	International 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 on International Travel.

II. Applicability:

- This policy is applicable to all SSI Employees in India.
- This policy is applicable to all International travels authorized by the Management in the Travel Authorization Form.
- This does not include Temporary / Permanent project assignment outside India (Viz. Projects with a timeline of more than one month)

III. Responsibility:

- HR will be responsible for administering this policy.
- Finance Dept will be responsible for allocation of Funds (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 underlying documents (necessary, legible and coherent documentation)
- Providing written explanations in the event of non-compliance before submission of the bills
- HOD's are accountable for determining that travel or other business expense is essential to the business. Management has to ensure that they, as well as all subordinates who travel, are completely familiar with this policy and practices.
- HOD's are entirely accountable for the expense reports they approve. By approving an expense report, a HOD indicates that he / she has reviewed the same and that these items claims represent reasonable expenditures within this policy's reimbursable limits. The approving HOD is specially responsible for
 - Verifying the necessity of the expense.
 - Performing a reasonableness test on the submission- Amount as well timeliness of the claim
- Finance Dept is responsible for:
 - Checking the arithmetical accuracy of the claim
 - Examining supporting documents and data.
 - Cross-Checking of expense claims whenever applicable
 - Raising unethical issues to the Ethics and Compliance Officer
 - Reimbursing claims within 7 working days of receipt of claim at their end
 - Checking Exchange Rates.

IV. Policy and Procedures:

International travel is defined as:

- Travel away from primary location for official work outside of India
- Attending training / professional meetings duly nominated and authorized by the company.

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Travel Authorization


- Travel Authorization Form should be filled by the employee and approved by the HOD with a minimum of 15 days before the travel date.
- All foreign travel will be authorized only by Managing Director subject to recommendation of the concerned HOD under intimation to HR.
- No tickets will be issued without a duly approved TAF
- The TAF of the employee should contain detailed itinerary indicating the purpose of visit (General terms such as “Company Business” or “Meeting” should not be used), place and duration of the visit, stay with telephone nos. shall be given to the HR dept before proceeding on Travel.
- On the TAF, employee should fill all required information excepting the cost estimation of flight tickets, which will be filled by HR Dept as per the policy.
- The travel authorization request will be forwarded to the Finance dept after duly signed by HR to process travel advance requirement, if any.

Travel Advance

- Travel Advance will be paid after calculating the estimated expenses as per the policy limits.
- Employees should submit travel expense statement, settle travel advance and return unspent money, if any, within 10 working days from completion of tour.
- Any deviation, non-submission / non-return of advance will be considered as an act of indiscipline and No further advance will be given for fresh trip unless previous advances have been settled.
- On Separation, the balance in the account of an 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.

Travel Arrangements


- **Conveyance between Airport and Residence**
 - Employees are requested to manage their travel between Airport - Residence to and fro on their own. If the employee uses his / her personal vehicle reimbursement shall be made as per the local conveyance policy.
- **Ticketing**
 - All travel arrangements shall be made by HR Dept through the company's travel agents. For all ticket booking the lowest fare in the entitled travel class will be booked by the travel desk.
 - The following guideline(s) will apply for class of air travel
 - Travel only by Economy class

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- The above provision does not apply to vacation trips, nor start and end of the international assignments (Expatriation, Secondment). They will be made on the basis of an economy class fare or as defined in the expatriation contract of the employee.
- In case of no shows (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 automatically deducted from the employees in the subsequent payroll.

Overseas Mediclaim and Insurance

- Overseas Mediclaim policy for employee to travel will be taken by the company for the period of stay abroad. In case of extension and if the policy expires before the extended period, the policy will get extended based on information from HOD's to HR Dept subsequently updated policy will be sent to the Employee concerned.
- **Lodging (Accommodation)**
 - Accommodation arrangements shall be made by the HR Dept in consultation with the hosting entity in the visiting country, to benefit from best negotiated rates wherever feasible.
 - In case the employee is to stay at the hotel the room charges should not exceed the amount specified in the Annexure.
- **Boarding Expenses**
 - Defined limits must be respected as mentioned in the Annexure.
 - In case of local travel in the countries mentioned above employees should use public transport (Wherever possible) and hiring taxis should be done only in case of Non-availability of public transport.
 - Any unspent portion of travel advance has to be returned to the company in Forex.
 - Non reimbursable Expenses
 - In room movies at Hotel rooms
 - Membership fee for Hotels, airlines and frequent flyer clubs
 - Personal Guest Meals
 - Excess baggage unless due to business requirements but subject to specific approval
 - Parking violation charges and parking charges in Airport.
 - Loss of personal funds or property
 - Liquor bought for personal from abroad
 - Personal Telephone Expenses at Hotel
 - Duty Expense at Airport / Seaport for purchases of personal things from abroad
 - Gift to SSIPL Employees. Gift to Customers if any needs specific approval of MD

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- Sundry Personal Expenses like Magazines, books, confectionaries etc.,

The above mentioned is only an indicative list. In case if the employee requires clarification, he / she may approach HR Dept.

- **Conditional Reimbursements (with prior approval)**

Business meals and meeting with a customer or a potential customer will be allowed, provided the same was approved by MD or Business vertical head. While claiming the expenses, names of guest should be mentioned and the same should be approved by HOD, HR and Finance Heads for release of payments.


- Reimbursable Expenses
 - Cost of Visa and other travel documents required for business (Excluding New Passport and renewal of Passport)
 - Immunization and / or medication required for overseas travel.
 - Parking and toll expenses incurred while on company business.
 - Laundry expenses for a stay beyond one week.
- Allowances
 - Travel Kit Allowance – Rs.10,000/- Once in 3 years, which can be used for purchase of Travel bag, blazer/Jacket etc., and this subject to production of bills.
- International roaming package
 - Employees can avail international roaming package during the course of travel thru IT /HR depts. However, employee has to inform IT before one week prior to travel.

- **Administrative Formalities:**


- Acknowledgement for collection of Travelling Kit allowance, flying tickets, Overseas Mediclaim documents, Forex (Cash / Card) and any other related items should be acknowledged through a specific form.
- The same document has to be updated after completion of travel. Any balance foreign currency either in cash or in the account has to be submitted along with the current statement of Account.

- **Travel Expenses Statement**

- On Completion of travel, employee is expected to submit his / her approved expenses statement to Finance Dept, attaching bills for all expenses, within 10 working days of return. (Please refer Documentation clause of this policy for detailed information).

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- All claims should be supported by original receipts along with the boarding passes and approved TAF and the same should be validated.
- This statement concerns only the expenses directly incurred by the employee on site, in local currency with forex card or initial cash delivered and strictly not what the hosting site may have paid on its own cost for the traveller's stay (Since the hosting country will raise the debit note on SSIPL).
- No Indian Rupees refund is accepted and refund should be of same foreign currency as received as advance only accepted.
- Expenses incurred in India like home to airport, airport to home shall be reimbursed in INR and Euros/ USD cannot be utilized for this purpose. Euro/USD Currency / card shall be used only in abroad.
- **Documentation**
 - All expenses should provide clear documentation of the necessity and reasonableness of the expenses.
 - Expense reports should be submitted on prescribed SSI standard templates
 - Employees are required to submit receipts for all travel and business expenses.
 - Receipts should be pasted to a standard A4 size sheet paper and arranged in an easy-to-follow manner.
 - Receipts must detail the name of the merchant, the date, item and the nature of the expenses.
 - Receipts should be originals, not photocopies. In case of thermal printed invoices, photocopies should also be attached along with originals.
- **Tour Report**
 - Tour report shall be prepared by the employee and be forward to his reporting Manager for conclusion and compliance analysis with travel objectives.
 - Travel Expenses Statement and Tour report are allowed to be collected by the HOD within 10 working days of return to SSI. The expenses statement shall be forwarded with relevant documents to Finance Dept for verification and consolidation.
 - The HR Policy manual must be kept current and relevant; hence necessary amendments / modifications / additions will be made from time to time based on the need.
 - Any exception from the policy will require approval from HOD, HR and Finance Dept.
 - The company reserves the right to change, alter or abolish these guidelines any time.

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- Any deviation, non-submission / non-return of advance will be considered as an act of indiscipline and may lead to corrective action against the employee as per the corrective action policy.
- Any fabricated or fraudulent submission of bills will be taken seriously and disciplinary action will be taken that includes warning and termination.

V. Contact & Responsibility for Interpretation

- Policy related: SSIPL – HR

VI. Applicable Entities:

- All SSI Entities in India and abroad.

OVERSEAS TRAVEL – DAILY ALLOWANCE

With effect from 01.04.2023, the daily allowance with respect to overseas trip will be as follows:

Currency	In Euro		In USD		In USD	
	GROUP A		GROUP B		GROUP C	
CADRE	<=14 Days or <14 days	>14 days	<=14 Days or <14 days	>14 days	<=14 days or <14 days	>14 days
Manager & above	30	25	35	30	30	25
AM / DM	25	20	25	20	25	20
OFF & Above	20	15	25	20	20	15
Staff / Consultants	20	15	25	20	20	15
Workers	20	15	25	20	20	15

GROUP “A” COUNTRIES : EUROPEAN COUNTRIES

GROUP “B” COUNTRIES : US, UK, China & JAPAN

GROUP “C” COUNTRIES : RESIDUAL COUNTRIES

Please note that this is only the default allowance table which will be applied where there is no specific mentioned about the rates applicable in the letter that is usually issued to the travelling staff before departure. The Management reserves the right to vary the rates before the departure by way of written communication to the concerned staff depending upon the purpose of visit duration and the relevant project cash accruals

Lounge card will be provided for the employees on case to case basis, where the transit time in the airport is more than 6 hours.