

TRAVEL REIMBURSEMENT POLICY

Objective:

The Travel Reimbursement policy intends to:

- A. Regulate the finances involved in traveling to a geography which is not the city you were hired for, for a duration that is at least 1 working day & not more than 4 working days.
- B. Provide complete clarity on all aspects with regards to the traveling phase.

Effective:

The Policy will be in force with effect from January 1st, 2016

Applicability:

The employees (Regular, Probationers and Interns) of the organization.

TERMS OF TRAVEL REIMBURSEMENT

1. Accommodation

- The company will arrange for your accommodation while you're working from a region which was not the city you were hired for. If you're travelling with colleagues, your accommodation will be on a twin sharing basis.
- In most cases, the accommodation option will be equipped with a Wi-Fi facility that allows uninterrupted work.
- In case the accommodation does not offer Wi-Fi facility, an internet dongle, if needed, must be pre-approved from your HOD.

2. Travel

- The to and fro flight / train / bus tickets will be booked by Gozoop 3 days in advance (or earlier) of your travel date
- Travel details will be shared with you via email in advance by the Accounts Department
- To request a specific travel schedule, please fill the travel form on www.gozoop.com/Everything
- In case you have a frequent flyer membership number, mention that on the travel booking form to earn reward points.

3. Reimbursements

- Food & Travel: Your daily expense for food and travel will be reimbursed basis the actuals that you provide. Request you to be mindful of the expenses that you'd be making.
- Mobile & Internet: While travelling, just like when you're in your deployed city, your mobile & internet expense will be borne by you. In case you need an internet dongle while travelling, you must get it pre-approved from your HOD.
- Cost of transfers between the airport/station and the hotel is over and above what's mentioned in point 1. You can additionally claim this expense. The mode of this transfer will be recommended by HR or your HOD.
- All your expenses must be approved or pre-approved by your HOD on email for it to be added to your salary for the particular month. All expenses except local travel must be supported with bills.