

# TRAVEL POLICY

## Out Station Travel (Per day allowance)

| Grade      | Mode of Travel                     | Metro's       |                | Non-metro's   |                | Call Taxi (in respective Head Quarters) | Call Taxi (in Other states) |
|------------|------------------------------------|---------------|----------------|---------------|----------------|---|-----------------------------|
|            |                                    | Lodging / Day | Boarding / day | Lodging / Day | Boarding / day |   |                             |
| VP         | Actuals                            | Actuals       | Actuals        | Actuals       | Actuals        | Actuals                                 | Actuals                     |
| GM 1 & 2   | Eco - Air / Train 2nd A/c          | 2500          | 600            | 2000          | 600            | Actuals                                 | Actuals                     |
| M1 to M3   | Eco - Air / Train 2nd A/c          | 2000          | 600            | 1500          | 600            | Actuals                                 | Actuals                     |
| M 4 & 5    | Eco - Air / Train 2nd A/c          | 1750          | 600            | 1500          | 600            | Actuals                                 | Actuals                     |
| E 1 & 2    | Train 3rd A/c                      | 1500          | 500            | 1250          | 500            | Actuals**                               | Actuals                     |
| E 3 to E 5 | Train 3rd A/c / II Class / Bus A/C | 1250          | 500            | 1000          | 500            | Actuals**                               | Actuals                     |
| OP 1 & 2   | Train Class II / Bus               | 1000          | 450            | 800           | 450            | NA                                      | Actuals                     |
| OP 3       | Train Class II / Bus               | 500           | 400            | 400           | 400            | NA                                      | NA                          |
| OP 4       | Train Class II / Bus               | 400           | 400            | 350           | 400            | NA                                      | NA                          |
| OP-5       | Train Class II / Bus               | 400           | 400            | 350           | 400            | NA                                      | NA                          |

### Remarks :

1. Actual bills are mandatory for all kinds of expenses. With out bills reimbursement will not be made.
2. \*\*Only public transport to be used for reaching Bus Depot / Railway Station / Airport in their respective head quarters from OP 5 to E1 Category. However call taxi may be used to reach Bus Depot / Railway Station / airport if time exceeds beyond 22.00 hrs or before 07.00 hrs and bills to be produced alongwith claim. Call taxi may be claimed at other states during customer visit from OP1 category onwards.
3. Call taxi may be used to reach Bus Depot / Railway Station / airport / other states customer visit from M5 category onwards and bills to be produced alongwith claim.
4. Mobile phone usage charges will be paid for official use, actual usage amount shall be claimed after showing the proof.
5. Expenses made above the eligible limit will not be sanctioned.
6. Miscellaneous expenses are not allowed.
7. Travel Advance will be paid depending on the duration of travel.
8. Travel Expense bills to be settled with in 3 days from the date of arrival. Saryam will reimburse in 5 days on receipt of bills.
9. Lodging may be claimed only if in case customer does not provide.
10. During outstation travel if any of the employees is willing to stay with friends / relatives or anyother means, 50% lodging allowance may be claimed without bills.
11. If any employee is returned from the business trip before 14.00 hrs in a day it is mandatory to report to work on the same day.
12. It is mandatory to use train / road transport between 500 km range.