

ESSJAY ERICSSON PVT. LTD.

TRAVEL POLICY

INTERNAL/EEL/HR-14:05892

TRAVEL POLICY

Daily Allowance shall cover

Travel Expenses + All Meals + All Beverages (Excluding liquor + Incidental expenses + Private phone calls)

Travel Period for claiming DA

- Start time Departure time at base station (A)
- Completion time Arrival time at base station (B)

Travel Period = (A)-(B)

Note: Duration of 12hrs or higher with in the period of 24hrs shall constitute one day

Stratification of Travel Period for claiming DA

1. Duration < 6 hrs. – No Allowance
2. Duration > 6 hrs. but < 12hrs – ½ day allowance
3. Duration > 12 hrs. – Full day allowance

Note: If employee remains in the same location for more than 30 days DA shall be 70% of Daily Allowance. This condition shall not be impacted by any break in this period of 30 days up to 7 days due to working at different location within the same project or Break up to 5 days travel to any other location nearby to earlier location.

Expenses payable at actual (On production of actual bills)

- Sleeper/Berth reservation charges and commission to company travel agent or other agent.
- Cancellation charges (Ticket/Hotel) duly authorized by sanctioning authority & No show charges if justified on authorization of Departmental Head/Circle Head.
- Official postage/Telegram/telex/STD call/Phonogram/Email charges etc.
- Laundry expense for reasonable actual if trip exceed 3 days.

Travel Entitlement Matrix

Grade	Class of outstation Travel	A Class City				B Class City				C Class City			
		Accommodation with Bills	DA with Bills	DA W/O Bills	Own Arrangement	Accommodation with Bills	DA with Bills	DA W/O Bills	Own Arrangement	Accommodation with Bills	DA with Bills	DA W/O Bills	Own Arrangement
A	Train Chair Car /III AC	1500	600	400	600	1000	400	250	500	750	300	200	400
B	Train Chair Car /III AC	1500	600	400	600	1000	400	250	500	750	300	200	400
C	Train II /III AC	2200	800	500	800	1500	600	400	650	1000	400	250	500
D	Train II /III AC	2200	800	500	800	1500	600	400	650	1000	400	250	500
E	Train II /III AC	3000	900	550	1000	2000	700	450	800	1500	500	300	600
F	Air Economy Class / Train II /III AC	3500	900	550	1000	2500	700	450	800	2000	500	300	600
G	Air Economy Class / Train II /III AC	3500	900	550	1000	2500	700	450	800	2000	500	300	600
H	Air Economy Class / Train II /III AC	6000	1000	600	1200	4000	850	550	1000	2500	650	400	750
I	Air Economy Class / Train II /III AC	6000	1000	600	1200	4000	850	550	1000	2500	650	400	750
J	Air Economy Class / Train II /III AC	7000	1000	600	1200	5000	850	550	1000	3500	650	400	750
K	Air Economy Class / Train II /III AC	7000	1000	600	1200	5000	850	550	1000	3500	650	400	750

Note: All air travel must be approved by Circle Head & Unit Head

In case of own arrangements, no accommodation or DA will be applicable

Accommodation charges above are inclusive of Taxes on room rent

A Class Cities

Bangalore/Gurgaon/Mumbai/New Delhi

B Class Cities

All states capital Agra, Ahmedabad, Ajmer, Amritsar, Baroda, Cochin, Jammu, Jodhpur, Manali, Pune, Srinagar & Udaipur

C Class cities

All towns not falling in Class A & B

In case employee uses his own conveyance for travelling

Reimbursement for using employee's personal vehicles

Local Conveyance Policies Summarized	Particulars
Cars	@ Rs.7.00/- per Km
Scooter/Motor Cycle	@ Rs.3.5/- per Km

Reimbursement for use of Public Transport

Level	Class of outstation travel
Grade I, J & K	Hired Taxies
Grade F, G & H	Metered Taxies
Grade C, D & E	Metered Taxies/Auto Rickshaw
Grade A & B	Bus/ Rickshaw, Auto Rickshaw

Note: *Local Travel expense report should be submitted with in 1week of travel date.*

Private Expenses should be highlighted and excluded from the claim and also expenses on liquor & Cigarette will be treated as private exp.

Note: *Employee has to get 3 quotations & same has to be approved prior transfer*