

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	01
		Effective Date	01/04/2024
Title	Outstation Travel Policy	Review Date	31/03/2025
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1. Objective:

The purpose of this policy is to lay down guidelines and standard operation procedures applying to official outstation travel. Employees need to be aware of various parameters of outstation travel policy that will apply to them during official visits. At Lenexis, we regard any travel beyond 75 kilometers radius as outstation travel.

2. Eligibility:

All the employees are eligible for reimbursement on outstation travel undertaken for official work after due authorization from their respective function heads.

3. Process:

- Each individual prior to proceeding on outstation travel should take prior approval from his / her HOD on mail with reason for travel.
- Upon return the employee should prepare and verify the outstation travel expense statement as per this policy and get it approved by the function head within ten working days from time of return. Only approved expense statement and bills should be forwarded to the accounts department. Business Heads from HO reporting to the Director can self- verify their expenses and share it with account team. Accounts team will verify and process the same. All supporting bills/memos/invoices and other supporting documents including utilized tickets /their photocopies must be attached with the outstation travel expense statement. It is necessary to submit boarding pass in case of Air travel.
- Every endeavor should be made by employee in all groups to travel by train wherever/whenever possible by planning in advance. e.g., Travelling overnight whenever Superfast/Express trains (Rajdhani/Shatabdi/Tejas) etc. are available. The company encourages and appreciates such cost saving efforts.
- Employees need to plan their hotel stay in a manner that there are no additional 1-day charges for few hours. Plan the Check-in / Out from the hotel accordingly. Whenever required negotiate with hotel for early check in / Late check out.
- The outstation travel policy is not applicable in case of deputation / temporary transfer of over 15 days at a stretch. For such deputations, hotel stay & food allowance for employees will be calculated separately.

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- **Travel should be planned well in advance in consultation with the function head.** Please note that if tickets are cancelled for what so reason it's an additional expense for the company, every endeavor should be made to avoid such expenses. To claim cancellation charges employee needs to get approval from their functional head.
- Expense reports will be audited for compliance with company's policy. The manager signing the employee's expense report is responsible for thoroughly scrutinizing the expense account details and making certain that all expenses are reimbursable as per company's policy.
- No advance should be taken from Restaurants for payment of car hire, food expenses etc.
- There is no need to submit the bills for food allowance.
- Local travel conveyance will be as per local travel policy at respective grades.
- Laundry allowances can be claimed for the outstation stay above 5 nights as per grade-wise eligibility. Invoices related to the same need to be submitted.
- Employees should not be accompanied by their family members /relatives/friends while going on an official visit.
- Employees should use the mode of travel as per their entitlement mentioned below. Any deviation from the policy needs to be duly authorized by the Head HR.
- Unaccounted expenses can be claimed under incidental expenses as specified.
- When an employee stays with relatives / friends while on outstation travel on the company's business, he/she can claim per diem allowance in lieu of hotel stay. Per Diem can be claimed for overnight stay only. For claiming per diem allowance, bills are not required. The per diem amount for each respective grade is given in the table below.
- Bills of cars hired during outstation travel should be enclosed with travel bills.
- The rates mentioned in the below table are for normal times & indicative to maximum eligibility of an employee. However, all the efforts are to be made by the employees to make the outstation travel cost-effective.

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Grade-wise eligibility for outstation travel

Nature of Expenditure	Class of City	Grades					
		S1 – S3	E1 – E2	M1 - M2	M3 - M4	M5 - M6	SM1 - SM3
Hotel Stay (Per night)	A	1000	1600	2500	3500	4300	5800
	B	800	1200	2000	2500	3700	4800
	C	700	1000	1200	2000	3000	4000
Food Allowance (Per Day)		200	300	450	500	500	500
Per Diem Allowance (Own Stay)	A	400	640	1000	1400	1720	2320
	B	320	480	800	1000	1480	1920
	C	280	400	480	800	1200	1600
Mode of Travel	Flight	NA	NA	NA	Economy	Economy	Economy
	Car	NA	NA	NA	Eligible	Eligible	Eligible
	Bike	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible
	Train	Sleeper	Sleeper	AC 3 Tier	AC 2 Tier	AC 2 Tier	AC 2 Tier
	Bus	Sleeper	Sleeper	AC Bus	AC Bus	AC Bus	AC Bus
Local Travel		Bike / Metro / Bus / Train	Bike / Auto / Metro	Bike / Auto / Metro / Cab	Bike / Auto / Metro / Cab / Car	Bike / Auto / Metro / Cab / Car	Bike / Auto / Metro / Cab / Car
Laundry		100	100	100	150	200	300
Incidental		100	100	100	150	200	200

A	Mumbai, Delhi NCR, Bangalore, Kolkata
B	Pune, Ahmedabad, Baroda, Surat, Goa, Hyderabad, Chennai, Coimbatore
C	All the other cities than above

- Lodging - All rates are exclusive of taxes
- Flight can be used - If one way travel is beyond 200 KMs, Low-cost Airlines: Indigo, Go Air, Spice Jet, Jet lite. Air Tickets - It has to be strictly ensured that cheapest fares are procured.

AMENDMENTS: This Policy supersedes all earlier policies made in this regard and the Management, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy any time without any notice.
