

## TRAVEL POLICY

### 1. Purpose:

The purpose of Travel Policy is to describe the impact of short term assignments that require travel to domestic/international client locations, on company compensation, leave eligibility and expenses.

### 2. Coverage: All Associates of Company

### 3. Visa:

Associates are required to travel to domestic and international client locations for conducting authorized business of the company. In case of short term assignments at international locations where Associates require a Visa for the travel, Company opts for a business visa.

Associates are expected to work closely with the HR/Admin in filling the visa application forms and completing other visa formalities. Company will reimburse all expenses incurred for any fees, travel expenses associated with a successful or unsuccessful Visa application.

### 3.1 Compensation during Onsite visit:

3.1.1 During an onsite visit, Associates continue to receive complete salary at Company offshore, if the travel duration is short (typically, 90 days or less). For travel involving a longer duration (greater than 90 days), a compensation structure will be presented to the Associate, on a case to case basis.

3.1.2 For client sponsored trips, a Per-diem allowance is paid to the Associate for the number of days stayed abroad. The Per-diem (daily) rates depend on government regulations at the client location. Exemption from tax would be available to the extent of actual expenditure incurred. Associates are expected to keep a copy of all the bills for the expenditure incurred.

For company sponsored trips you will be paid on weekly basis for your basic expenses including food. In this scenario company will provide you guest house to stay and support you for any commute to the office.

### 3.2 Accommodation & Conveyance:

3.2.1 Travel expenses to and from the airport in Hyderabad can be reimbursed up to a maximum limit decided by the company. Please check with Finance department for the current conveyance reimbursement limit.

3.2.2 At the client location, accommodation will be provided by either Client or Company. Travel expenses incurred for the purpose of client activity will be reimbursed by the company.

If it's a per diem payment or monthly payment individual can choose to pick his/her own accommodation.

- 3.2.3 Local conveyance incurred by an Associate is considered as a Daily Ordinary charge, and exempt from income tax (subject to submission of proof/bills). Associates are responsible for the authenticity of the bills submitted. If these are questioned by the income tax authorities or any other authorities and found invalid, Associates will be responsible for any claims arising out of such a situation.

### **3.3 Travel Cash Advance:**

- 3.3.1 Travel advances shall be disbursed to assist travelers in meeting their travel expenses. Should a cash advance be required, it shall be highlighted, and the Finance department shall make the arrangement of advance as required. An advance shall be issued one working day prior to the day of travel.

- 3.3.2 Any unused cash advance must be returned immediately to the Finance department within 7 days after completing the trip. An advance shall not be issued to any Associate who has an advance outstanding in his name. The settlement need to be done using the prescribed form with all supporting bills and documents. If an Associate has an advance expenses submission outstanding (from the date of his/her arrival back to the region) for more than 25 days, the complete advance amount shall be deducted directly from the Associate's monthly pay.

### **3.4 Leaves during onsite visit:**

- 3.4.1 Associates continue to accrue leaves at the India office as per their leave eligibility during the period of onsite visit. Associates can use their leave balance at the India office after returning to India.
- 3.4.2 Associates are generally discouraged to take off from work during short term onsite assignments. If an Associate takes a leave in case of an emergency during the onsite visit, a leave will be deducted from his/her leave balance in the India office and also he/she will not be eligible for receiving the per-diem allowance for the leave days in Onsite.

### **3.5 Lost or Excess Baggage:**

- 3.5.1 The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines.

The Company will not reimburse travelers for items lost while traveling on company business. Company will also not reimburse for excess baggage fees levied by the airlines.

### **3.6 Spouse Travel (Domestic & International):**

- 3.6.1 The Associate will bear all expenses related to travel, insurance, visa, accommodation etc. for his/her spouse. The Company will not bear this expenditure, and the bills have to be cleared directly by the Associate. (The Company can make travel arrangements at the request of the Associate, so that he/she can benefit from discounted rates.)
- 3.6.2 The Company will not issue an invitation letter to the Associate for spouse travel, but company can issue a 'no objection' certificate stating that there is no objection to the spouse accompanying the Associate, and that the Associate will bear all expenses.
- 3.6.3 The Company will not be responsible for the spouse travel in any manner whatsoever.

### **3.7 Terms and Condition of Travel:**

- 3.7.1 You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 3.7.2 Before proceeding to overseas assignment you will be required to give the company, a written undertaking for dedicated services to the client, completing the work/project assigned and timely return to resume work in India. The details of such assignments including reimbursement of necessary expenditure will be communicated to you before your proceeding on such assignments. Further, you will be required to work for 12 more months with Company in India after your return to India.
- 3.7.3 While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.
- 3.7.4 If an Associate resigns and leaves the company within 6 months he/she has to reimburse the company 100% of the travel expenses, 75% of amount between 6 months to 9 months and 50% of amount between 9 months to 12 months.
- 3.7.5 If Travel is sponsored by the Company, the Company will take care of Tickets, Food, Accommodation and Commute.
- 3.7.5 If Travel authorization is sponsored by the Client, the Associate will be provided with Tickets, and will be paid a per diem amount which varies by country and other factors. Under the per diem model, Associate will be financially responsible for food, accommodation and commute.

- 3.8** Associates are required to return back all the office related properties (Laptop, Data card, any other) within a week or 10 days once they are back from Onsite. Failing to return on time / causing damage to the office property, finance team will deduct the cost of actual without any notice.
- 3.9 Time-Sheets:** All Associates will continue to fill up the Company Time sheets and client time sheets in time. All such timesheets should be submitted to the Client and to the Reporting manager in India on a weekly basis.