

ABMCPL / GHR / 2016- 106

January 15, 2016

ABMC Directors, Business Heads, CEOs, CHROs & CFOs

Sub: Revised Group Travel Policy: Domestic (India) and International

I am pleased to announce the revised “Group Travel Policy: Domestic (India) and International” for the Aditya Birla Group. The policy is effective 1st April 2016 and will **supersede** ABMCL/GHR/2010-55: Group Domestic Travel Policy- India, ABMCL/GHR/2010-55A: Addendum to Group Travel Policy- India and ABMCL/GHR/2010-54: Group International Travel Policy.

This policy is part of our “**Brilliant Basics**” agenda designed to enable all systems and initiatives to be efficient and effective. The Group recognizes the need to provide good service and fair reimbursements to employees while on official travel to ensure employee comfort and high productivity.

Key Highlights of the revised policy:

1. Based on the principle of trust, transition to ‘reimbursement at actuals’ from ‘limits based reimbursement’.
2. Additional benefits for frequent travelers to make their travel more comfortable.
3. Job Band 2 travel entitlement standardized to business class for domestic and international travel.
4. Definition of long haul flights revised to 6 hours for international travel.

Implementation:

Business Administration teams as well as BCOEs- Rewards & Benefits are requested to set up and launch the revised “Group Travel Policy: Domestic (India) and International” within their business/unit and ensure smooth implementation. A **webinar** shall be organized in **January 2016** for the implementation teams.

In case of any queries, please contact the Corporate Administration team on corporate.admin@adityabirla.com and/or the GCOE- Rewards & Benefits team on abg.rewardspolicy@adityabirla.com.

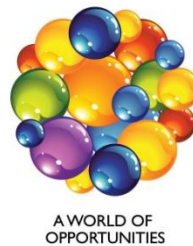
With regards,

Dr. Santrupt Misra

Copy: Chairman

Group Travel Policy: Domestic (India) and International

Policy No.	ABMCPL / GHR / 2016- 106
Policy Title	Group Travel Policy: Domestic (India) and International
Employee Value Proposition	A World of Opportunities
Applicability	Applicable to all Businesses based in India. Businesses not based in India can either adopt this policy or follow their business specific policies.
Coverage	Domestic Travel Policy - all management cadre employees at Job Band 9 and above. International Travel Policy - all management cadre employees at Job Band 11 and above.
Originator & contact information	<ul style="list-style-type: none">• Corporate Administration (corporate.admin@adityabirla.com)• GCOE- Rewards & Benefits (abg.rewardspolicy@adityabirla.com)
Effective data	1 st April 2016
Date of review	October 2020



Group Travel Policy:

Domestic (India) and International

Aditya Birla Group- India

Group refers to the Aditya Birla Group in this document. This policy is meant exclusively for the perusal of, and strictly for circulation within, the Aditya Birla Group businesses. Please note that sharing of policy information, other than with employees of the Aditya Birla Group without written consent from Group Human Resources, would be construed as a breach of the Group's Code of Conduct.

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1. Principles of the Policy

This policy is part of our “**Brilliant Basics**” agenda designed to enable all systems and initiatives to be efficient and effective.

The Group recognizes the need to provide good service and fair reimbursements to employees while on official travel to ensure employee comfort and high productivity. The policy is based on the principle of trust and is transitioning to a ‘reimbursement at actuals’ model from ‘limits based reimbursement’. Any breach shall be considered as a violation of the Group’s code of conduct.

2. Applicability

- i. The policy is applicable to all businesses based in India for domestic and international travel. Businesses not based in India can either adopt this policy or follow their business specific policies.
- ii. The policy guidelines on domestic travel (i.e. travel within India) shall be applicable to all management cadre employees at Job Band 9 and above.
- iii. The policy guidelines on international travel will be applicable to all management cadre employees at Job Band 11 & above.
- iv. ABMC Directors and Business Heads will be governed by “ABMCPL/GHR/2010-56: Group Travel Policy for ABMC Directors and Business Heads”.

Please note that the travel provisions are subject to the required budget being available. Business Heads have the authority to reduce all or any of the provisions, in the event of a budget cut.

3. Flexibility for the Businesses

Businesses have been provided with the flexibility to decide on the entitlements, within the overall entitlements in this policy, for the following situations:

- i. Trainees/interns.
- ii. Domestic travel entitlements for employee at Job Band 10 and 11 (Businesses may continue the same entitlement as defined for Job Band 8 and 9 in this policy).
- iii. Travel to frequently travelled locations like unit locations/ regional HQ.
- iv. Travel period beyond one month

4. Domestic Travel Policy

4.1 Mode of travel

Entitlements for different modes of travel which can be availed by the employees while on official travel are mentioned in Table 1. Employees may choose the most appropriate mode, basis the business requirements and budgets.

Table 1- Entitlement for Mode of travel

Job Band	Mode of travel		
	Air Travel	Railways	Local Conveyance
Exec A up to JB 2	Business Class	1 AC	Hired car
JB 3	Economy / Premium Economy Class		
JB 4 and JB 5	Economy / Premium Economy Class		
JB 6 and JB 7	Economy / Premium Economy Class	1 AC / 2 AC / 3 AC	Cab
JB 8 and JB 9	Economy Class	2 AC / 3 AC	Cab

Local Conveyance

- Employees are encouraged to use cabs for local conveyance, especially in metro and city locations. Hired cars should be used only if needed for four hours or more on a specific day. Booking of hired cars must be done through the ABG Travel Services Portal.
- Car hired for airport pick up should not be continued for local transport in home city. Bookings must be made citing exact nature of requirement.
- Women employees across all Job Bands have the option to choose hired cars for local travel, if required, when on outstation travel.

4.2 Stay

The Group maintains Guest houses in many frequently travelled locations for the comfort of its employees. The Guest house facilities can be availed by the employees via the ABG Travel Services Portal.

The order of preference for stay arrangements, while on business trip should be:

- Company Guest house (Refer Policy ABMCPL/ADMIN/02/12)
- Designated Hotels- Group Corporate Tie Ups through ABG Travel Services Portal
- Other hotels

If the employee is staying in a hotel, the indicative entitlements are mentioned in Table 2 below. Stay expenses will be reimbursed on actuals.

Table 2- Stay Entitlements

Job Band	Type of Hotel*	Occupancy	Indicative Rack Rates in INR (exclusive of taxes)#	
			Category 1 cities **	Category II cities ***
JB 3 and above	5 Star Business Hotels	Single	12,000	8,500
JB 4 to JB 7	Mid-range 4 Star/3 Star Business Hotels	Single	9,000	6,500
JB 8 to JB 9	3 Star Budget Hotel or equivalent	Single	7,000	4,500

*Type of Hotels: Examples of hotels are indicative & categorization may change based on location.

- i. 5 star Business Hotels: E.g.: ITC Hotels, Taj Vivanta, Le Meridien, Westin, Sheraton, W Hotels, St. Regis
- ii. Mid-range 4 star/3 star Business Hotels: E.g.: Taj Gateway properties, Four Points by Sheraton, Aloft Hotels
- iii. 3 star Budget Hotels or equivalent: E.g.: Ginger, Choice, ibis

**Category I cities: Bangalore, Chennai, Delhi, Gurgaon, Noida, Hyderabad, Pune, Kolkata, and Mumbai

*** Category II cities: All locations excluding Category I cities

#Indicative rates are provided to take into account more expensive locations/peak seasons. In such situations, the indicative rates mentioned above can be enhanced up to maximum 20%

Points to be noted

- i. For employees at Job Band 6 and below- In case two or more employees are travelling together for conferences, seminars, etc., they are encouraged to avail double occupancy.
- ii. For employees at Job Band 7 and above- Employees can avail conference and convention hotels as per their entitlement in case they are unable to avail business Hotels.
- iii. If required, Women employees can choose to avail a hotel (as per entitlement) even in a city with a Company Guest house.
- iv. If required, Women employees can choose to avail a hotel up to 20% higher than the indicative entitlement.

4.3 Meals

Meal expenses, while travelling for official purposes, are reimbursable at actual cost. Meal costs should be reasonable and employees should exercise prudence and fiscal responsibility at all times. Actual meal expenses not supported by bills can be reimbursed subject to a maximum limit of INR 500 per day.

4.4 Miscellaneous expenses

Miscellaneous expenses incurred while on Business travel, except personal expenses mentioned below, are reimbursable at actuals. Miscellaneous expenses not supported by bills can be reimbursed subject to manager's approval. The manager is required to evaluate the reasonability of the reimbursement quantum.

Laundry Expenses

Laundry expenses are reimbursed for travel duration greater than three days.

Personal Expenses

The following expenses are non-reimbursable and must be settled by the employee directly (The list is indicative)

- i. Pay movies / TV
- ii. Massages / Beauty and health treatments
- iii. Alcoholic beverages and cigarettes
- iv. Annual fees for loyalty schemes of hotel / airlines, etc.
- v. Fines for violation of laws

Official Entertainment

All official entertainment, including bar tabs, with clients, partners and business associates will be paid at actuals, subject to required bills being submitted along with the travel statement. Such expenses will need a special approval from the Manager/Function Head.

4.5 Frequent Travellers

For employees who travel frequently for business purposes, at least ~2-3 times a month (24-36 times a year), additional benefits are applicable to make their travel experience more comfortable:

- i. Stay can be availed at 15% higher than the indicative rack rates. They are eligible for early check-in / late check-outs (extended stay).
- ii. All expenses related to laundry shall be reimbursed irrespective of the duration of the travel.
- iii. Airport facilities: Transit rooms, shower facilities etc. can be availed by the employee, if required, and reimbursed at actuals.

Frequent Flyers will be tracked separately by the ABG Travel Services Portal.

5. International Travel Policy

5.1 Mode of travel

Air Travel

The air travel entitlements are detailed in Table 3 below:

Table 3- Air Travel Entitlement

Job Band	Class of Travel
Job Band 2 and above	Business class
Job Band 3 to Job Band 5	Premium Economy Business class for long haul flights (flying time >6 hours*).
Job Band 6 and below	Economy / Premium Economy

*Flying time considered basis airline published schedule. Flying time does not include any transit time.

Local Conveyance

Conveyance expenses incurred are reimbursable at actual cost. The conveyance costs should be reasonable and employees are expected to exercise prudence and fiscal responsibility at all times.

Employees may avail the most appropriate means of local conveyance in the city of travel. Employees may consider self-driven cars which are available in most countries as a mode of travel. However, employees must possess an international driving license and follow the legal rules & regulations of the country of travel.

5.2 Stay

The Group maintains Guest houses in many frequently travelled locations for the comfort of its employees. The Guest house facilities can be availed by the employees via the ABG Travel Services Portal.

The order of preference for stay arrangements, while on business trip should be:

- i. Company Guest house (Refer Policy ABMCPL/ADMIN/02/12)
- ii. Designated Hotels- Group Corporate Tie Ups through ABG Travel Services Portal
- iii. Other hotels

There could be instances when an employee has to stay in the same city/ location for a continuous period of more than fourteen days. In such a situation, it is recommended that the employee looks for “studio apartment” which is much more economical and comfortable.

If the employee is staying in a hotel, the indicative entitlements are mentioned in Table 4 below. Stay expenses will be reimbursed on actuals.

Table 4- Stay Entitlement

Job Band	Type of Hotel*	Occupancy	Indicative Hotel Rack Rates in USD (exclusive of taxes) #	
			North America, Europe, Australia, Hong Kong, Singapore & Japan	Rest of the world
Job Band 3 and above	5 Star Business Hotels	Single	400	300
Job Band 4 to Job Band 7	Mid-range 4 Star/3 Star Business Hotels	Single	300	250
Job Band 8 and below	3 Star Budget Hotels or equivalent	Single	150	100

*Types of Hotels: Examples of hotels are indicative & categorization may change based on location

- i. 5 star: Business Hotels: E.g.: Hyatt, JW Marriott, Le Meridien, Westin, Sheraton, W Hotels, St. Regis
- ii. 4 star/3 star: Business Hotels E.g.: Courtyard Marriott, Four Points by Sheraton, Aloft Hotels, Element hotels
- iii. 3 star: Budget Hotels or equivalent: E.g. ibis, Tulip Inn

#Indicative rates are provided to take into account more expensive locations/peak seasons. In such situations, the indicative rates mentioned above can be enhanced up to maximum 20%

Points to be noted

- i. For employees at Job Band 6 and below- In case two or more employees are travelling together for conferences, seminars, etc., they are encouraged to avail double occupancy.
- ii. For employees at Job Band 7 and above- Employees can avail conference and convention hotels as per their entitlement in case they are unable to avail business Hotels.
- iii. If required, Women employees can choose to avail a hotel (as per entitlement) even in a city with a Company Guest house.
- iv. If required, Women employees can choose to avail a hotel up to 20% higher than the indicative entitlement.

5.3 Meals

Meal expenses, while travelling for official purposes, are reimbursable at actual cost. Meal costs should be reasonable and employees should exercise prudence and fiscal responsibility at all times. Actual meal expenses not supported by bills can be reimbursed subject to a maximum limit of USD 20 per day.

5.4 Miscellaneous expenses

Miscellaneous expenses incurred while on Business travel, except personal expenses mentioned below, are reimbursable at actuals. Miscellaneous expenses not supported by bills can be reimbursed subject to manager's approval. The manager is required to evaluate the reasonability of the reimbursement quantum.

Laundry Expenses

Laundry expenses are reimbursed for travel duration greater than three days.

Personal Expenses

The following expenses are non-reimbursable and must be settled by the employee directly (The list is indicative)

- i. Pay movies / TV
- ii. Massages / Beauty and health treatments
- iii. Alcoholic beverages and cigarettes
- iv. Annual fees for loyalty schemes of hotel / airlines etc.
- v. Fines for violation of laws

Official Entertainment

All official entertainment, including bar tabs, with clients, partners and business associates will be paid at actuals, subject to required bills being submitted along with the travel statement. Such expenses will need a special approval from the Manager/Function Head.

5.5 Frequent Travellers

For Employees who travel frequently for business purposes, at least ~2-3 times a month (24-36 times a year), additional benefits are applicable to make their travel experience more comfortable:

- i. Stay can be availed at 15% higher than the indicative rack rates. They are eligible for early check-in / late check-outs (extended stay).
- ii. Bag purchase allowance: A bag purchase allowance of maximum USD 100 for every two years is available. This will be reimbursable on actuals. Exchange rate for reimbursement will be the prevailing exchange rate as on date of payment.
- iii. All expenses related to laundry shall be reimbursed irrespective of the duration of the travel.
- iv. Airport facilities: Transit rooms, shower facilities etc. can be availed of by the employee, if required, and reimbursed at actuals.

Frequent Travellers will be tracked separately by the ABG Travel Services Portal.

Enclosed:

Annexure A-Travel guidelines

Annexure B- Domestic Travel Expense Statement

Annexure C- International Travel Expense Statement

Annexure D- ABG Travel Services Portal- Domestic / International Booking Process Flow

Annexure A-Travel guidelines

The travel guidelines mentioned below are applicable for both Domestic & International travel.

1. General Guidelines

- i. Businesses should evaluate environment friendly and cost effective means of travel and communication, e.g. video conferencing, web meetings, etc.
- ii. Travel must be consistent with the need of the business. Prior approval for all travel plans in consultation with reporting manager with duly explained reason for travel is necessary for travel bookings on the ABG Travel Services Portal.
- iii. Managers at Job Band 3 and above will be the approving authority for sanctioning international travel. In case an employee does not report to a manager at Job Band 3 or above, the approval in such case will roll up to a manager at Job Band 3 or above.
- iv. Travel entitlements for Advisors/ Retainers/ Consultants shall be governed by their contractual terms. Any change shall require the approval of the Business CHRO.
- v. The policy terms are applicable for travel up to one month.
- vi. This policy shall be reviewed in October 2020.

2. ABG Travel Services Portal Usage

- i. All travel services (E.g.: Airline booking, hotel reservations, forex, visa, travel insurance etc.) for India based employees should be routed through the ABG Travel Services Portal. This is to ensure that travel undertaken is in line with the Policy entitlements.
- ii. Bookings for non-India based Business employees who have their local agencies mapped to ABG Travel Services are to be routed through the Portal. Wherever not mapped, but found more convenient and cost effective, they may use the services of the Portal.

3. Travel Risk Mitigation

- i. It is advised that certain employees should avoid travelling together e.g. MD (Managing Director) and DMD (Deputy Managing Director) of the same Business. The group should strategically be split into sub-groups, if the entire group is travelling to a single destination.
- ii. Travel involving ground transport between 12 midnight and 5 am local time should be avoided by all employees.
- iii. The ABG Code Red Program is designed to provide the best possible assistance to Group employees through referrals, alerts, advisories, general information & extend support in the event of an emergency. Employees must go through the medical & security travel advisories before and during their travel and are advised to download the ABG Code Red App which provides a direct connect to the Emergency Helpline. The Program is supported by specialist partners and a network of volunteers. For more details, employees may contact abg.codered@adityabirla.com.

4. Women Employees Safety Measures

- i. At the time of booking the hotel room, women employees should request the hotel for a room that is not interconnected with the adjoining room or located at the end of a corridor. They must request for allotment of rooms closer to the hotel lobby or elevators.
- ii. For travel within India, it is recommended that women employees plan their itinerary in a manner, wherein they are not travelling by road between 10 pm and 5 am. In case they ought to travel, they must ensure that they are either in the flight or have reached their destination before 10 pm or are leaving after 5 am.

5. Code of Conduct

- i. The policy is designed to function on the principle of trust. Any breach shall be considered as a violation of the Group's code of conduct.
- ii. Personal Usage Declaration: It is expected that the employees clearly identify all services which they are booking for personal requirements, at the time of making the booking. This will ensure it is handled appropriately for payment purposes.

6. Air Travel

- i. For travel within India, employees are expected to choose a flight with the lowest fare, within +/- 1 hour of the preferred departure time, for date of travel.
- ii. For international travel, employees are expected to choose a flight with the lowest fare, within +/- 6 hours of the preferred departure time, for date of travel.

7. ABG Guest Houses

- i. The ABG Guest Houses will be the first option to be used by business travellers and only in the event they are unavailable, shall hotel be booked.
- ii. The use of the ABG Guest Houses will be in line with the Group Guest House Policy (ABMCPL/ ADMIN/ 02/12), or any revision thereof.

8. Passport

Employees are expected to have valid passport with minimum 6 months validity at all times. Expenses on passport and its renewal are the responsibility of the employee and shall not be reimbursed.

9. Visa

- i. Employee must apply for the correct type of visa for travel- Business or Work, based on the purpose of travel & the country/s for which travel is intended. Please note that travelling on a wrong visa category can have repercussions on the organization and the individual traveller. It is suggested that employees apply for long term business visa wherever possible. This will reduce logistic challenges related to travel.
- ii. The company will bear cost of visa and other incidental charges including Airport tax, Exit tax or any other taxes relating to the visit.

10. Travel Insurance

- i. It is mandatory for all international travellers to take travel insurance prior to undertaking travel.
- ii. Frequent international travellers must take an annual global insurance in the interest of efficiency.

11. Foreign Exchange

Forex services must be routed through the ABG Travel Services Portal only and must be aligned with the foreign exchange regulatory and declaration norms of the home and destination countries.

12. Baggage Allowance

Employees shall adhere to the airline's baggage allowance limits. However, in case the employee is required to carry any official documents/assets, the excess baggage charges would be reimbursed subject to approval by the manager, basis the merits of the case.

13. Itinerary Changes and Cancellations

Efforts should be made to minimize itinerary changes as these can result in costly cancellation penalties/change fees. It is expected that all cancellations/ modifications of booked services are done within the permitted cancellation/ modification timelines to avoid 'No Show' costs.

14. Airport Wash and Change/ Lounge facilities

Airport facility for wash and change/ Lounge can be used for early arrivals / late departures/ transit and claimed accordingly.

15. Telephone/ Data expenses

Telephone expenses will be reimbursed as per the telecommunications policy of the respective business. In case a business does not have a telecommunications policy, entitlements as per the Telecommunications Policy ABMCPL/ADMIN/01/2015 shall be applicable.

Stay entitlements mentioned under clause 4.2 & 5.2 shall include the Wi-Fi charges.

16. Meeting, Incentives, Conferences, Exhibitions (MICE)

- i. It is mandatory to use the registered MICE panel for group travel (9+n pax) within India and Overseas. The details of the panel is available on the ABG Travel Services Portal.
- ii. All travel related bookings for airline ticketing, hotel bookings, rental cars, company guest house reservation for MICE or group bookings should be necessarily done through ABG Travel Services Portal. The process for floating Request for Quote (RFQ), are detailed in Circular dated 30th Dec 2015: "Travel Policy - MICE (Meetings Incentives, Conferences, Exhibitions) & Events Panel"
- iii. All employees are requested to travel in economy / premium economy for MICE.
- iv. It is recommended that the administrator / host of the event / conference / seminar be prudent and negotiate best rates for stay. Employees are requested to follow the guidelines set by the administrator / host.

17. Travel to Unit / Remote locations

Any travel to unit locations which are located outside city limits will be reimbursed at actuals.

18. Payments

While Travel Advance may be taken, it is recommended that all payments are made using credit card (domestic / international) or through preloaded forex card (international).

19. Employees Travelling to India

Employees from countries outside India, including Indian Expatriates, travelling to India for business purposes shall be governed by the Aditya Birla Group – Domestic Travel Policy for India for the purposes of stay, travel etc in India.

20. Frequent Flyer Points and Miles Programs

In all cases, employees should use the most cost effective means available. Employees are encouraged to utilize their frequent flyer points or travel rewards points received as a result of business travel to achieve upgrades.

21. Weekend Layover

When an employee desires to stay at a location through the weekend (instead of returning home for the weekend and traveling back to the location), they should prepare a cost analysis of the week-end stay-over (incremental stay charges, conveyance and meal expenses vs. avoided travel costs). It is left to the employee's manager to evaluate these requests based on cost saving and business needs.

22. Travel Claim Submission

All expenses claim towards travel should be submitted through the Travel Expenses statement (format enclosed in Annexure B & C) within 7 days of completion of travel. All advances taken from the Company should also be settled at the same time.

Advance taken in a particular foreign currency shall be settled in the same currency. In case the advance is settled in the local currency of the country of origin, the exchange rate used should be the same as the rate at which the currency was bought from the travel agent. The Travel expense statement shall be signed off by the same approving authority, who had sanctioned the travel plans prior to travel.

Annexure B- Domestic Travel Expense Statement

Name:

Poornata id:

Job Band / Designation:

Period of travel:

Unit / Location:

Departure date & time:

Department:

Arrival date & time:

Place of visit & Purpose:

Travel itinerary:

S. No.	Nature of expenses	Paid by Company	Paid by Employee
		INR	INR
A	Mode of Travel i. Air Fare (Encl: Invoice & Boarding pass) ii. Rail Fare (Encl: Train ticket)		
B	Local Conveyance (Encl: Bills/ receipts)		
C	Stay expenses: Please indicate type of stay availed Company Guest House Hotel (Rack rate = _____) (Type of Hotel= _____) (Encl: Bills/Receipts)		
D	Meal Expenses: i. Expenses supported by bills/ receipts ii. Expenses not supported by bills/ receipts		
E	Miscellaneous expenses		
F	Expenses requiring special approval i. Official Entertainment (Encl: approved vouchers/bills/receipts) ii. Any other expense not covered above - -		
	Total expenses to be approved		
	Balance payable to / by Organization		

Signature of the employee: _____ Approved by: _____

Date of submission:

Name:

Annexure C- International Travel Expense Statement

Name: _____ Poornata id: _____
 Job Band / Designation: _____ Period of travel: _____
 Unit / Location: _____ Departure date & time: _____
 Department: _____ Arrival date & time: _____
 Place of visit & Purpose: _____ Travel itinerary: _____

	Cash	Rate	INR / Local currency
Foreign Exchange Received (Enclose supporting) Traveller's cheques Cash (Currency _____) Total			
Foreign Exchange Spent (As detailed below) Total			
Foreign exchange returned (Enclose supporting) Traveller's cheques Cash (Currency _____) Total			

S. No	Nature of expenses	Paid by Company US \$	Paid by Employee US \$	Rate of conversion
A	Air Fare (Encl: Invoice & Boarding pass)			
B	Local Conveyance (Encl: Bills/ receipts)			
C	Stay expenses: Please indicate type of stay availed Company Guest House Hotel (Rack rate = _____) (Type of Hotel= _____) (Encl: Bills/Receipts)			
D	Meal Expenses: Expenses supported by bills/ receipts Expenses not supported by bills/ receipts			
E	Miscellaneous Expenses i. Telephone ii. General iii. iv. Other expenses not supported by bills/ receipts			
F	Expenses requiring special approval: i. Official Entertainment (Encl: approved vouchers / bills / receipts) ii. Any other expense not covered above –			
G	Reimbursable Expenses: i. Travel Insurance Premium (Encl Supporting) ii. Airport Tax (Encl Supporting) iii. Visa Charges (Encl Supporting)			
	Total expenses to be approved			
	Balance payable to / by the organization			

Signature of employee _____
 Date of submission: _____

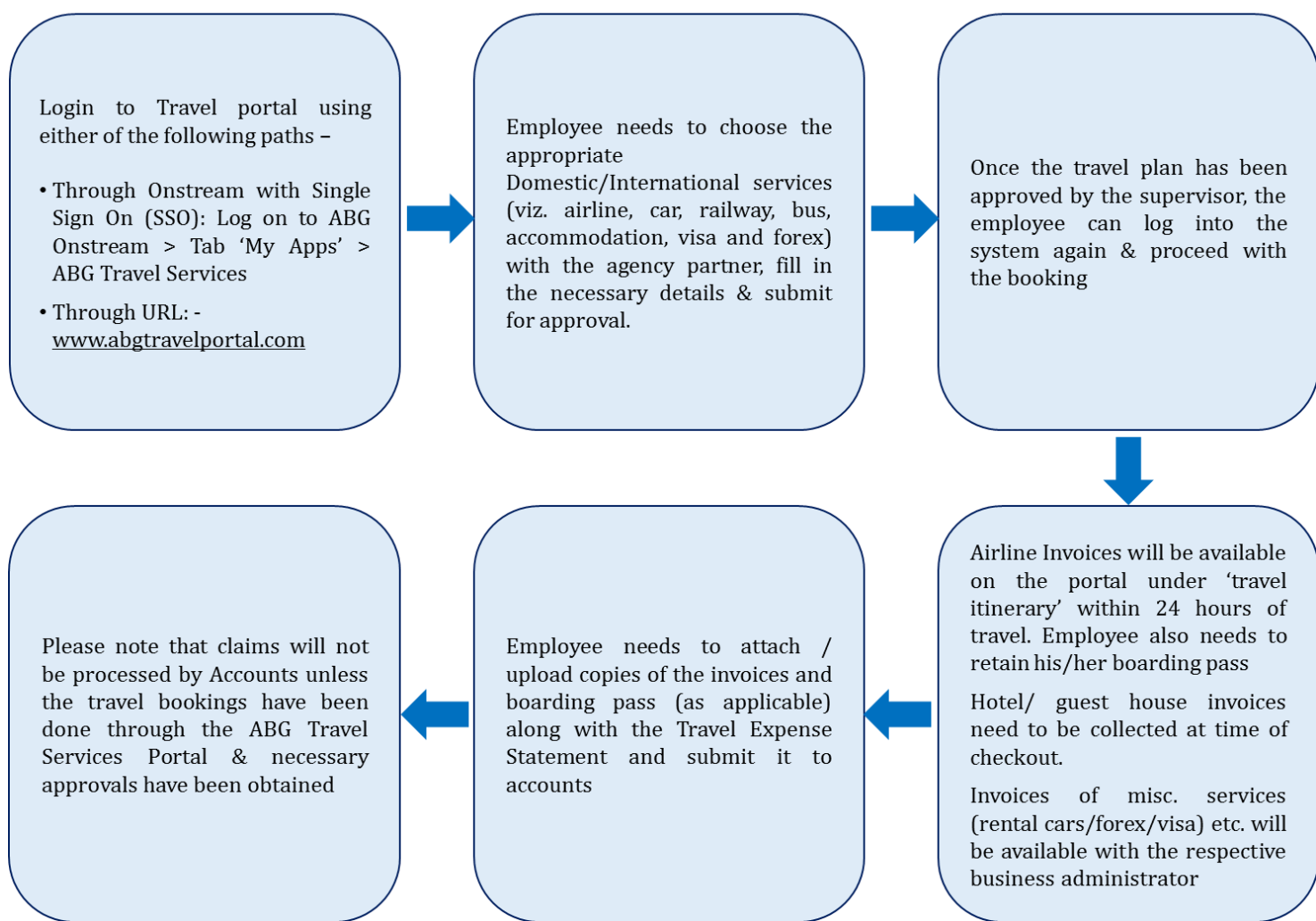
Approved by _____
 Name: _____

Annexure D- ABG Travel Services Portal- Domestic/ International Booking Process Flow

The process for booking to be followed for Domestic & International travel has been summarized in the process flow below.

A detailed user manual has been uploaded on the Travel Services Portal for reference. For queries related to the use of ABG Travel Services Portal, employees can write to abg.travelportalmgt@adityabirla.com

Summary- Process Flow



Note: New Hires should contact Business HR / Admin to get access to the ABG Travel Services Portal. Once the access confirmation is received, employee can follow the above process

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