

T4G Impact Tech Foundation

Travel Policy

Document Release Notice	
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1. Introduction:

This Policy document provides guidelines for T4G Impact Tech Foundation staff members (i.e. regular employees, interns and consultants) for work related travel. Travel for T4G should be carried out as economically as possible after careful planning. The limits for expenses and allowances are in keeping with the objectives of the cost minimisation while ensuring that basic requirements of hygiene and safety are adequately met.

While T4G is committed to ensure the safety of all staff members, additional precautions would be taken for women as well as differently abled staff members as and when essential. In this regard, the timing of the travel to and from a city will be booked keeping in mind the location of, access to and safety of commuting to the airport/railway station/bus terminus. The staff/consultants shall be consulted before the tickets are booked as far as possible to avoid inconvenience.

The expenses that are claimed should be wholly, necessarily and exclusively, incurred in the performance of your employment duties with T4G.

This Policy covers expenses and entitlements of employees, interns and consultants who travel on Foundation related work or are deputed to attend the same. This policy document highlights the entitlements for domestic and international travel.

2. Purpose:

The Purpose of this policy is to ensure that staff members

- a) have clear guidelines on travel and related expenses limits.
- b) have clear understanding of what expenses can be reimbursed and what can not be reimbursed.
- c) Aware about the mode of travel that can be used.

3. Travel & Related Expenses:

i. Local Conveyance

- a. Employees, interns and contracted individuals shall be entitled for reimbursement of local conveyance for Foundation-related work (excluding home-to-office commute) on actuals, depending on the availability of the mode of transport.
- b. The preferred modes of travel are by using any kind of radio taxi, like Uber/Ola/any other, or public transport modes like Metro/bus where bills/tickets are readily available.
- c. In case such a mode of transport is not available, auto rickshaws may be used.

- d. All legitimate bills have to be produced for all modes of travel.
- e. In case a group of employees are travelling locally, they shall ensure that wherever feasible, they travel together, and one person may incur and claim for the entire group except for emergencies.
- f. Payments should be made through digital transactions.
- g. If one is using their own vehicle for any such work / meetings, a fixed travel reimbursement of ₹5/- per km will be paid to the employee for a two-wheeler. The reimbursement will be ₹13/- per km for four-wheelers.

ii. Outstation Travel

- a. If the travel involves an overnight journey or travel time of less than 12 hours by road, the preferred mode of travel is by train or bus.
- b. Train tickets are to be booked in 3AC coaches where possible. However, if these are unavailable, 2AC tickets may be booked.
- c. In the likelihood that train tickets are unavailable, or travelling by train/bus is not feasible or practical, the mode of travel could be by air.
- d. If the planned travel involves a travel time of more than 12 hours by road, the preferred mode of travel is by air.
- e. Only economy class travel will be granted for domestic and international travel.
- f. Employees, interns and contracted individuals can make domestic and international airline bookings, which will be reimbursed by the company.

iii. Accommodation

- a. Stay can be arranged in hotels as appropriate with room tariff not higher than ₹5,000 inclusive of taxes for metro cities (Delhi, Mumbai, Chennai, Kolkata & Bengaluru) and ₹3,000 inclusive of taxes for non-metro cities. This is applicable only for the employee/consultant and does not cover any accompanying partner.
- b. Any additional nights included for personal reasons shall be paid for by the individual directly.
- c. If the employee/consultant is staying with a friend/relative while travelling, ₹1,000 will be paid per day to cover the stay.
- d. Where the company or the event organiser/partner is arranging for the stay, no compensation shall be paid to the employee.

iv. Per Diems

- a. Staff members are entitled to claim per diem or daily allowance when you are travelling away from your assigned work location on T4G business for more than 24 hours.

- b. Per Diem for travel within India is ₹600/- per day. This per diem includes expenses incurred by you towards food & beverage. No bills are required to make this claim.
- c. Where the costs are not incurred (e.g. where meals are paid for by others or breakfast is provided by the hotel) the per diem should be reduced according to the apportionment given below. The per diem includes the cost of breakfast / lunch and dinner.
- d. Per Diem is apportioned as Breakfast – ₹200/-, Lunch – ₹200/-, Dinner – ₹200/- And If you have travelled for less than 1 full day, per diem will be calculated based on the above apportionment.
- e. Travel/transport to and from the railway station or airport are extra and can be claimed at actuals with adequate supporting receipts. Local travel cannot be claimed.
- f. Per diem and other travel expenses for foreign travel need managerial approval.

4. Exceptions

All exceptions to the above are to be approved by the operations manager.

5. Non-reimbursable Expenses

- a. Personal Expenses of any kind
- b. The decision of the manager/head of operations will be final in this regard.