

YASKAWA	TRAVEL AND RELOCATION	Procedure No	YIND-H-PR-10
	POLICY	Date & Rev No	01.11.2022 / K

1. SCOPE

The policy covers travel processes and guidelines for the official travel both domestic and International in terms of lodging, boarding and local conveyance. This policy covers all employees including new joiners.

2. OBJECTIVE

- (a) This policy aims at providing reasonable comforts to employees to ensure the effective discharge of their duties while on official travel.
- (b) This policy also aims at standardizing the travel & boarding expenses for all employees and optimizing the costs of travel.
- (c) This policy is being formulated in order to bring about standardization and consistency in the travel processes (including relocation), entitlements, claims and approvals.

3. RESPONSIBILITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

4. DEFINITION

NA

5. PROCESS FLOW

NA

6. TRAVEL

All travels on business requirements needs to be approved prior to travel and the same to be submitted to HR/Admin department for required arrangements. Any deviations from the Policy entitlements to be authorized by Department Head / Divisional Heads for acceptance of bills / claims.

7. TRAVEL ADVANCE [REIMBURSEMENT ACCOUNT]

Travel Advance is available for employees who have single /periodic and/or recurring travel assignments for business purpose or performance of their duties (for example: attending sales meetings /Customer or Supplier visits /company authorized events /trainings etc.), to cover the cost of a travel.

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HR & GA	Head – HR & GA	Director/CEO

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The Travel Advance is limited to and not exceeding Rs. 20,000/- for any employee at any given point of time. The above may be varied at the discretion of the Company.

The advance can be obtained by submitting advance request form duly authorized by functional / department head, the same would be maintained as revolving advance claim money in respective employee account.

The employees must submit travel report, expense claim statement with supportive bills through travel expenses reimbursement form, authorized by respective functional / department heads within seven (7) days from the date of completion of travel failing which it may result in a Payroll deduction to the extent of funds so advanced.

8. DOMESTIC TRAVEL

Travel Entitlement			
Level	Travel mode	Accommodation	Daily Allowance
L2 to L4	Air Economy	Actuals	Rs.1,500/- (DA) & Rs.1,000/- (Misc allowance per trip)
L5 to L9	Air Economy / AC Train [Prior Manager approval required for Air travel]	Rs. 5,000 (Metro Cities & State capital) Rs. 3,500 (Other Cities)	Rs.1,000/-

Note: The bookings exceeding abovesaid entitlements and/or Rs.10,000/- would require pre-approval from the Department Head.

Other conditions

- D.A. (Daily allowance) is aimed to enable employees to meet expenses on account of food & other miscellaneous expenses incurred while on official tour.
- If Hotel Fee includes Breakfast - 15% reduction on DA at payout. Lunch at Company Factory / invited by anybody - 10% reduction on DA at payout. Dinner invited by anybody - 25% reduction on DA at payout.
- Employee is entitled to 100% of D.A. if he /she leaves office for tour before lunch time and 50% of D.A. if left after lunch time.

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- (d) The Requisition form for outstation tour program duly sanctioned by the Functional Head /Vice-President shall be forwarded by the concerned employee to the HR /Administration department for requisite action.
- (e) It is expected that travel on tour will be restricted to what is necessary and consistent with business requirements. Every employee shall endeavor to economy travel /stay and other business expenses.
- (f) For the purpose of computing D.A, the entitlement shall be calculated on night spent out basis, duly supported by bill(s). and the D.A. shall be admissible on the number of days spent outstation.
- (g) Employees while submitting outstation travel claim(s) shall be required to enter taxi fare/conveyance for each occasion separately indicating the starting point and destination. Taxi Bills should preferably be attached with the claim.
- (h) Employees should be careful while settling their bills, supplementary bills will not be settled unless specifically so mentioned clearly in the claim form.
- (i) All claims regarding reimbursement(s) / advance(s) pertaining to outstation travel shall be submitted to Accounts Department within 7 days of return from tour on the Travel Expense Statement accompanied with the tour report.
- (j) Any employee travelling on training purpose the travel expenses /stay /DA and other allowance is in discretion of management to decide.
- (k) In case Executive(s) are required to stay for the night in the suburb /satellite town area for official business, prior approval of the Functional Head and or Department head shall be essential.
- (l) Own stay on travel employee would be eligible to claim Rs. 1500/- towards stay on the trip, forevery overnight stay.

9. LOCAL CONVEYANCE DURING BUSINESS TRAVEL

- (a) L4 and above employees will be reimbursed on actual of hiring taxi.
- (b) L5 to L7 will be reimbursed on actual of hiring metered taxi.
- (c) L8 & L9 will be reimbursed on actuals of hiring auto rickshaws / taxi.

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- (d) Only shortest distance as per govt. applicable rates. In case of negotiation, departmental head need to approve. Employees are encouraged to take Metro train, if place coming within that route.
- (e) Associates will be entitled to reimbursement of actual bus fare / Metro Train fare. (Exemptions as hiring of Taxi, would be reimbursed after a special approval)
- (f) If more than one employee going on same place & within same time, sharing of vehicle is applicable.
- (g) Depending upon the urgency of work, exigencies of duties, to carry bulk documents, materials and equipment, deviation to the policy may be allowed by the Vice President /Departmental Head on a case-to-case basis.
- (h) Employees staying out of office on official duty during period from 11:30 hours to 14:30 / 21:00 to 24:00 hours and not returning to office during this period shall be entitled for fixed lunch allowance /Dinner allowance of Rs.250/- or actual lunch /dinner bills, subject to maximum cap of Rs.500/-.
- (i) Local Travel upto 200 KM radius from office on business and would be eligible to claim Rs.250/- fixed Lunch allowance /Dinner allowance of Rs.250/- or actual lunch /dinner bills, subject to maximum cap of Rs.500/-.
- (j) Employees claiming Lunch allowance shall not be entitled for D.A for outstation travel on same day. However, employees can claim actual Dinner expenses subject to maximum cap of Rs.500/-, if traveling between 5PM to 9PM.
- (k) The fixed Lunch /Dinner Allowance payouts are subject to applicable tax deduction at source (TDS).

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Local Conveyance Reimbursements [Max travel radius <200KMs]

Heads	Rate / Per KM
Employee-Owned Vehicles	
Two-Wheeler	Rs. 6
Car	Rs. 16
Company provided Vehicles	
Two-Wheeler	Rs. 5
Car	Rs. 12
Management will revise the above rates depending upon the change in fuel prices.	

The employee who is using their own two-wheeler /car for coming to the office from home and vice versa is entitled to the following. The monthly allowance is subject to producing of required vehicle documents.

Level	Vehicle	Monthly Limits	Remark
L6 ~ L5	4-wheeler	Rs. 10,000/- PM fixed allowance	Toll charges reimbursement up to Rs.1,000/- per month for Manesar Employees only. Paid through monthly salary [commute and breakfast allowance]
	2-wheeler	Rs. 6,000/- PM fixed allowance	
L7	4-wheeler	Rs. 8,000/- PM fixed allowance	
	2-wheeler	Rs. 5,000/- PM fixed allowance	
L8 ~ L9	Walk /Metro / 2-wheeler	Rs.3,000/- PM fixed allowance	

Notes:

1. The above allowance is not applicable to employees who use company cabs or company vehicles
2. Employee (Level L5-L7) shall opt for either Company cab /Fuel allowance. Employees shall provide a declaration at the beginning of the year confirming the option in the specified format.
3. Fixed Conveyance allowance of Rs. 3,000/- PM would be applicable for employees [L7~L5 level] who are not using the company cab/own vehicle.
4. The Toll charges reimbursement shall be limited to Manesar employees coming to the office from home and vice versa using their own vehicle and employees shall submit the Toll

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charges bills & log with the approval of the Team leader and the COO.

- The above entitlements are subject to applicable tax deduction at source (TDS).

Employee coming to office / visiting customer on holidays /Sundays are expected to use economic travel by using personal vehicles within the parameters of their entitlement specified herein- below for to & fro commutation from residence to office and back. Visit plans to be approved and informed in advance to Admin department.

10. INTERNATIONAL TRAVEL

International Travel Entitlement				
Level	Travel mode	Boarding (US \$)	Daily Allowance	Total Entitlement
L2 to L4	Air Economy	150	65*	215
L5 to L7	Air Economy	120	60*	180
L8 & L9	Air Economy	100	55*	155

***If Hotel Fee includes Breakfast—15% reduction on DA at payout Lunch at Yaskawa Factory—10% reduction on DA at payout Dinner invited by anybody—25% reduction on DA at payout.**

Other Conditions

- Employees are required to provide Travel request form with the due approval from respective manager /HODs to Admin department for making necessary arrangement on travelling and lodging.
- Admin department would provide travel tickets along with overseas medi claim insurance policy as a mandatory, keep in mind the health aspects.
- Amount payable has been divided into two heads, Hotel Charges (Boarding) & Daily Allowance (living expenses).
- Hotel Charges shall be payable on actual basis subject to maximum as per entitlement for each category on per night basis and are required to be supported by

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bills. Wherever it is not possible to obtain bill(s)/ receipt(s), expenses shall be reimbursed on declaration basis after providing necessary details in the prescribed travelling form.

5. For stay during daytime where departure is after 12:00 hours, Daily Allowance only shall be payable. Bills shall not be required for claiming Daily Allowance.
6. These allowances are not applicable for training related travel, travel for special projects and where stay in the foreign country is for more than 15 days at one place. Allowances for such travel shall be dealt with separately on assignment-to-assignment basis.
7. If a person is making his own stay arrangements, he shall be paid 1/3rd of his entitled hotel charges.
8. If meals are provided by the hotel / client, then 50% of the dearness allowance shall be payable.
9. Wherever boarding & lodging is arranged by the collaborator/ customer or otherwise, only dearness allowance to the extent of 50% of the entitlement shall be payable.
10. For the purpose of calculation of Daily Allowance, number of days shall be calculated excluding the day of travel (arrival & departure days from destination country) and free days at the destination country.
11. 75% of the living expenses will be paid if time of arrival at the destination country is after 1200 hours and 75% of the living expenses will be paid if time of departure from the destination country is after 1200 hours.
12. Employees are eligible for following before the business travel,
 - (a) **Kit Allowance:** Employees travelling may have to incur expenses on items such as warm clothing, shoes, travel bags & business attires etc. To address this, employees are eligible to claim Kit Allowance.

Kit Allowance is of Rs. 20,000/- for a block of three years. From the 4th year onwards, employees are eligible to claim kit allowance again, for the block of

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next three years. Bills need to be produced against such claims. For the purpose of this calculation, the block starts from the date of first International Travel. (The kit allowance is applicable for business related trips only)

- (b) **Tour Advance & Other arrangements:** Tour advance or any other expenses borne by the company (Finance Department) directly shall be considered as employee's advance (travel) in his account and shall get converted into expenditure only when the employee submits the sanctioned tour claim approved by Manager / HODs. Employees can avail travel advance to the limit eligible as cash and through VisaTravel Money (VTM) card. The total advance will be limited to the per day eligibility (i.e. sum of hotel stay+ conveyance+ out of pocket) multiplied by number of days for travel. The advance will be arranged by the administration department & also local travel conveyance like Rail pass travelling in Japan.
- (c) **Matrix card (telephone card/handset):** For availing the Matrix Card, an employee has to send a request to Local Admin, along with the Travel booking request. Admin will issue the card in the name of the employee. Once an employee has returned back from the travel, he/she needs to settle the expenses with Matrix, as within 7 working days and post that can claim the expenses using the normal expense claim procedure along with other overseas expense claims.
- (d) **Local Conveyance at Overseas:** Conveyance would cover car rentals, fuel expenses, driver charges, public/local transport, taxi charges, or charges through any other mode of commute for travel between office and place of stay.
- Conveyance expenses incurred on travel for official work (other than commuting from place of stay to office & return) will be paid on actuals, after necessary approval from Manager/HODs.
- (e) **Spouse/Guest/Personal Travel Combined with Business:-** Travel expenses for family members or guests are not reimbursable. However, a guest / Spouse may share accommodations as long as there is no additional cost to the company as a result.
- (f) **Personal Trip:** An employee can club personal trip with the business travel as long as following conditions are met:

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- This does not affect the business timeline & quality of deliverables
- Differential fare(s) to be paid by employee
- Intimation to HR Department.

Procedure:

- (a) The executive shall be required to communicate his return to the immediate Superior on arrival. In case of odd hours (between 2100 hrs to 0600 hrs) he shall be required to report arrival in the morning on the following day.
- (b) To submit tour report and surrender unutilized foreign exchange within four working days on return from tour in case of delay please take a prior approval from Manager and inform the concern department.
- (c) Travel claim Form shall include the receipt(s) / cash voucher(s) in support of the claim.
- (d) The amount(s) mentioned are the maximum allowed in the respective category
- (e) For long projects the norms may vary from project to project.
- (f) For any calculation / conversion, Exchange rate as applicable at the time of taking the Exchange by the executive shall be applicable.

11. RELOCATION

- (a) 1 (One) preliminary trip for self-up to 4 nights – Air Economy (L6 & above only)
- (b) Boarding & lodging for 2 weeks for self & family
- (c) Transportation of household goods & 1 car on actuals subject to approval from HR department
- (d) Brokerage for lease of accommodation (1 Month Rent)
- (e) In case of employee voluntary separation in the probationary period then relocation expenses will be recovered
- (f) Any deviation is subject to the approval of HR /Divisional Head

12. PROCESS FOR TRAVEL APPROVALS AND CLAIMS

- (a) The Travel requisition form (HR/TR/01) must be sent to Admin Department after the recommendation by the concerned functional Head.
- (b) Information on the travel plan to be informed to Admin Department for travel arrangements (Booking Tickets / Accommodation / Visa / Currency Exchange) at least 6 weeks in advance.
- (c) In case of a tour being extended for personal reasons, the employee will not be eligible for incidental expenses.
- (d) All expenses incurred in connection with official work must be submitted to your immediate manager for approval with Travel expense statement (HR/TR/02)

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accompanied by supporting vouchers, within seven working days of your return from tour. The approved statement should be forwarded to finance department for settlements.

13. FLEXIBILITY

- (a) Normally all employees are expected to comply with limits specified for traveling & Boarding. In certain cases, deviations may be approved depending on work exigencies, all such deviations to be approved by HR / Vice President & CEO
- (b) Normally all flight boarding will be made in flight offering discount fares/ corporate coupons. Only in extreme exigencies regular fare will be entertained.

14. VALIDITY & CHANGE

The policy will be reviewed once in 2 years and will be approved by the Vice President & CEO. Management reserves the rights to change as and when required.

15. RELATED DOCUMENTS

- (a) Travel Requisition Form
- (b) Travel Expense statement form
- (c) Cash Advance Request form

16. REVISION HISTORY

Date	Rev	Reason for Revision
10.01.2011	A	Initial Release
26.03.2012	B	Revised
27.02.2013	C	Revised
01.04.2014	D	Revised
31.08.2016	E	Revised
11.09.2017	F	Procedure Format Updated
01.10.2017	G	Revised
01.10.2018	H	Revised
01.09.2021	I	Revised
01.08.2022	J	Limits Revision
01.11.2022	K	Limits Revision

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