Sr. Manager / Branch Manager/ Zonal Manager/ AGM / DGM/ Regional Manager	Auto or Call taxi for local use on actual	**300 / #350
6	JGM/ General Manager / Vice President / President	Auto or Call taxi for local use on actual	**300 / #350

*Taxes are extra in case of lodging

**without bill

#with bill

\$ There is no other entitlement apart from this claimable amount

An additional 300 Rs will be paid as hill station allowance during the stay at hilly areas and INR 200 per day will be paid as daily allowance during the stay of travel and day to be reckoned as 24 hrs and anything less than 12 hrs will not be qualified for daily allowance.

Annexure II

CLASS "A+" Category Cities

Sl. No	Location
1	Ahmedabad (Gujarat)
2	Bengaluru (Karnataka)
3	Chandigarh (Punjab)
4	Chennai (Tamil Nadu)
5	Delhi (Union Territory)
6	Hyderabad (Andhra Pradesh)
7	Kolkatta (West Bengal)
8	Mumbai (Maharashtra)
9	Pune (Maharashtra)

CLASS "A"

Sl. No	Location	Sl. No	Location
1	Agra (Uttar Pradesh)	32	Lucknow (Uttar Pradesh)
2	Amritsar (Punjab)	33	Ludhiana (Punjab)
3	Barmer (Rajasthan)	34	Madurai (Tamil Nadu)
4	Baroda (Gujarat)	35	Manali (Himachal Pradesh)
5	Bhopal (Madhya Pradesh)	36	Mangalore-Udupi (Karnataka)
6	Bhubaneswar (Odisha)	37	Mysore (Karnataka)
7	Bilaspur (Chhattisgarh)	38	Nagpur (Maharashtra)
8	Calicut (Kerala)	39	Nellore (Andhra Pradesh)
9	Coimbatore (Tamil Nadu)	40	Ooty (Tamil Nadu)
10	Darjeeling (West Bengal)	41	Panipat (Haryana)
11	Dehradun (Uttarkhand)	42	Pathankot (Punjab)
12	Dibrugarh (Assam)	43	Patna (Bihar)
13	Ernakulam (Kerala)	44	Port Blair (Union Territory)
14	Gandhidham (Gujarat)	45	Raipur (Chattisgarh)
15	Gangtok (Sikkim)	46	Rajamundry (Andhra Pradesh)
16	Goa (Union Territory)	47	Rajkot (Gujarat)
17	Guwahati (Assam)	48	Ranchi (Jharkhand)
18	Hubli-Dharwad (Karnataka)	49	Shillong (Meghalaya)
19	Imphal (Manipur)	50	Shimla (Himachal Pradesh)
20	Indore (Madhya Pradesh)	51	Siliguri (West Bengal)
21	Itanagar (Arunachal Pradesh)	52	Srinagar (J&K)
22	Jaipur (Rajasthan)	53	Surat (Gujarat)
23	Jalandhar (Punjab)	54	Tirupati (Andhra Pradesh)
24	Jammu (J&K)	55	Trichur (Kerala)
25	Jamshedpur (Jharkhand)	56	Trichy (Tamil Nadu)
26	Jhansi (Uttar Pradesh)	57	Trivandrum (Kerala)
27	Jodhpur (Rajasthan)	58	Udaipur (Rajasthan)
28	Kakinada (Andhra Pradesh)	59	Vapi (Gujarat)
29	Kanpur (Uttar Pradesh)	60	Varanasi (Uttar Pradesh)
30	Kodaikanal (Tamil Nadu)	61	Vijayawada (Andhra Pradesh)
31	Kota (Rajasthan)	62	Vizag (Andhra Pradesh)

CLASS "B"

Sl. No	Location	Sl. No	Location	Sl. No	Location
1	Abhor (Punjab)	35	Bilaspur/Ghagus (Chhattisgarh)	69	Dindugal (Tamil Nadu)
2	Adilabad (Telangana)	36	Bhuj (Gujarat)	70	Durg (Chhattisgarh)
3	Agartala (Tripura)	37	Bhunter (Himachal Pradesh)	71	Durgapur (West Bengal)
4	Aizawl (Mizoram)	38	Bidar (Karnataka)	72	English Bazar (West Bengal)
5	Alipurduar (West Bengal)	39	Bihar Sharif (Bihar)	73	Erode (Tamil Nadu)
6	Allahabad (Uttar Pradesh)	40	Bijapur (Karnataka)	74	Ferozpur (Punjab)
7	Alwaye (Kerala)	41	Bina (Madhya Pradesh)	75	Gaya (Bihar)
8	Amaravathi (Andhra Pradesh)	42	Bokaro (Jharkhand)	76	Giridih (Jharkhand)
9	Ambikapur (Chhattisgarh)	43	Bongaigaon (Assam)	77	Godhra (Gujarat)
10	Amravati (Maharashtra)	44	Bongaigoan (Assam)	78	Gorakhpur (Uttar Pradesh)
11	Ananthapur (Andhra Pradesh)	45	Buxar (Bihar)	79	Gulbarga (Karnataka)
12	Annupur (Madhya Pradesh)	46	Chakdaha (West Bengal)	80	Guna (Madhya Pradesh)
13	Arrah (Bihar)	47	Chamba (Himachal Pradesh)	81	Guntur (Andhra Pradesh)
14	Asansol (West Bengal)	48	Chandrapur (Maharashtra)	82	Gwalior (Madhya Pradesh)
15	Aurangabad (Maharashtra)	49	Chhapra (Bihar)	83	Habra (West Bengal)
16	Bagaha (Bihar)	50	Chikmagalur (Karnataka)	84	Hajipur (Bihar)
17	Bagalkot (Karnataka)	51	Chindwada (Madhya Pradesh)	85	Haldia (West Bengal)
18	Balurghat (West Bengal)	52	Chirkunda (Jharkhand)	86	Halfong (Assam)
19	Bangaon (West Bengal)	53	Chitradurga (Karnataka)	87	Haridawar (Uttarkhand)
20	Bankura (West Bengal)	54	Chittoor (Andhra Pradesh)	88	Hazaribagh (Jharkhand)
21	Barbil (Odisha)	55	Chungthang (Sikkim)	89	Hospet-Bellary (Karnataka)
22	Bardhaman (West Bengal)	56	Cooch Behar (West Bengal)	90	Hosur (Tamil Nadu)
23	Basirhat (West Bengal)	57	Cuddapah (Andhra Pradesh)	91	Jabalpur (Madhya Pradesh)
24	Bathinda (Punjab)	58	Cuttack (Odisha)	92	Jagdalpur (Chhattisgarh)
25	Begusarai (Bihar)	59	Dahod (Gujarat)	93	Jamnagar (Gujarat)
26	Belgaum (Karnataka)	60	Darbhanga (Bihar)	94	Jangipur (West Bengal)
27	Berhampore (West Bengal)	61	Davangere (Karnataka)	95	Jehanabad (Bihar)
28	Bhagalpur (Bihar)	62	Dehri (Bihar)	96	Jeypore (Odisha)
29	Bhalupong (Arunachal Pradesh)	63	Deoghar (Jharkhand)	97	Jharisiguda (Odisha)
30	Bharmour (Himachal Pradesh)	64	Dhanbad (Jharkhand)	98	Jorhat (Assam)
31	Bharuch (Gujarat)	65	Dharmanagar (Tripura)	99	Jorthang (Sikkim)
32	Bhavnagar (Gujarat)	66	Dharmapuri (Tamil Nadu)	100	Junagadh (Gujarat)
33	Bhilai (Chhattisgarh)	67	Dikchu (Sikkim)	101	Kakinda (Andhra Pradesh)
34	Bhimavaram (Andhra Pradesh)	68	Dimapur (Nagaland)	102	Kannur (Kerala)

CLASS "B"							
Sl. No	Location		Sl. No	Location		Sl. No	Location
103	Karaikal (Puducherry)		137	Nagapattinam (Tamil Nadu)		171	Rekong Peo (Himachal Pradesh)
104	Karimnagar (Telangana)		138	Nagercoil (Tamil Nadu)		172	Rohroo (Himachal Pradesh)
				Naharlagun (Arunachal Pradesh)			
105	Karwar (Karnataka)		139			173	Rohtak & Hisar (Haryana)
106	Kasaragod (Kerala)		140	Nalgonda (Telangana)		174	Rourkela (Odisha)
107	Kathgodam (Uttarkhand)		141	Namchi (Sikkim)		175	Salem (Tamil Nadu)
				Namsai (Arunachal Pradesh)			
108	Katihar (Bihar)		142			176	Samastipur (Bihar)
109	Khammam (Telangana)		143	Nanded (Maharashtra)		177	Sambalpur (Odisha)
	Kharagpur (West Bengal)						
110			144	Nasik (Maharashtra)		178	Sangareddy (Telangana)
111	Kishanganj (Bihar)		145	Nawada (Bihar)		179	Sasaram (Bihar)
112	Kishtwar (J&K)		146	Nizambad (Telangana)		180	Satna (Madhya Pradesh)
113	Kohima (Nagaland)		147	North Lakhimpur (Assam)		181	Shantipur (West Bengal)
				Nowgaon (Madhya Pradesh)			
114	Kokrajhar (Assam)		148			182	Shimoga (Karnataka)
115	Kolhapur (Maharashtra)		149	Ongole (Andhra Pradesh)		183	Shirpur (Maharashtra)
116	Kollam (Kerala)		150	Palanpur (Gujarat)		184	Silchar (Assam)
117	Korba (Chhattisgarh)		151	Palghat (Kerala)		185	Singroli (Madhya Pradesh)
118	Kottayam (Kerala)		152	Paradeep (Odisha)		186	Sirkhazhi (Tamil Nadu)
119	Krishnagiri (Tamil Nadu)		153	Patiala (Punjab)		187	Sitamarhi (Bihar)
	Krishnanagar (West Bengal)						
120			154	Phusro (Jharkhand)		188	Siwan (Bihar)
	Kurnool (Andhra Pradesh)						Srikakulam (Andhra Pradesh)
121			155	Pollachi (Tamil Nadu)		189	
	Mahaboobnagar (Telangana)						
122			156	Porbander (Gujarat)		190	Sullurpet (Andhra Pradesh)
123	Malappuram (Kerala)		157	Puducherry (Union Territory)		191	Tada (Andhra Pradesh)
124	Malda (West Bengal)		158	Puri (Odisha)		192	Tanuku (Andhra Pradesh)
125	Malegaon (Maharashtra)		159	Purulia (West Bengal)		193	Tarapore (Maharashtra)
							Tawang (Arunachal Pradesh)
126	Mangan (Sikkim)		160	Raichur (Karnataka)		194	
127	Medininagar (Jharkhand)		161	Raigarh (Chattisgarh)		195	Tezpur (Assam)
128	Medinipur (West Bengal)		162	Raigunj (West Bengal)		196	Tinsukia (Assam)
129	Mehsana (Gujarat)		163	Rajula (Gujarat)		197	Tirunelveli (Tamil Nadu)
130	Motihari (Bihar)		164	Ramban/Banihal (J&K)		198	Tura (Meghalaya)
				Rameshwaram (Tamil Nadu)			
131	Muktsar (Punjab)		165			199	Tuticorin (Tamil Nadu)
							Vizianagaram (Andhra Pradesh)
132	Mundra (Gujarat)		166	Ramgarh (Jharkhand)		200	
133	Munger (Bihar)		167	Ranaghat (West Bengal)		201	Vyara (Gujarat)
134	Muzaffarpur (Bihar)		168	Rangpo (Sikkim)		202	Waidhan (Madhya Pradesh)
135	Nabadwip (West Bengal)		169	Ratnagiri (Maharashtra)		203	Warangal (Telangana)
136	Nagaon (Assam)		170	Rayagada (Odisha)		204	Yanam (Puducherry)

CLASS "C"

All other Cities / Centre's not included in Class "A+", "A" or "B"