

TRAVEL POLICY – IHUB NTIHAC FOUNDATION

1. Preamble

This Policy defines the travel rules of the Company for the reimbursement of the expenses incurred on the official travel. The Rules, in this Policy, covers all the employees of the Company.

2. Definitions

- i. **"Employee"** shall mean all the employees of the company including regular, part-time, interns and contractual employees.
- ii. **"Board Members"** shall mean the director of the Board of Directors of the Company.
- iii. **"Project Director"** shall mean the Director(s) (Ex-Officio- Project Director TIH IIT Kanpur) of the Company and the TIH Scheme under the NM-ICPS Mission.
- iv. **"Company"** shall mean "IHUB NTIHAC Foundation".
- v. **"COO"** shall mean the **Chief Operating Officer**.
- vi. **"CEO"** shall mean the **Chief Executive Officer**.
- vii. **"CFO"** shall mean the **Chief Financial Officer**.
- viii. **"Metros & Tier-I Cities"** shall mean the cities namely NCR, Noida, Delhi, Mumbai, Chennai, Kolkata, Bangalore, Hyderabad, Pune, Chandigarh, Ahmedabad and other cities as amended by the Central Government from time to time.
- ix. **"Tier-II Cities"** shall mean State Capitals, except listed Tier-I Cities, Coimbatore, Kozhikode, Mangalore and other cities as notified by the Central Government.
- x. **"Tier-III Cities"** shall mean other cities not covered under the Metros & Tier-I Cities and Tier-II Cities.
- xi. **"Policy"** means the Travel Policy of the Company.
- xii. **"Organizational Structure"** shall mean the Organizational Structure as mentioned herein below -

Level	Designation	
Top Management	Board Members	
Key Managerial Personnel	CEO/COO/CFO	
Senior Management	Senior VP /VP/AVP	
	Marketing and Outreach Manager Chief Industrial Relations Officer	
Middle Management	Grade-A	Sr. Manager / Manager Sr. Executive Research Engineer Executive Research Engineer
	Grade-B	Deputy Manager /Assistant Manager Research Engineer Executive- Operations (Technical), Fellows
Junior Management	Assistants, Clerks	

3. Travel Approvals.

The Travel made by the Employee for the official purpose shall be pre-approved by the reporting manager within the allocated budget of the travel.

4. Entitlements for different allowances during the travel-

The Entitlements for different allowances, Mode of Journey etc. as per the designation of the Employees are mentioned herein below-

Management Level	Intercity Travel	Metro & Tier-I Cities*		Tier-II Cities*		Tier-III Cities*	
		Boarding & Lodging	Meal Allowance#	Boarding & Lodging	Meal Allowance#	Boarding & Lodging	Meal Allowance#
Top Management	Business Class by air / AC-I by train Executive	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Key Managerial Personnel	Business Class by air / AC-I by train Executive	8000	3000	6000	2000	4000	1500
Senior Management	Economy Class by air / AC-I by train	7000	2500	5000	1500	3000	1000
Middle Management Grade-A	Economy Class by air / AC-II by train	6000	2000	4000	1500	3000	1000
Middle Management Grade-B	Economy Class by air / AC-II by train	5000	1500	3000	1000	2000	800
Junior Management	AC-III by train	3000	1500	2000	1000	1500	500

Note-

- Above entitlements can be claimed subject to the submission of the relevant invoices/bills/tickets etc.
- In case of non-submission of the invoices/bills for Boarding, Lodging and Meal expenses, reimbursement of the aforesaid expenses can be made upto 60% of the Employee's entitlement by signing a Self-Declaration Form as per the format appended in **Annexure-1** to this Policy.

5. Local Travel Expenses

SR.NO.	Management Level	MODE
1.	Top Management	Hired Cab
2.	Key Managerial Personnel	Hired Cab
3.	Senior Management	Hired Cab
4.	Middle Management (Grade A&B)	Taxi/Ola/Uber etc.
5.	Junior Management	Taxi/Ola/Uber etc.

Note - The Employee shall produce relevant invoices of these expenses. In case if the bills are not available (e.g. in case of Auto rickshaw etc.) a self-certified declaration may also be submitted in this regard.

6. Booking of Tickets -

The Air tickets shall be purchased by (i) the Company's recognised vendors (ii) from the Airlines (at Booking Counters/Office/Websites of Airlines) (iii) government recognised vendors viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways catering and Tourism Corporation Limited ("IRCTC").

The train tickets shall be purchased by (i) the Company's recognised vendors and (ii) from the booking counters of Indian Railways. (iii) IRCTC.

The Ticket (Air/Train) cancellation charges may be reimbursed by the Company to the Employee on submission of the documentary proof of such cancellation.

7. Travel by Road (through owned Car/Cab etc.)

Subject to the prior written approval of the COO, the Employee, at his/her own risk, may travel by his/her owned Vehicle or Cab @16/- per kilometre + Toll tax. However, approval of the Project Director in this clause shall not be required in case if the travel is being made by the company officials referring to the Top Management.

8. Travel Advance

Upon request, the Employee may apply for an advance to provide funds to meet out the Travel expenses upto 80% of the total projected expenses of the travel. The Employee may request for the travel advance maximum 10(ten) days before the journey date. The application format for Travel/Advance Approval is appended in **Annexure-2**. The Employee shall submit/email the copy of the train/air-ticket to the finance team before the start of the travel.

9. Submission of the Invoices

The Employee, within 15 days from the completion date of his travel, shall produce original invoices for the Boarding & Lodging, Meal Bills, Train, Air Tickets and Boarding Pass etc. to the Finance Department of the Company, with an Expense Report on a format as prescribed by the Company. The format of the Expense report is appended in **Annexure-3** to this Policy.

10. Self-Certification in case Boarding Pass is not submitted.


In case, the employee is not able to submit the Boarding-pass, the Employee may submit a self-declaration certificate, as per the format appended in **Annexure-4** in lieu of Boarding Pass along with the Air Tickets.

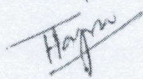
11. Separate approval for the expenses not covered under this Policy

The Employee shall obtain separate approval from the COO/Project Director of the Company for the expenses met during the Travel which are not specifically mentioned in this Policy.

12. Approval for any deviation, amendment, or modification of this Policy

The Project Director may approve any deviation, amendment, or modification of this Policy on a case-to-case basis.


Ajaya Kumar Misra
CFO


Tanim Hajra
COO