



WORK RELATED ENTITLMENTS

TRAVEL AND LODGING

OBJECTIVE

To lay down entitlements and procedure for travel, board and lodging for executives, while traveling locally or out of station, on official work.

ROCEDURE AND RESPONSIBILITY

All Outstation tours have to be authorized by the CEO before the Executive goes on tour in writing through E Mail. Trips should be planned so that dates are firm and cheap tickets can be bought.

AIR TRAVEL CRITERIA

- All personnel will be entitled to fly by low cost Airlines unless road / train travel is less than 5 hours, else on luxury coaches or by personal car. Car Rentals will not be allowed under any circumstances.
- Air Ticket will be bought by the Corporate HR for low cost flight. The Executive must inform dates and preferred times of travel. Everybody is encouraged to use low cost carriers. High cost carriers must be avoided unless cleared. No tickets to be purchased directly.
- All personnel should travel on morning flights to avoid hotel stays for the night before unless there is a very urgent early morning meeting. Similarly all personnel must take the last flight out after finishing work to avoid an extra night's hotel stay. Any exceptions to this must be authorized by the CEO through Mail.
- Company Policy does not allow for any Executive to their extend stay in a city due to personal reasons or take a detour ongoing / return via another city or clubbing personal visit with a business one. Any exceptions need to be cleared by the CEO and appropriate debits will be made in the personnel's Account. If not authorized this will be treated as a serious breach of discipline.

HOTEL STAYS

- If staying at a client Hotel, TLC® staff must conduct themselves with due care and ensure that they are formally dressed at all times when in public areas. The billing should be as per Agreement with the client. No liquor / tobacco / phone calls should be charged to the client. No Dry Cleaning can be charged either to the client or the company. Only normal use laundry and pressing is allowed if staying for more than 3 days.
- If staying outside the Hotel but on Company work then Executive Managers can stay in a three star hotel and will be entitled to the same benefits and terms as staying in a client hotel.



For other Executives and Staff, appropriate arrangements will be made by the Executive Managers and the local Manager who is being visited.

- All Bills and Boarding Cards must be kept and sent to Accounts in originals for claims to be settled. Without original supporting, settlements will not happen.

OUTSTATION TRAVEL ALLOWANCE

This is standardized for all Executives at Rs 250 per day for miscellaneous expenses like tea / coffee, snacks, tips etc. It is only applicable if the maximum stay at a time is up to one week. No supporting required.

LOCAL CITY TRAVEL

TLC Conveyance Sheet

TWO WHEELERS

Sr. No.	Petrol Price (Rs.)	Convy Rate (Rs./Km)
1.	45-50	2.50
2.	50-55	3.00
3.	55-65	3.50
4.	65-70	4.00
5.	70-75	4.50

FOUR WHEELERS (Chargeable Managers and Above)

Sr. No.	Petrol Price (Rs.)	Convy Rate (Rs./Km)
1.	45-50	5.00
2.	50-60	6.00
3.	60-70	7.00
4.	70-80	8.00



OFFICE MEAL ENTITLEMENTS

The Company does not provide office meal facility to its employees. Exceptions can only be made for people who are working beyond 9 pm at night in the office premises at the rate of Rs 75/- per Executive. These will need to be approved by the Program Manager or the immediate Boss and will be settled on actuals with the upper limit being Rs 75/ Executive. The bill must be countersigned clearly stating a reason as to why the person was working late.

Executives may order a meal for themselves ONLY during lunch hours, paid directly by them and not charged to the Company. However, the left-over has to be disposed off, outside the office immediately after lunch. Wherever possible, the eating place must not be the work table.

BREAKS

- All breaks for lunch, tea / coffee etc should be by fixed time and in batches. Under no circumstances should the office be left unattended or under control of a junior or new personal.
- Manager / Assistant Manager / Team Leader must take breaks alternately and not together.

In some cases, as our offices are based on client premises, there may be a facility to use the staff cafeteria for full time personnel. That is to be treated as an exception rather than a rule:

1. Staff and Executive Birthday celebrations will be limited to a cake costing a maximum of Rs 400/-
2. The Company will provide for tea / coffee and drinking water, tea / coffee breaks may be allowed for 15 minutes, twice a day one pre-lunch and one post lunch.
3. All food left overs should be packed and thrown in bins outside the office premise and not left in the office at all.
4. No food items are allowed in offices that are within the hotel premises. Employees are expected to use the staff cafeteria during lunch hours.
5. All employees are expected to behave in a professional manner while using the hotel staff cafeteria. No loud talk, screaming, shouting or fighting.