

This policy is created and intended for the Employees under the loyalty and employee benefit program. A foreign travel policy (FTP) for employees is a high priority for organisations with employees travelling the globe for business purposes

# Short Term Foreign Travel & Outdoor Allowance Policy

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# Introduction

This policy is created and intended for the Employees under the loyalty and employee benefit program. A foreign travel policy (FTP) for employees is a high priority for organisations with employees traveling the globe for business purposes. It will act as a clear and straightforward guide, helping employees understand the nitty-gritty of expense reimbursement, travel safety, and personal well-being.

## Eligibility

1. Employees must have completed one year in the organisation as full-time employees unless and until the management agrees.
2. The employee should have a valid passport.
3. An employee should not be serving notice of the service.

## Outdoor Monthly Allowance

The employee with a salary range up to ₹20000 per month will receive the sum of ₹10000.

The employee with a salary range between ₹20000 to ₹50000 per month will receive a sum of ₹15000.

An employee with a salary range of more than ₹50000 per month will receive the sum of ₹20000.

Employees will receive an allowance in local currency and their salary account.

## Expense categories and limits

The company will bear any expenses in the below categories.

- Hotel bookings
- Personal car mileage
- Airfare
- Ground transportation, including rental car expense
- Incidental expenses
- Per diem rates or daily allowance for miscellaneous spending
- Cash advances
- Visa expenses
- Public transportation allowance Inc. trains, buses, and trams
- Airline ticket reservation and cancellation

## Non-reimbursable expenses

A company may not cover certain expenses, including personal costs, during the course of international travel. These are known as non-reimbursable expenses.

Some of the most common items are:

- Alcohol
- Childcare
- Hotel upgrades
- Airline ticket upgrades from economy class to business class
- Valet
- Airport lounge fees
- Foreign transaction processing fees
- Duty tax
- Expenses due to negligent traveling
- Personal travel expenses
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## Expense claim reporting

An employee can report an international travel expense by simply emailing the Account department, HR department, and their immediate manager or using the Online HR portal. Every payment claimed needs approval from the direct manager.

Every expense needs to be reported within 2 weeks of your return. Employees need to submit proof of expense with the email.

## Travel Card for Foreign expenses

The company may issue a prepaid travel forex card for outstation expenses. A Forex card is a prepaid travel card that you can load with a foreign currency of your choice. You can use a forex card like a credit or debit card to pay for your expenses in a local currency abroad.

## Expense reimbursement

All the expenses will be reimbursed with the next salary cycle in the bank account. All expenses must be made via the company credit card or travel card.

## Foreign Currency Advance Payment

An employee can choose to request a foreign currency between £50 and £100 per month while on the trip for personal expenses on a month-to-month basis. All the personal expenses will be considered as an advance payment and will be deducted from the next month's salary. Any unused foreign currency amount can be returned to the company before the end of an assignment. The default conversion rate would be £1= ₹100 for any calculation, which may change from time to time as to the desecration of the management.

## Post Assignment T&C

An employee cannot resign from his position until One-year completion from his date of return of a foreign assignment. Suppose an employee still wishes to decide to leave his post. In that case, the company will recover all the expenses (such as lodging, boarding, training, travels, leisure, Outdoor allowance, and any other costs incurred) on their journey.