

Travel Policy and Guidelines

MANUVIKASA®

| Policy Track Changes | |
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| Policy Owner | Human Resources |
| Policy Created | June 2021 |
| Date of Approval | 28-June-2021 |
| Policy Updated | First update: June 2021 Second update: September 2021 Third update: May 2022 |
| Latest Update Commencement | 30-May-2022 |
| Approved by | Managing Trustee |

Scrutinized & Approved by:

Ganapati Bhat
Managing Trustee
MANUVIKASA

1. Objective

1.1. The travel policy is intended to facilitate travel for official purposes, while maintaining efficient business processes.

1.2. The travel policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expenses.

2. Applicability

2.1. This policy is applicable to all full-time employees of MANUVIKASA as well as those appointed on contract basis for visiting basis.

3. Guidelines



3.1. Planning for Official Travel

- 3.1.1. Official travel should be conducted in the most cost-effective manner and should be consistent with the needs of MANUVIKASA, its Code of Conduct, and all applicable laws.
- 3.1.2. All employees are expected to exercise prudent business judgment regarding incurring travel expenses. Employees should discuss the travel plans with their Reporting Manager, prior to initiation of travel request, in order to ensure agreement on the need to travel.
- 3.1.3. Virtual alternatives to travel, such as conference calls, web-conferencing and other collaboration technologies should be considered in lieu of travel, wherever possible.
- 3.1.4. All domestic and international travel should be booked as per in advance as practical to allow tickets and hotel accommodation to be purchased as economically as possible.
- 3.1.5. In case of air travel, employees should be flexible enough in planning their departure times to take advantage of the lowest cost flights on any of the preferred airlines.
- 3.1.6. The Administration department at MANUVIKASA shall provide the facility of travel desk for all travel and hotel bookings pertaining to official travel. The Travel Desk shall ensure that appropriate mode is used for travel, based on the request received, and the eligibility guidelines indicated in this policy document.
- 3.1.7. All requests for travel should be filled in Travel Authorization Form and sent to the approving authorities for approval. The approved travel request should be sent to the Travel Desk within the prescribed timelines for making travel and hotel bookings.
- 3.1.8. In case of any change in travel plans, employees should inform the Travel Desk and get the bookings changed/cancelled at the earliest possible to avoid high ticket and hotel booking cancellation charges.
- a. Employees are allowed to keep their frequent flyer points or the potential for earning frequent flier mileage. Employees can use their mileage/ frequent 3 Strictly Confidential flyer points or pay the difference themselves to upgrade to a higher class, provided no additional cost is passed on to MANUVIKASA.
- b. Any excess charges incurred in the form of airport tax or excess luggage on account of carrying MANUVIKASA materials; claims for reimbursement can be submitted with proper bills and rationale after approval from Reporting Manager.
- c. It should be noted that UPES will not reimburse the cost of personal trips, nor can the savings from travelling in a lesser category be used to purchase extra tickets for family or friends.
- d. The charges for missed travel on scheduled date/ no show tickets will be debited from employee's account

3.3 Local Travel

- 3.3.1. Local travel pertains to intra city official travel, either in the base location or in another city, within a radius of 100 KM.
- a. Travel between one's residence and regular place of work is not considered as official travel.
- 3.3.2. All local travels should be approved by the Reporting Manager. OR Accounts Team
- 3.3.3. The employees should use economy radio/ app-based (point-to-point) cab services or public transport (such as Bus/ Metro) or their personal vehicles for local travel



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3.3.4. In case economy radio/ app-based cab services or public transport is used, reimbursement would be given on actuals, upon submission of supporting bills.

3.3.5. Reimbursement for Use of Personal Vehicle for Local Travel

a. In case employee uses her/his own vehicle for intra city travel, s/he shall be reimbursed fuel expenses, upon submission of supporting claim forms, at the below mentioned rates:

- Car: INR 12/ KM
- Two-wheeler: Depending upon their bills, milcage and log book
- Vehicle repairs and maintenance will be paid in special cases after careful observation of vehicle condition, usage of vehicle for official work, bills etc.

b. It is the employee's responsibility to carry adequate personal insurance coverage for themselves, their vehicle as well as for any passengers.

c. MANUVIKASA will not provide reimbursement for:

- Fine for traffic violations, wrong parking etc.
- Travel between their residence and regular work location

3.3.6. Full day cabs should not be used for one-way transfer travels, including one-way pick-ups/ drops for approved official travels. In such cases, economy radio/ app-based cab services or public transport should be used and paid directly by the employee.

3.3.7 Domestic Travel

3.7.1. Domestic Travel refers to intercity official travel outside of the employee's base location, with a distance of more than 100 KM.

3.3.8 Accommodation & Meals

Food allowance will be given in case of travelling for other blocks or districts. The city classification for entitlements for food is detailed as below:

Morning breakfast – Rs. 60

Lunch – Rs. 90

Dinner – Rs. 90

In case Meals expenses exceed the specified limits, approval is required from the Director of MANUVIKASA.

e. Up to 10% of the Meals entitlement limit may be reimbursed after submission of bills.

Accommodation is reimbursed after proper verification of need, bills etc. For single occupancy per day is Rs. 800 for block level and Rs. 1000 for district level depends upon the situation and nature of work

3.3.9 Local Conveyance while Travelling

a. Reimbursement for local conveyance would be provided on actuals, against submission of bills



3.3.10 USE OF VEHICLES

- The vehicles of the organization are primarily for the purpose of implementing programmes of MANUVIKASA.
- MANUVIKASA support staff members to have their own vehicle and organization reimburse the fuel and maintenance of the vehicle used to the organization programmes.
- Only those members of the staff, who have valid driving license issued by the competent authority, maintain logbooks and keep the vehicles in the good condition.
- In emergencies, the vehicles may be made available for personal use of the members of the staff. In case of prolonged use or involving large expenditure, the costs of running and maintenance of the vehicles for such personal use is to be met by the concerned staff member.
- Drunken driving by the staff will invite disciplinary action besides ban on use of vehicles. Those using the vehicles shall follow the road safety rules and speed limits in their own interest as well as for the proper maintenance of the vehicles.
- All the staff that drives the office vehicles should have a minimum personal accidental insurance coverage for Rs.100000/- at their own cost.



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MANUVIKASA SIRSI

TRAVEL ALLOWANCE

Name of the Staff:

Designation:

Month:

| Date | Particular | From | To | From time | To time | Distance of km | TA | DA | Total | Mode of transportation |
|------|------------|------|----|-----------|---------|----------------|----|----|-------|------------------------|
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Rs.

Signature of the staff

Total sanctioned and pro. Manager sign.

Date:



Vehicle Maintenance Claim Format

To,

The Director,
MANUVIKASA
Sirsi

Sub: Vehicle Maintenance Bill

1. Month :
2. Name of the Vehicle:
3. Vehicle Number:
4. Opening reading during the month:
5. Closing reading during the month:
6. Total Km run during the month:
7. Total No. of litres petrol filled:
8. Total amount of petrol:
9. Other if any:

Total:

I hereby certify that above information is true and I/we have claimed the petrol for only bike used for official purpose.

Name of the vehicle owner

Driving license number

Signature

1.

2.

Total bill passed by project manager



Vehicle Log Book Format

| Vehicle | | | | | | | Log Book | | | | |
|----------------------|------------|----------|-----------------|-----------------|----------------------------|----------------------|-----------------|------------------|---------------------|------|------------|
| Vehicle Number | | | | | | | Make of Vehicle | | | | |
| Date | From Hours | To Hours | Opening Reading | Closing Reading | Total Distance Designation | Name and Designation | Place of visit | Purpose of Visit | Fuel filled details | Sign | HO Remarks |
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