



Reliance Infrastructure Limited

Travel

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Travel
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <ul style="list-style-type: none">• General Guidelines• Local Travel• Domestic Travel• Overseas Travel
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Travel

1. Objective

- 1.1 To provide quality, comfort and safety to employees travelling on official duty while ensuring that travel is undertaken in the most efficient manner.

2. Scope

- 2.1 All employees of the Company, who travel on official duty locally, within India or overseas.
- 2.2 This policy shall also be applicable to all employees, OSDs, consultants, etc. undertaking travel; where the company has agreed to reimburse the travel cost to such employee, OSD or consultant, (hereinafter collectively referred to as "Employees" for the purpose of this Policy).

3. Policy

- 3.1 The Company shall reimburse expenses incurred by an employee (within prescribed limits) towards official travel (local, domestic or overseas), provided the travel has been approved by the Approving Authority as mentioned for the respective travel type and subject to production of vouchers / supporting bills where necessary.
- 3.2 The mode & class of travel, travel expenses, lodging & boarding expenses and miscellaneous expenses for the journey shall be as per the eligibility limits laid down in this policy.
- 3.3 The employee can make Travel arrangements on his own and claim reimbursement within the prescribed limits.
- 3.4 Any deviation from / exception to the Policy shall require approval from CEO R-Infra.

4. General Guidelines

- 4.1 Although travel is an essential part of business, it also represents a major expense for the company. Hence it is advisable that employees evaluate every trip before undertaking the travel, to ensure that the expense is justified and approved as per the authorization matrix.
- 4.2 The Company expects employees to undertake business travel keeping in mind the cost effectiveness and the contribution of such visits towards Company's business.
- 4.3 Virtual alternatives to travel, such as conference calls, web conferencing and other collaboration technologies shall be considered in lieu of travel wherever possible.
- 4.4 If feasible, travel shall be planned from morning to evening basis, so that it does not require overnight stay.
- 4.5 Whenever Air Travel is undertaken, the tickets shall be booked at the lowest fare prevalent without showing preference to any airlines.

- 4.6 If more than one employee from same business / function are travelling for same purpose, such that their pick-up and drop destinations are nearby or en-route, vehicle sharing shall be practiced to make optimum utilization of seating capacity of the vehicle.
- 4.7 Approving managers are shall ensure compliance with provisions of the policy before approving travel or any claims related to travel expenses.

5. Local Travel

- 5.1 Local travel means travel on duty within the city / town of posting.

5.2 Local Travel Approval

- 5.2.1 Local travel shall be approved by reporting officer of the employee.
- 5.2.2 Local travel for Grade A10 & above shall be self-approved.

5.3 Mode of Travel

- 5.3.1 With increasingly competitive business environment, it is imperative to prudently optimize the major cost elements.
- 5.3.2 Ola and Uber Cabs have ushered in a new paradigm in the way we hire and pay for cabs. Convenience of use, quality and availability have made these services immensely popular in Metros and many Tier-2 cities.
- 5.3.3 In view of the above, eligible employees (as per eligibility defined in 5.3.4) shall now use Ola / Uber or similar cab services.
- 5.3.4 The mode of local travel for which Employees shall be entitled is given below:

Grade / Cadre	Local Travel Mode	Approving Authority
A10 & above	Company Pool Vehicle (subject to availability) / OLA / Uber / other cabs	NA
A1 to A9 / GETs / MTs / D1 / D2 / OSD / TR / SS1 to M9	OLA / Uber / other cabs	Reporting Officer

5.4 Use of Car Rental services:

- 5.4.1 Car rental services shall not be provided to employees, except under following circumstances, with prior approval of reporting officer in Grade A-07 or equivalent to Grade A-07 or above:
 - a. where it requires extensive local travel during a day - such as multiple visits / meetings in the same day.
 - b. whenever heavy Company material needs to be transported.
 - c. when travelling to a location where public transport is not available / radio cabs do not ply.

- d. woman employee travelling before 7.00 am in the morning or after 8.00 pm in the night.
(Metro female staff shall avail the facility after 9:30pm)
- e. in case of sudden illness / emergency.

- 5.4.2 Any request for Car Rental services other than the above-mentioned circumstances shall require prior approval of CEO R-Infra.
- 5.4.3 In all cases of Car Rental, employees are requested to sign the duty slips after correctly recording the start / close time and distance reading at the time of releasing the car.

5.5 Admissibility of Travel Reimbursement

- 5.5.1 The local travel reimbursement shall be applicable to all cases except travel between residence to normal / regular place of work.

5.6 Reimbursement of Expenses

- 5.6.1 To claim the expenses incurred towards travel, the Employee shall be required to submit a statement of expenses in ESS (Employee self-service) to the Departmental Head within 2 weeks, for approval and submit the proof of expenses wherever applicable, to the Accounts Department for payment.
- 5.6.2 If an executive travels by his own vehicle for the official purposes, then he is entitled to claim local travel reimbursement for four-wheeler @Rs.10/- per Kilometer and for two-wheeler @Rs.3/- per kilometer. The distance between the places of travel for this purpose shall be by the shortest route.
- 5.6.3 During the period of local travel, the executives in JMC & MMC cadre shall be eligible for meal expense upto Rs.200/- per meal on submission of vouchers. This shall be applicable when executive is away from his workplace during lunch / dinner time on account of official visit to external agency and he is unable to avail the lunch facility in any of the Company arranged Canteen facility. Executives in TMC & SMC cadre shall be eligible for reimbursement of meal expenses on actual basis on submission of vouchers.

6. Domestic Travel

6.1 Mode And Class of Travel

- 6.1.1 The eligibility criteria for mode and class of travel for different categories of employees are indicated below:

Grade / Class of Employees	Air Travel	Train Travel
A10 & above		Rail First Class
A7 to A9, M8 to M9	Air Economy (Lowest Fare)	Rail II AC / III AC

A4 to A6, M6 to M7A	Air Economy (Lowest Fare) when train journey is for 6 hours or more	Rail II AC / III AC
A1 to A3 / GETs / MTs / D1 / D2 / TR / SS1 to M5	NA	Rail AC Chair Car / II AC / III AC

6.1.2 Reimbursement for journey using other travel modes:

- Hired Vehicle – At actuals (On submission of bills)
- Own 4 wheeler – Rs.10/-per Km
- Company hired vehicle – NIL
- Bus travel – At actuals (On submission of proof)

6.2 Lodging Expenses

6.2.1 The eligibility criteria for lodging for different categories of employees are as per table below:

Grade	Lodging Expenses Limit (including Taxes) per day		
	Class A cities	Class B cities	Class C Towns
A10 & above	Rs. 15000/-	Rs. 9000/-	Rs. 8000/-
A7 to A9, M8 to M9 / OSD	Rs. 7500/-	Rs. 6000/-	Rs. 5000/-
A4 to A6, M6 to M7	Rs. 6000/-	Rs. 5000/-	Rs. 4000/-
A1 to A3 / GETs / MTs / D1 / D2 / TR / SS1 to M5	Rs. 4500/-	Rs. 4000/-	Rs. 3500/-

6.3 Domestic Travel Approval

6.3.1 Grade-wise entitlement of mode and class of travel along with approving authority is as per the Table below:

Grade / Class of travel	Approving Authority				
	Rail (First Class)	Air-Economy	Rail AC Class	Rail Non-AC Class	Road Transport
A10 & above	Self approval	Self approval	Self approval	Self approval	Self approval
A7 to A9, M8 to M9	NA	Immediate reporting officer	Immediate reporting officer	Immediate reporting officer	Immediate reporting officer
A4 to A6, M6 To M7-A	NA	Reporting officer A9 or above	Immediate reporting officer	Immediate reporting officer	Immediate reporting officer

A1 to A3 / GETs / MTs/ DETs / D1 / D2 / TR / SS1 to M5	NA	NA	Immediate reporting officer	Immediate reporting officer	Reporting officer A7 or above
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6.3.2 Employees may be allowed to travel by a higher mode or class than eligible (except Air-Business Class & Rail-First Class) in case of an emergency with recommendation of immediate reporting officer and the approval of reporting officer not below A-10.

6.4 Accommodation

6.4.1 To the extent possible, Employees shall be provided with accommodation on outstation travel at the Company / Group Company Guest House.

6.4.2 In case the Guest House is not available or is fully occupied and no alternative arrangement is made by the company, the employee shall be eligible for accommodation at lodges / hotels etc. as per the applicability given in para 6.2.1 and claim reimbursement accordingly.

6.4.3 While booking rooms in hotels / lodges, either by Company or by employee, booking shall be done only for base category rooms. Higher category room shall be booked only in case of non-availability of base category rooms.

6.5 Boarding Expenses

6.5.1 If the boarding expenses (i.e. food expenses) are incurred by an employee, then the employee shall be eligible to claim the reimbursement on submission of bills subject to ceiling limits as per the applicable grade as given below :

Grade	Boarding Expenses (Rs per day including Taxes)		
	Metro / Class A cities	Class B cities	Class C Towns
A10 & above	At Actuals	At Actuals	At Actuals
A7 to A9, M8 to M9	900	750	600
A4 to A6, M6 to M7A	750	675	525
D1 to A3 / GETs / MTs / D1 / D2 / TR / SS1 to M5	600	525	450

6.5.2 In absence of bills, one-third of boarding expenses shown above shall be payable.

6.5.3 If the boarding expenses are borne by the company / guest house or included in the room rent, then the employee shall not be eligible for reimbursement of boarding expenses.

6.5.4 Boarding expenses shall be permissible only during outstation domestic visits on official duty, including period of halt on duty or on intervening holidays, but is not permissible during the days on which an employee is absent from duty during the tour except due to illness.

6.6 Miscellaneous Expenses

6.6.1 All miscellaneous expenses incurred for official purposes such as cyber café, fax, postage, etc. shall be claimed separately (on actuals) as per following eligibility limits:

Grade	Miscellaneous reimbursement (Rs. per day)
A10 & above	150
A7 to A9, M8 to M9 / OSD	125
A4 to A6, M6 to M7A	100
A1 to A3 / GETs / MTs / D1 to D2 / TR / SS1 to M5	75

6.7 Travel Allowance

6.7.1 Employees shall be eligible for travel allowance while travelling for official purpose from one city / town to another based on time taken to complete a journey. The amount applicable as per grade is specified below :

Grade	Duration of Journey			
	<6Hrs	6-12Hrs	12-18Hrs	>18hrs
A10 & above	80	120	160	200
A7 to A9, M8 to M9	70	105	140	175
A4 to A6, M6 to M7A	60	90	120	150
A1 to A3 / GETs / MTs / D1/ D2 / TR / SS1 to M5	50	75	100	125

Note: Travel allowance applicable if the ticket fare does not include food expenses like no frills airlines, trains except Rajdhani / Shatabdi etc.

6.8 Local Conveyance Reimbursement

6.8.1 The employee shall be eligible for reimbursement of conveyance expenses for local travel between residence / office / hotel and the bus stand / railway station / airport.

6.8.2 In addition, the employee shall be eligible for reimbursement of local conveyance expenses incurred for travel related to official purposes at the destination of the tour, as per eligibility.

6.9 Deputation

6.9.1 Employees on deputation to another project / site shall be eligible for Boarding expenses, Miscellaneous expenses, Travel Allowance and Conveyance Reimbursement as mentioned above, if the period of deputation is less than 1 month. This shall be in lieu of Deputation Allowance.

7. Overseas Travel

7.1 All overseas travel shall be approved by the R-Infra CEO.

7.2 Class of travel

7.2.1 The eligibility criteria for class of travel for different grades of employees are indicated below:

Grade	Travel class
A10 & above	Air Business class
Upto A9, M9 & Below	Air Economy class

7.3 Daily allowance

7.3.1 The following rates of Daily Allowance shall be admissible to employees visiting abroad:

Category	Daily Allowance * (\$ per day) for stay upto 30 days	Daily Allowance * (\$ per day) for stay of 31 days onwards
(a) Chief Executive Officer – Reliance Infrastructure	500/-	450/-
(b) Business CEOs and Executives in grade A-10 & above	350/-	300/-
(c) Executives in grade A-01 to A-9 & SS1 to M9	300/-	250/-
(d) Non-executive, TR	150/-	100/-

* These rates are subject to change as per RBI notification, but specific Company's notification after approval of Chief Executive shall be necessary.

The above allowance is payable based on the no. of days stay abroad. e.g. If an employee in Grade A-07 visits abroad for 40 days, the allowance shall be payable as follows:

- For first 30 days @ \$ 300 per day
- From 31st to 40th day @ \$ 250 per day

7.3.2 The ceiling of Daily Allowance mentioned in the above table is in accordance with the norms of the Reserve Bank of India.

7.3.3 In case the Company provides the accommodation, the daily allowance rate as mentioned above will be reduced to 50% to cover the food, incidental and local transport. If the Company provides both accommodation and food, the above daily allowance shall be reduced to 25% to cover the incidental expenses and local transport.

7.3.4 In either of the above two situations mentioned in 7.3.3 the total amount of Daily allowance for the entire visit will be subject to a minimum of \$300, \$250, \$200 and \$150 for categories mentioned in 7.3.1.

- 7.3.5 Overseas medical insurance for employees travelling abroad shall be mandatory and expenses on account of medical insurance of such employees shall be on company account. Sum assured should not exceed \$100,000.
- 7.3.6 All expense reimbursements/claims shall be supported by bills/statements. Wherever bills cannot be obtained, e.g., Taxis, employees shall be required to submit a written declaration detailing the expenses.

8. General Rules:

- 8.1 In case employees at our Project Sites are sent out on the company's business to any place other than normal posted place of work, they shall be eligible for compensation as follows:
 - 8.1.1 Transport expenses for train, bus and / or auto rickshaw are reimbursable to the employees at actuals provided the shortest route and most economical mode of transport are used.
 - 8.1.2 No portage charges or excess luggage charges for personal effects of the employees are reimbursable. However, if the employees are required to carry any material of the company, then reasonable porter charges and such freight and baggage charges that are incurred at actuals shall be reimbursed.
- 8.2 For employees working for a project that spans across cities e.g. road project, the place of work shall be the entire project route. The Project Head shall decide the camp from which the work is based. Traveling along project route for carrying out the work shall not be considered for allowances as mentioned in paragraphs above.