
Travelling Policy

2022

I-HUB FOUNDATION FOR COBOTICS
(Technology Hub of IIT, Delhi)

Local Conveyance and Travelling Policy

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A. Objective

The Local Conveyance and Travelling Policy has been formulated to establish guidelines while travelling for official business and to provide procedures for the approval and claim for reimbursement of expenses incurred during such travel.

B. Scope

This policy applies to all the employees of the company undertaking outdoor official work (for visiting or arranging visits by Clients, Govt. Officials, etc.) and are using the personal vehicle.

C. Definitions

“Company” means I-Hub Foundation for Cobotics and its offices, and branches in Delhi or any other place in India.

“Employees” mean all the employees of the company who are appointed to positions that are permanent or on probation and trainees or on a fixed-term contract.

“For Startups Employees” means all employees of the startup incubated by the Company.

D. Eligibility

a. Four Wheelers

Applicable to the Employees of the Company.

Eligible for reimbursement of the personal vehicle having a valid RC.

Four Wheelers - Local travel Rate

All types of Fuels– Rs. 12/-per km

b. Two Wheelers

Applicable to the Employees of the Company.

Eligible for reimbursement of the personal vehicle having a valid RC.

Two Wheelers - Local travel Rate

All types of Fuels – Rs. 6/-per km

c. Auto/Local Bus/Metro/Cab Claim(s) (as per eligibility)

Those employees who do not own a personal vehicle or do not want to use its vehicle, are allowed to use Public Transport (Auto / Metro / Bus / Cab) and reimbursement on an actual basis subject to the following:

The expenses need to be approved by the respective Reporting Manager in advance before such travel.

All the employees need to use the best and most economical mode of transport depending on the business requirement.

** If any Toll-Tax has been paid during such travel, it will also be reimbursed subject to submission of the Toll Tax receipt or an account statement in case of payment through RFID.*

**Any employee called for duty on Weekends / Holidays only shall be paid to and fro charges for Car or Scooter/Motorcycle. If an employee does not avail of the Four-Wheeler / Two-Wheeler facility, he/she shall be paid Auto Charges / Cab from home to office and back.*

**The employees are required to follow traffic and road safety rules when using their vehicles for office purposes. Any employee is not eligible for reimbursement of any penalty, fine, etc. imposed by the Transport Authorities for not following the required Traffic rules and regulations.*

E. Travel Outside the Delhi-NCR – Cab / Taxi

If there is an authorised requirement to travel outside the Delhi-NCR for a distance above 50 Kms, then an employee is pre-authorised to avail the service of Cab / Taxi for such travel subject to the following:

The travel has already been approved by the respective Reporting Manager in advance before such travel.

An employee needs to check with office administration for availing of preferred existing / contracted transport service providers for cost-effectiveness.

F. Travel Outside the Delhi-NCR – Air / Train

If there is a requirement to travel outside the Delhi-NCR for a distance above 200 Kms, then an employee is authorised to avail the service of Airlines / Train for such travel subject to the following:

The travel has already been approved (through Mail etc.) by the Reporting Manager in advance before such travel.

An employee needs to book the tickets in advance (preferably 2 weeks before the scheduled date of travel) when feasible, for the most economical class for cost-effectiveness.

The details of eligibility are mentioned in “**Table III**”.

- *The employees of startup companies will be eligible to claim only Travelling, Boarding, and Lodging expenses on a case-to-case basis. All such travel must be approved by the CEO / Project Director before such travel.*

G. Boarding and Lodging Policy

If there is a requirement to travel outside the Delhi-NCR for a duration of (1-7) Days on official work, then an employee is entitled to Boarding and Lodging Allowance incl. charges for stay in Hotel and Local travel in the city. The eligibility and limits are mentioned in **Table nos. "I, II, III & IV"** respectively subject to the following:

The travel has already been approved by the Reporting Manager in advance before such travel.

An employee needs to book the tickets in advance,(preferably 2 weeks before the scheduled date of travel) when feasible, for Hotels for cost-effectiveness.

TABLE I – Classification of Designation

Grade	Designation
M1	Project Director, CEO, VP, AVP
M2	All Other Team Members

TABLE II – Classification of Cities

Category	Name of City
A	Kolkata, Chennai, Mumbai, Hyderabad, Bangalore, Pune, Ahmedabad, Chandigarh, Capitals of all States/Union Territories
B&C	All Other Cities

TABLE III – Classification of Mode of Travel

Grade	Preferred Mode of Travel (Local)	Preferred Mode of Travel (Inter-City)
M1	Taxi/Cab *	Air (Economy) /Train (Tier - I, II, III AC) /Taxi/Cab*
M2	Taxi/Cab/ **	Air (Economy) / Train (II & III Tier AC /Bus/ Shared Taxi/Cab/Auto

** All employees need to avail the most economical mode of Travelling (Air / Train / CAB - Hatchback / Sedan / SUV / MUV) depending on the business requirement and availability.*

**** Taxi / CAB on actuals**

***The amount limits mentioned in Table III are maximum permissible rates on submission of the actual bill. The above-mentioned rates are exclusive of taxes (GST etc.).**

***Employees are advised to use Yatra Portal for booking tickets (Accommodation/Air /Train). However, if an employee finds a cheaper option on another portal, the same may be booked after approval.**

TABLE IV – Ceiling Limits of Expenses

Grade	Lodging Allowance (in Rs.)		Food and Boarding Allowance (in Rs.)
M1*	As per actuals		
M2**	6000/-	4000/-	As per actuals

**** Rs. 6000/- for Cities under Category “A” & Rs. 4000/- under Category “B&C”.**

An employee who is staying at a relative’s or friend’s place during the official tour will be given Rs. 1000/- as lodging allowance and Rs. 500/- as Food and Boarding Allowance, respectively.

All the employees are advised to use the accommodation facilities provided by Partners Institutes for cost-effectiveness.

Food and boarding allowances are paid on submission of bills on an actual basis.

The amount limits mentioned in Table IV are maximum permissible limits and are exclusive of taxes (GST, Luxury Tax, State Taxes, etc.). Any expense over and above the limit needs to be approved by the CEO & Project Director.

If the request for Travel /Boarding and Lodging has been given by the CEO / Project Director / Reporting Manager directly to Admin and Finance Dept., then no prior approval is required for the employees. It shall be deemed to be auto-approved by the management.

TABLE V – Part Day Calculation for Day Tour Entitlement

The entitlement of Food and Boarding shall be calculated on a 24-hour clock basis. The start time would be the start time of departure and the end on return time of the tour. Where part days are involved, the calculation shall be as indicated as under:

Duration	Entitlement
3 – 12 Hours	50% of Food and Boarding Allowance
12 – 24 Hours	100% of Food and Boarding Allowance

H. Approval of Local Conveyance and Travelling Claims

- a. All eligible reimbursements for Local Conveyance, Travelling, Boarding and Lodging, and any other category should be claimed on a Bi-monthly basis. The claim forms shall be submitted in two cycles for reimbursement, the first cycle shall be from 1st to 15th of the month and the second cycle from 16th to 30/31st of the month.
- b. Employees need to submit their Travelling Claims within 15 days from the last date of travel.
- c. All Local conveyance claims need to be submitted by the 05th of the following month for the preceding month. No Need to submit claims every week.
- d. All reimbursement claims are to be submitted by the end of the next month rather than the month in which the expenditure has been incurred. Late submission of claims by more than 60 days will not be accepted. For Example, the expenses incurred on 01st February 2022 will be denied if submitted after 31st March 2022.
- e. Employees should get their claim approved from its Reporting Manager in the prescribed forms as attached in [“Annexure – I”](#).
- f. All the Bills must be self-certified / signed by the Claimant.
- g. The claim form, duly verified by the Reporting Manager shall be submitted to F&A Dept. for reimbursement. Any expense up to Rs. 5000/- can be approved by the HOD of Finance Dept. in its sole capacity and at its discretion.

I. Amendment of Policy

The Company reserves the right to amend, abrogate, modify, and revise any or all clauses of this policy depending upon market practices, exigencies of business, etc.

J. Interpretation of Policy

Human Resources and Finance Dept. will interpret the contents of this policy.

K. Reimbursement Claim Forms – “Annexure I”

The link to the Reimbursement Claim Forms – Local Conveyance and Travelling is attached and annexed with the policy. Please read the Guidelines carefully before submitting the claim to F&A Dept.



**IHFC - Local
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