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Travel Rules for Officers on Company's Business

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Travel Rules for Officers on Company's Business

1. Scope :

This policy is applicable for all officers including officers on FTC, at all locations of JUSCO Ltd.

2. Approving Authorities

Table – I

Place of visit		Approving authorities
From	To	
I	II	III
Jamshedpur or any other locations	Any location within 500 kms	Respective Superior – For Executives in level JM7 & above. JM7 & above – For Executives in level JM8 & below.
	Any location exceeding 500 kms	MD – For his direct reports Divisional Heads – For their respective divisions.
	Any location by Flight	Divisional Heads - For their respective divisions.

Any visit on Company's Business must be sanctioned by the authority as given above.

3. Travel & Accommodation Entitlements

Table - II

LEVEL	MAXIMUM ENTITLEMENT			
	Accommodation (Hotel) (Indicative)	Car type	Air	Train
JM1 - JM2	5 Star	Ola / Uber / Radio Cab / Hired Taxi to be used for point to point travel, wherever such facility exists and claim reimbursement as per rules.	Economy Class	1st AC
JM3 – JM7	4 Star : Upto Rs.8000/- p.d.		Economy Class	II nd AC
JM8- JM13	3 Star : Upto Rs.5000/- p.d.		Economy Class	II nd AC
O Level & officers on FTC	Metro – Rs.2500/- p.d. State Capitals & Listed Cities – Rs.2000/- p.d. and Smaller Town – Rs.1500/- p.d.		Economy Class	II nd AC

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The class of hotel mentioned is indicative. It will depend on the agreement with Hotels relevant at that moment of time. Decision will be taken by Administration.

TA / DA can be claimed only when, one way distance exceeds fifty kilometers and the duration of tour including travel time is more than eight hours.

Pick & Drop Facility:

1. To lady officers requesting for company provided vehicle, wherever available, only in case they are travelling alone. If however, female employees are accompanied by male employees, then they will also be part of new arrangements (i.e. OLA / Uber etc.) and claim reimbursement as per company policy.
2. Company will provide vehicle facility for pick and drop only in cases where Divisional Head's approval with reason is provided in the travel request.
3. Officers availing perk car/cash option and chauffeur wages will not be provided with pick up and drop to airport / railway station and vice-versa in their place of posting during office hours on weekdays.

Travel within Town/City:

1. Officers on company business will be provided pick & drop facility from Guest House/Hotel to the place of work and vice-versa at Jamshedpur only from central car pool (based on availability).
2. Locations other than Jamshedpur, officer will use App based taxi provider like Ola/Uber etc. for local travel and claim reimbursement on actual on submission of receipt.
3. Locations where App based taxi provider like Ola / Uber etc. is not available for local travel, the claim for reimbursement will be made up to a maximum of Rs.15/- per KM by furnishing the travel details like place, distance & mode of travel.

Inter City / Town Travel: By own car

- Officers in level JM7 & above, who undertake Inter City/Town travel in their own car on company business, with prior approval, would be reimbursed @ Rs.15/- per km. The distance travelled will be based on self-certification by the officer. The officer will be required to submit a declaration to the effect to claim reimbursement.

NOTE: *If two or more officers are travelling together by road to the same place for the same job, conveyance expenses should either be shared or claimed by one officer only.*

4. Daily Allowance (DA) / Incidentals on Company's Business

- The claim for Daily Allowance (DA)/Incidentals per day on company's business will be as follows:-**

Travel Duration	Daily Allowance (DA) / Incidentals
Less than 12 hours	Half
More than 12 hours	Full

Note:

- In case an officer is provided with Guest House / Hotel with free food facility by Company / host Company, the officer will be entitled for Incidental charges only.
- An Officer can take personal leave during the travel duration. However, the company will not make any arrangements for accommodation/conveyance for the leave period and the Officer will not be entitled for DA/Incidentals for the duration of leave. The Officer has to apply for leave through SAP HR portal before proceeding on the travel.

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- **Entitlement for Daily Allowance and Incidental charges (mentioned within brackets) for officers are given below.**

Table - V

Levels	Daily Allowance	
	National / State Capitals & Major Cities *	Smaller Towns
JM1 - JM2	1100 + (225)	500 + (200)
JM3 - JM4	1000 + (200)	475 + (175)
JM5 - JM7	900 + (200)	450 + (175)
JM8 - JM10	800 + (175)	425 + (150)
JM11	600 + (150)	350 + (125)
JM12 - JM13	500 + (125)	300 + (100)
O Level & officers on FTC.	450 + (100)	250 + (100)

* Agra, Ahmedabad, Aligarh, Allahabad, Amritsar, Asansol, Bareilly, Belgaum, Bhadrawati, Bhavnagar, Bhilai, Bikaner, Bokaro, Burnpur, Cochin, Coimbatore, Coonoor, Dhanbad, Durg, Durgapur, Faridabad, Ghaziabad, Gorakhpur, Guntur, Gurgaon, Gwalior, Hubli, Indore, Jabalpur, Jodhpur, Jullunder, Jammu, Jamshedpur, Kalyan, Kanpur, Kochi, Kolhapur, Kota, Kozikode, Ludhiana, Madurai, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Paradip, Pune, Rourkela, Salem, Secundrabad, Surat, Thane, Tinsukia Tiruchirapally, Vadodara, Varanasi, Vijayawada, Vijayanagaram, and Visakhapatnam

5. Accommodation (Guest House/Hotel):

- Wherever company arranged guest houses are available, officers will be provided accommodation in the Guest Houses only. If guest houses are full, hotel accommodation can be provided with due sanction from appropriate authority.
- However, if the officer, not having company provided/own/rented accommodation at the location, wishes to stay in accommodation arranged by himself/herself, he/she may do so in which case he/she would be entitled to the following :

Level	National / State Capitals & Major Cities (Rs./day) *	Smaller Towns (Rs./day)
JM1 - JM2	1800	1000
JM3 – JM7	1200	800
JM8 & below	1000	600

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Note: Claim against self-arranged accommodation will be allowed only in case of overnight stay at location.

This will be in addition to existing DA/Incidental charges given to officer if he/she decides not to opt for company arranged guest house/hotel accommodation (Transfer cases / New Joinees / Temporary transfers are not covered under this scope).

- Transit facility at guest house wherever available will be provided. In case guest house facility is not available, alternate arrangements would be made for stay over six hours.
- When an officer stays in a self-arranged accommodation (other than guest house/hotels) during the Company's visit, he will be entitled to daily allowance & incidental charges as mentioned in table -IV. However, if an officer visits a place where he/she has been allowed to retain company accommodation, he/she (a) will not be permitted to stay in guest house / hotel, and, (b) will not be entitled for DA and Incidental charges.
- Officers staying at Company arranged guest house (having food facility) will be paid Incidental charges only.

6. Cash Advance / Settlement of Bills / Use of Credit Cards

- Officers may obtain a cash advance for business travel by submitting a duly approved written request to Finance & Accounts Department.
- Officers can also use their credit cards to meet certain expenses while on CB. They can then claim reimbursement, by submitting the receipts / slips to Finance & Accounts Department.
- To avoid the entire cash advance being deducted from the salary, officers are requested to settle their travel bills within 15(fifteen) days from the date of their return.

7. Higher Class of Travel / Stay

- Generally, officers are required to travel / stay as per their entitlement as given in table - II. However, in very exceptional cases, higher class of stay or travel will be allowed only if sanctioned by MD.

8. Travel Reimbursement :

- Actual reimbursement for point to point travel on CB will be made on submission of valid supporting document along with the TA/DA Bills.
- For local travel where receipt is not available, reimbursement will be made up to a maximum of Rs.15/- per KM. The officer needs to furnish the travel details like place, distance & mode of travel in his claim form.
- For reimbursement against entitlement as defined above, no approval is required for travel already sanctioned.
- However, for any reimbursement of unforeseen expenses, not covered as per entitlement, the officer will have to obtain approval of the concerned authority.

9. General Rules :

- Executives must plan their travel on CB well in advance to avoid additional expenses on train/air fare. Executives travelling by road in Company hired vehicle are expected to raise Travel request by 12:00 noon of the previous day.
- Executives travelling to out locations should plan their travel in such a manner that overnight stay is avoided, if practical.
- Executives travelling to out locations/project sites from Jamshedpur or vice-versa should get prior confirmation regarding availability of rooms in our own guest house before booking of any hotel.
- Executive visiting Kolkata need to plan their visit subject to availability of accommodation in TSL/ISWP Guest House.
- Executives while travelling on CB must observe all safety requirements (Annexure-I) and also be guided by Company safety standards as amended from time to time.
- Executives travelling by road on CB cannot take along any non-entitled person in the same vehicle without prior approval of the appropriate authority.
- Hired Car for road travel would be arranged by Travel Desk under Administration

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- Innova or SUV would be provided to a group of four or more executives travelling on CB or to Executives in level JM 4 and above only in case two or more Executives are travelling with them. Any deviation would have to be approved by Sr. GM (SS).
- Journey will be permitted through the shortest possible route.
- Officers are requested to book their travel tickets through company appointed / specified Travel Agents. However, in case any officer travels by self-purchased tickets then the same should be submitted along with Travel reimbursement claim.

FOREIGN TRAVEL RULES

The below mentioned **Daily Allowance Rates, including expenses for stay, for Officers/employees for visit abroad** are applicable:

Level	SAARC Countries US \$ / Day	South East Asian Countries US \$ / Day	America, Canada, Middle East, Africa US \$ / Day	Europe, Japan, S.Korea, US \$ / Day
JM1 - JM2	250	300	300	400
JM3 - JM10	200	250	250	350
JM11 - JM13	150	220	220	300
O Level & Officers on FTC	125	165	175	270
Supervisors	125	165	175	270
Workers	100	150	150	220

In addition to the above, US \$ 50 will be given as free exchange (one time) for each visit **except to the SAARC countries**. In cases where full hospitality is provided by the foreign Company / organization, incidental daily allowance @ US \$ 40 is provided to high cost countries in Col.5 & US \$ 30 to rest of the countries.

SAARC Countries : Pakistan, Bangladesh, Sri Lanka, Maldives. No foreign exchange for Nepal and Bhutan.

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South East Asia : Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Vietnam, China, Taiwan, Singapore, Thailand.

Col. 4 : USA, Canada, Mexico, S. America, Africa, Middle East, Australia, New Zealand, CIS Countries.

Col. 5 : EUROPE, Japan, South Korea.

The daily allowance includes stay in the hotel, meals and transport. In case of travel to long distances outside the city of visit, one can take the following options:

- 1) Air tickets before the journey if air connection is available.
- 2) For travel by train, the travel agent could provide Euro Rail, British Rail or Japan Rail Pass for the place of visit.
- 3) For travel within USA by air, VUSA (Visit USA) air tickets (coupons) is provided by the travel agent.
- 4) For travel by road transport, the officer concerned should ascertain the approx. fare from the foreign party where he is visiting and put up in writing the amount required. The amount can be advanced along with the daily allowance. The concerned officer, on return, should render the account along with supporting receipts and return the unutilized foreign exchange to the Company.

While finalizing the itinerary or giving the final go ahead to the Travel Agent, it should be ensured that the travel agent has given the most economical fare keeping in mind maximum saving to the Company through creative ticketing.

Since there is a great potential in accruing saving, each travel should be monitored and the travel agent asked to provide the best fare / deal.



(Ashish Mathur)
Managing Director

SAFETY REQUIREMENTS FOR TRAVEL POLICY

1. Speed

Speed limit shall be adhered to in accordance with the defined limits.

2. Seat Belt

Seat Belts shall be worn by all occupants (Both at the front and rear seats) in the vehicles at all times during travel.

3. Mobile Phone and other distractions

Mobile phone (talking or texting or on hands-free) must NOT be used while driving. Other distractions also should be avoided.

4. Distances travelled and travel at night

Travel more than 350 km in a day should NOT be undertaken. Driving on highways / hilly areas / valley sections between 8 PM to 5 AM should NOT be planned. Public transport is permitted during this time.

5. Influence of Alcohol, Drugs and Medication while driving

Driver must NOT be under the influence of alcohol, drugs or medication. Alcohol makes one sleepy, reduces alertness and impairs one's ability to judge speed and distance. Avoid medicines that cause drowsiness before a journey.

6. Rested and Alert

Drivers should be adequately rested before travel and on long distance journey. A 15 minutes break should be taken every 2 hours of driving.

7. Vehicle Fitness

The vehicle being used shall be fit for purpose and well maintained.

8. Defensive Driving Training

All employees and drivers who drive regularly on JUSCO business must go through the Defensive Driving Training and should undergo the refresher training every 3 years.

9. Overseas Travel

When travelling abroad, dos and don'ts on safe travel that are applicable for the host country / location should be understood.

10. Emergency Numbers

In case of any eventuality / incidents during travel, the emergency numbers should be known to the traveller in order to have quick access to support systems (Emergency numbers of Hospital / Ambulance / Local Contact / Help).

11. Reporting of Road / Vehicle related incident

Any road / vehicle related incident needs to be reported to the immediate supervisor / Manager in the predefined Incident Reporting format (HIPO – High Potential Incident or MIA – Major Incident Announcement). This should also be communicated to the respective PRO administration and Corporate SHE.

All the employees are expected to adhere to the safety requirements as stated above. 'Guidelines on Consequence Management for Safety Non-Compliance' will be applicable for any deviation from this policy.

FREQUENTLY ASKED QUESTIONS

- 1. Where, whom, what scenario is the travel safety policy applicable? Is the policy applicable to Consultants / Associates / Visitors whose travel has been arranged by JUSCO?**

Whenever and wherever the company arranges / reimburses the travel, Travel Safety Policy is applicable. Yes, in case of Consultants / Associates / Visitors, department hosting the travel will ensure that travel has been arranged in such a way that it meets all the requirements of safety under Travel Policy.

- 2. What are the speed limits?**

Speed Limits are as per the applicable speed limits in the state & mentioned on the signage. Where speed limits are not specified the best judgement must be taken by the driver taking into consideration the risk, for e.g. Narrow Bridges, passing through villages, hilly areas, etc.

- 3. What if my own / company arranged vehicle / taxi that I am taking for business purpose is not provided with seat belt or if seat belt is not functioning.**

Only vehicles with proper seat belts must be used for company travel. If seat belt is not functioning or not available, another vehicle should be asked for. Planning should be done that registered service providers are used for transport. If taxis are used please use the front seat where seat belts are usually provided.

- 4. Can I take an urgent / emergency / Manager's / Critical Customer's / Client calls just for a minute while driving?**

No. If required, pull over in a safe manner and park the vehicle in the safe area and then take the call.

5. Is this policy applicable for perk car/ company owned car?

Yes, because perk car / company owned car also comes under company arranged / financed travel.

6. What is the rationale behind 8 PM – 5 AM? My region has limited day light till 6 pm.

Taking into considerations all factors and best practices of the other companies, the average time has been taken. Generally after 8 PM, risk level goes higher.

7. How do I know Defensive Driving training (DDT) is mandatory to me? Whom do I contact for my DDT?

DDT is mandatory for those who drive regularly on business. For DDT and Certification, contact your BHR / BIR. For new joiners, training must be taken within 3 months of the joining. For existing employees, training must be taken within 6 months after release of this policy.

8. Are all rules of travel policy applicable at overseas

General rules like wearing seat belts, no use of mobiles, time limit and speed limits must be followed along with the laws of the land.
