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# TRAVEL AND ACCOMODATION POLICY

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2.0	March-2011	Redrafted
3.0	May-2011	Revision in Daily allowance
4.0	November-2011	Travel Booking Procedure, Mode
		of Air Travel, Local Travel, guest
		house facility, Revision in local
		conveyance rate, OPE for
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5.0	June-2012	Revision in Overseas Travel
		allowance, pickup from Mumbai
		Airport, Claim process authority
6.0	January-2014	Hotel accommodation and food Expenses
7.0	January-2018	Hired Taxi/ Cab/ Auto Rickshaw/ Company Vehicle
8.0	April-2020	Re-Drafted Policy structure and flow of content
8.0	Dec-2021	Fuel Price revised w.e.f. 01-Dec-2021.
9.0	Aug-2025	Revised travel, accommodation and food allowance (domestic and International) Re-Draft the policy.
10.0	Jan-2026	Revised Domestic and International policy.
10.1	May- 2026	Revision of International Travel, Hotel accommodation and food Expenses, Own Arrangements

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## 1. Preface

The purpose of this Travel Policy is to provide clear guidelines for employees undertaking official travel on behalf of the organization. It aims to ensure that all travel is conducted in a safe, cost-effective, and transparent manner while maintaining consistency across all levels and locations.

This policy outlines the entitlements, approval processes, booking procedures, and responsibilities associated with travel. It also ensures the safety, comfort, and convenience of employees while aligning with the company's operational and financial goals.

All employees are expected to adhere strictly to the provisions of this policy. Any exceptions or deviations must be approved in advance by the appropriate authority

## 2. Objective

The purpose of this policy is to define guidelines and procedures for official travel and accommodation arrangements of RSB Group employees/Consultants. It aims to ensure cost-effective, safe, and efficient travel aligned with business requirements.

## 3. Scope

This policy applies to all RSB employees and consultants across departments who undertake official travel within domestic/international for the following purposes, including but not limited to:

- Plants/factory visits.
- Vendor/supplier audits
- Training or conferences
- Customer/ Supplier visits
- Inter-unit transfers or deputations
- Relocation travel
- New joiners or transfers
- Travel for campus hiring, CSR activities, or exhibitions etc.
- Local travel (within City) for official duties exceeding normal workplace limits.

## 4. Travel Approval and Booking Guidelines:

- All travel must be approved by the reporting manager at least 14 days in advance. HR/Admin should also be informed to facilitate necessary arrangements.
- Travel requests must be submitted through the official travel request or designated system application.
- Female employees are encouraged to schedule travel during daytime hours to ensure safety and comfort.
- HR/Admin should ensure safe and secure stay arrangement for female employees.
- Emergency travel must be documented after completion, along with appropriate justification and formal approval from the immediate supervisor/ functional head.
- Employee Travel-related incidentals such as priority boarding, seat selection, lounge access, excess baggage, late check-out, minibar usage, etc., should align with the corporate package agreed upon with the travel vendor and the employee's grade. Exceptions may be permitted for medical reasons or clear business needs (e.g., excess baggage for transporting company equipment)."

- Employees are encouraged to carpool and combine trips whenever feasible, to optimize travel resources and reduce costs.
- "Group Travel:
- To reduce business continuity risks, no more than 10 employees should be booked on the same flight.
- Additionally, a maximum of 2 executives at SMC3 level or above may travel on the same flight.
- Accommodation should be arranged by the local Administrator/HR or HR, as per the entitlement criteria mentioned below Table -1 & 2.
- In case the company guest house is unavailable, suitable hotel arrangements may be made as per entitlement as per Table -1.
- Travel Advances: Can be requested up to maximum 40% expected cost.
- In case of self-booking by the employee, the same travel policies and guidelines must be strictly adhered to.
- Employees are required to use the most economical and environmentally friendly mode of transportation, "wherever feasible."

#### 5. Table 1: Entitlements by Grade/Level

Grade	Mode of Travel	Hotel Category	Local Travel
<b>Sr. VP / Director / CXO</b>	Economy or Premier Economy or Business Class (Air) Own Vehicle (Four-Wheeler)	5-Star and above	Company Car or XL-category Hired Car
<b>SMC (Senior Management Cadre)</b>	Economy or Premier Economy (Air) / Car (as per approval)	4–5 Star / Company-Owned Guest House	Company Car or *Sedan-type Taxi (Reimbursed)
<b>MMC (Middle Management Cadre)</b>	Economy Air or AC Train / Cab	3–4 Star / Company-Owned Guest House	Company Car or *Taxi / Auto (Reimbursed) / Own Vehicle
<b>JMC (Junior Management Cadre)</b>	AC (2/3 Tier) Train / Bus / Cab	2–3 Star / Company-Owned Guest House	*Taxi / Auto / Bus (Reimbursed) / Own Vehicle
<b>GET / DET / MT / Supervisor (Associate /Staff - on Case basis)</b>	AC (3 Tier) Train / Bus / Cab	2-Star Hotel / Company-Owned Guest House	

**Notes:**

- \*Sedan Taxi / Taxi / E-Taxi refers to app-based cabs such as **Ola, Uber, etc.**
- **HR/Admin must ensure the safety and security of female employees** during travel and stay arrangements.

## 5.1. Guest house allotment: (Based on the availability)

The guest house may be allotted to employees traveling for official purposes. It typically includes accommodation and meals.

### Guest House Rules and Guidelines

- i. Consumption of liquor or other banned substances is strictly prohibited in all Company Guest Houses. Any violation of this rule will invite disciplinary action as per the Company's Code of Conduct policy.

- ii. **Table: 2 Permissible Duration of Stay at Guest House**

Reason of Travel	Permissible stay Duration at Guest House
Official Visit	Stay is permitted for the full duration of the approved official tour.
Employee Transfer	Stay is permitted for a maximum of <b>15 days</b> . Beyond this period, charges will apply as per <b>Table-iii</b> .
New Employee Joining	
Deputation	Employees deputed to other locations may avail guest house accommodation only with prior approval from Corporate HR. <b>Note:</b> Any extension beyond the initially approved stay period must be re-approved in accordance with the company's travel and accommodation policy.

- iii. **Table 3: Guest House Eligibility**

Room Type	Eligibility	Per day Charges (Beyond approval)
Super Deluxe - Guest House	Director/SMC/ Sr. Consultant	Rs. 2500
Deluxe - Guest House	MMC/ JMC	Rs. 2000
Economical - Guest House	All other Cadre Employee	Rs. 1500

## 6. Fuel & Vehicle Usage Guidelines

Employees may use their **personal vehicles (2-wheeler/4-wheeler)** for official purposes, subject to the following reimbursement rules:

- i. **Two-Wheeler (Own Vehicle)**
  - Reimbursement Rate: **₹7 per kilometre**
  - Applicable Distance: Travel up to 50 km one way from your job location, **as per the approved travel schedule**
- ii. **Four-Wheeler (Own Vehicle)**
  - Reimbursement Rate: **₹14 per kilometre**
  - Applicable Distance: **Travel up to 500 KM** of your job location **as per the approved travel schedule**

## 7. Table 3: Food Allowance

Definition	Local Travel (Within City, Full Day Out-of-Office)		Outstation Travel	
	A CITY	Other CITY	A CITY	Other CITY
Director/CXO	At Actual	At Actual	At Actual	At Actual
SMC	1000	900	1700	1500
MMC	780	650	1200	1100
JMC	650	500	1000	850
Workmen / Trainees / DET / MT / SUPERVISOR / GET / STAFF	500	500	750	650

Please note: The above allowance will be paid against the bill/invoice.

## 8 TRAVEL EXPENSE ALLOWANCES:

### DAILY ALLOWANCE: - OUT OF POCKET EXPENSE (OPE) -

GRADE	Allowance
All grades	150 (per day)

During travel, RSB Group Employees are entitled to Out-of-Pocket Expenses (OPE) allowance (City to City) to meet their daily expenses like Newspapers, Mineral Water, Toiletries, Laundry expenses, Tips, etc. OPE Allowance guidelines are as follows:

- OPE Allowance is only applicable in case of a compulsory stay for more than 24 hours in another city and those who are going out of office for official work within the city for (more than 5 hours). For Example – Vendors/Customer visits, out duty, etc.
- **Employees will not get OPE allowance benefit in case of OWN ARRANGEMENT.**

## 9 OWN ARRANGEMENT:

During official travel, if employees decide to stay in parents/ relatives/ family/ self-owned home at the destination location, in this case, the employee is entitled to Daily Allowance as per the below guidelines.

- This allowance is applicable for a stay duration of more than 24 hours in another location.
- In case of Own Arrangement, the employee cannot claim the food expenses & Out of Pocket Expenses as mentioned above, however below mentioned Daily allowance is applicable.
- Office Car can be given for travel within city.

Sr. No.	Cadre/Grade	Maximum Permissible limits for Daily Allowance in case of Own Arrangements (Per Day)	
		A Category City	Other Cities
1	Directors	800	700
2	SMC	650	600
3	MMC	550	500
4	JMC	500	450
5	MT/GET	400	350
6	DET/Staff/Associates	300	250

#### 8. Table 4: City Classification

City Type	Cities
<b>“A” Type Cities</b>	Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, and Pune
<b>Other Cities / Towns</b>	This includes all cities and towns not explicitly mentioned as “A” type city.

#### 9. Table 5 - Reimbursement Process – Domestic Travel

Category	Details
<b>Claim Submission Timeline</b>	Claims must be submitted within 7–10 working days of return to Finance post approval by the Head of Department/Approval Authority.
<b>Expenses Not Reimbursable</b>	<ul style="list-style-type: none"> <li>• Tips</li> <li>• Free meals provided at hotel or by vendor/customer.</li> <li>• Meals availed at guest house or plant/office. <ul style="list-style-type: none"> <li>- <b>Alcohol, tobacco</b></li> <li>- <b>Personal shopping, Spa, Gym, Self Care/Grooming etc.</b></li> </ul> </li> <li>• Medical Bills <ul style="list-style-type: none"> <li>- <b>Entertainment or tips (unless business-related)</b></li> <li>- <b>Fines (e.g., traffic violations)</b></li> </ul> </li> </ul>
<b>Self-Booking – Required Documents</b>	<ul style="list-style-type: none"> <li>• Approved travel request</li> <li>• Original bills (preferably with GST)</li> <li>• Boarding passes or travel tickets</li> <li>• Hotel invoice</li> <li>• Toll and fuel receipt</li> </ul>

#### 10. General Travel Guidelines

- **Company Identification:**  
Employees must always carry their Company ID card and Medical Insurance card during official travel.

- **Code of Conduct & POSH Compliance:**

All employees are expected to strictly adhere to the Company’s Code of Conduct and POSH (Prevention of Sexual Harassment) policies throughout the duration of their travel, including during transit and at accommodation or event locations.

- **IT Asset Responsibility:**

Employees are responsible for the safety and proper handling of all company-issued IT assets (e.g., laptops, mobile devices).

- Any loss, damage, or mishandling due to negligence will be the responsibility of the employee.
- Exemptions may apply only in cases of natural calamities or force majeure.

## 11. Responsibilities of Admin/HR

- **Emergency Travel Support:**

The HR/Admin team must ensure 24x7 availability of a designated contact person to provide support during employee travel emergencies (e.g., medical issues, travel delays, or accommodation concerns).

- **Travel Application Orientation:**

The Location HR/Admin team is responsible for ensuring that all employees at their respective locations are provided with adequate training or orientation on the proper usage of the Travel Management Application/System.

This includes:

- Submitting travel requests
- Understanding approval workflows
- Uploading travel documents and claims
- Tracking status of reimbursements

## 12. International Travel

### 12.1. Approval Process

- All international travel must be approved by the employee's Reporting Manager, Department Head and Plant Head (If applicable).
- Requests should be submitted for approval at least thirty (30) working days in advance.
- Visa arrangements must be supported with an invitation letter or necessary documentation.

**Table 6: Travel Arrangements Guidelines**

Aspect	Policy
Booking	All international travel arrangements should be routed through the <b>designated Travel Desk</b> only.

<b>Class of Travel</b>	<b>Economy Class</b> is the standard for all employees; <b>Business Class</b> is permitted exclusively for senior leadership and with prior written approval.
<b>Visa &amp; Passport</b>	Employees must possess a <b>valid passport</b> . Visa processing support will be provided by the <b>local Travel Desk</b> .
<b>Travel Insurance</b>	Travel insurance is compulsory for all international assignments and will be arranged and borne by the organization.

**Table – 7 : Accommodation and Meals Allowance**

<b>Cadre</b>	<b>USA (USD)</b>	<b>UK (POUND)</b>	<b>EUROPE(EUROS)</b>	<b>ASIA (USD)</b>
<b>Directors &amp; above</b>	350	350	375	275
<b>SMC</b>	300	300	280	250
<b>MMC</b>	270	270	230	200
<b>JMC / GET / MT / Staff / Associates</b>	180	180	200	150

**Guidelines:**

- i. Hotel bookings must be made through the Travel Desk and should fall within prescribed city-wise budgets as per Table -1.
- ii. If employees arrange their own accommodation, prior approval and original valid receipts are mandatory for reimbursement.
- iii. International roaming or SIM cards may be provided if business communication is essential during travel, with approval must be obtained prior to departure.
- iv. **Reimbursement Process will be as per Table-5.**


**13. Travel & Accommodation – Cancellation Procedure**

- **Notification & Justification:**  
In case of cancellation of travel or accommodation bookings, employees must inform their respective Local Admin In-Charge or HR at-least 2 days in advance along with a valid justification for the cancellation.
- **Timely Communication:**  
Prompt communication ensures minimal financial loss and efficient reallocation of travel resources.

**14. Amendment:**

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the employees unless the same is notified to the employees.

**15. Policy Governance:**



The Policy is governed by the Corporate HR Department.

**16. Exceptions:**

Any exceptions in this policy only are approved by the Corporate HR.