

Travel Policy

The “Nova Agri Group” Conveyance Policy outlines the rules that employees must follow when commuting for official company visits/meetings. It also includes criteria for approval and reimbursement of travel expenses.

Purpose

This policy describes the method and eligibility of employees’ need for travel reimbursement. To meet business needs, the company anticipates employees to travel quickly and comfortably while being cautious with their spending.

Scope:

The policy extends to all active employees of the company, regardless of their position and responsibilities.

Guidelines

All field employees who travel for business requirements shall use their own vehicles. Apart from the transportation, employees can also claim toll & parking charges by submitting receipts. Employees should submit their transportation claim in the number of kilometres travel in a day as per the Appendix ‘Local Conveyance Claim Form’ for reimbursements along with all original bills. If any employee uses public transport, he should submit the original tickets of the bus/train as per his eligibility. Employees should plan their travel plan according to the business with proper approvals. It should not cost any extra budget to the company. And also all employees from the Marketing team should update the travel details along with meter reading proof/pics in google sheets which were shared by the HR department.

Note: Employees must wear a helmet while using Two-Wheeler, whereas seat belts while using Four-Wheeler for official purposes.

Entitlement

Employees traveling for official purposes will be reimbursed based on the below table. However, this does not apply for travel between home to office & vice versa.

Travel Advance

The requested & approved advance will be paid to the bank account of the touring employee. All expenses of the touring employee are to be paid from this advance, excluding those paid by the Company. If there is any advance payment it should be routed through the reporting manager and will be done based on the consistency and performance. However final decision will be taken by the Management.

Injury While on Tour

It is imperative that all touring employees carry their identity cards with them at all times so that the Company can get immediate and priority information in case of any accident on travel

Approving Authority

The employees traveling for official purposes have to submit the tour plan a week in advance and need to take mail approval from the Functional Manager, as applicable. The same authority applies to all tour expenses approval. Any policy deviations are to be approved by the Managing Director.

Travel Allowance for Marketing Team:

Mode of Travel	NMM & MBU Heads	BU Heads	Sr.MO & MO	All Staff	Remarks
Four-Wheeler	Rs.9	Rs.9	NA	NA	For employees, who got the down payment from the company
	Rs.10	Rs.10	NA	NA	For employees, who are using own vehicle
	Actuals	Actuals	NA	NA	Company Vehicles
Two-Wheeler	NA	NA	Rs.3.5	Rs.3.5	NA
KM's Ceiling/ Month	4800 KM's	3800 KM's	3200 KM's	2700 KM's	Any deviation need to take approval from Marketing Director/CEO before incurring expenditure.

Criteria for Daily Allowance:

Designation	<6 Hours	<12 Hours	>12 hours	Night Halt	Employees should claim their DA during their meal times. It is strictly prohibited to claim the food bills by offering lunch/dinner to peers/subordinates.
National Head	0	225	450	750	
MBU Head	0	225	450	750	
BU Head	0	125	250	450	
Sr.MO & MO	0	90	180	300	
MOT	0	75	150	250	

Eligibility for Driver:

For the employees who are using Four-Wheeler to hire a driver, their business should cross more than 5 Crores. Otherwise, they are not eligible to hire a driver.

Note:

- The monthly TADA bills should not exceed as per the below criteria.
- NMMs - 60,000 Max
- MBUs - 50,000 Max
- BU Heads - 35,000 Max
- Others - 17,000 Max
- For any bills reimbursement of more than Rs.50, proper bills should be submitted. Otherwise, it will not be processed.
- Vehicle details such as RC, Driving Licence, photo of opening KM reading should be furnished to the HR department. In prior information has to be provided to the HR Department if, there is any changes will be made by the employee regarding the Vehicle and the same has to be approved by the HR Department.

Classification of Cities

Category	Cities
A Category	Delhi, Mumbai, Kolkata, Hyderabad, Chennai & Bangalore
B Category	Ahmedabad, Jaipur, Kanpur, Nagpur, Lucknow, Patna, Pune, Surat, Visakhapatnam, Vijayawada, Kochi, Coimbatore, Rajahmundry, Thiruvananthapuram, Bhopal, Vadodara, Ludhiana, Agra, Madurai, Nasik, Faridabad, Varanasi, Rajkot, Jabalpur, Jamshedpur, Allahabad, Amritsar, Indore, Gorakhpur, Hubli, Dharwad, Bhavnagar, Raipur, Mysore, Mangalore, Guntur, Bhubaneswar, Amravati, Aurangabad, Srinagar, Bhilai, Warangal, Kakinada, Nellore, Solapur, Ranchi, Guwahati, Gwalior, Chandigarh, Patiala, Jodhpur, Tiruchirapalli, Pondicherry, Salem.
C Category	All other Cities and towns not covered under A & B above.

Maximum Hotel rates allowed as per designations and cities per day as per actual bills. Requested to have double occupancy only when two employees are travelling together.

Grade	Class - A	Class - B	Class - C
TMC	Actuals	Actuals	Actuals
SMC	Rs.6,000	Rs.4,000	Rs.3,000
MMC	Rs.4,000	Rs.3,000	Rs.2,000
OMC	Rs.3,000	Rs.2,000	Rs.1,500
Staff	Rs.2,500	Rs.1,500	Rs.1,250

Maximum Fooding rates are fixed as per the Daily Allowance

Mode of Travel

Grade	Allowed Mode of Travel
TMC	Economy Flight/2 nd Class AC Train/Rented Car
SMC	Economy Flight/2 nd Class AC Train/Rented Car
MMC	3 rd Class AC Train/Cab
OMC	3 rd Class AC Train/AC Bus/Cab
Staff	Sleeper Class Train/Non-AC Bus

For any policy deviations, need to get approval from the Managing Director/CEO.

Management Band Structure

There are five Bands in our Structure

- TMC - Top Management Cadre
- SMC - Senior Management Cadre
- MMC - Middle Management Cadre
- OMC - Operational Management Cadre
- Staff

Designation wise Band & Level Structure

