

TRAVEL POLICY

Policy and Procedure Governing Travelling Rules

POLICY TITLE: TRAVELLING

RULES SCOPE: ALL STAFF

W.E.F. - 01st May 2026

A) Expense Claim Submission Process: -

1. Request for Travel expenses will be submitted duly in prescribed format and approved by the competent authority.
2. Expense claim to be submitted within 72 hours on return from tour with approval of your immediate manager.
3. **All Expenses claims submitted between period of 1st to 15th of a month will be reimbursed on 20th of every month. (Subject to all supporting documents submitted with approved claim).**
4. **All Expenses claims submitted between period of 16th to 30th will be reimbursed on 05th of every month. (Subject to all supporting documents submitted with approved claim).**
5. All claims MUST be supported by printed vouchers/receipts and other relevant documents. In case of no supporting or handwritten receipt, you should provide details of car driver or shop keeper mobile number. Also relevant withdrawal slip is must. Importantly no expense will be reimbursed without receipt.

6. Kindly rename the scan copy/pics of bills according to the heading of the expense. (E.g. – In expense claim, expense is mention as “Purchase of car Inverter” the receipt of car inverter also rename as “Purchase of car Inverter”).
7. Scan or take photograph of Bill which should be clear and visible before sending along with the expense claim. Make sure the purpose of expense, date and amount clearly visible before submitting supporting documents.
8. Take bill of each and every item purchased for Official purpose.
9. While submitting a claim, the employee must mention whether they have received any advance.
10. Claims scrutiny will be done and any discrepancy will be informed by email. Claim will be reimbursed after completion of all scrutiny and checking.
11. Please send the travel card statement while submitting any international claim.
12. Provide bank ATM withdrawal slip for each international withdrawal. For checking the transaction charges if any.

B) Following expenses will be reimbursed if incurred for official purposes.

1. DA for Domestic Trip: -

- A) DA for Domestic Trip less than 2 weeks = INR 700/- per day
- B) DA will be 14K INR per month if engineer staying outside than his base location for one month if planned in advance. Excess days after 1 month will be calculated on pro-rata basis.

2. DA for International Trip: -

- A) DA for engineers having work experience (Field Testing) less than 2 years: - DA will be given \$ 35 per day. (Already exiting rule).

- B) DA for engineers having work experience more than 2 years: - DA will be given \$ 40 per day for short trip (10 Days Trip including travel days) and If trip will be more than 10 days DA will be \$ 35 per day from 11th day onwards.
- C) DA for engineers having stay one month or more than 29 Days will be \$ 1000 per month and will be calculated on Pro-rata basis for extra days after one month.
3. Cab for Mobility (Check with Travel team for cab driver details before going for the trip. If not provided inform per day charges Cardloading@marquistech.com and immediate manager for approval by email before or after using the cab for one day).
 4. Hotel Payment, Air Ticket Payment, Airport Tax, Printing and Stationery, Airport Pick up & Drop (Hire Only small cabs), Purchases Related to project for all above expenses. Please take specific approval from Lead/Manager on Email.
 5. Exchange Rate for USD to INR reimbursement will be 1 USD = Exchange rate as per purchase price of USD in bank on that specific day.
 6. In Countries like USA, Europe, Malaysia, South Korea, Japan & UK only Public Transportation (Bus/Train/Metro) will be used for travelling purpose.
 7. Amount for recharge will not be loaded in Travel Card. Recharge request to be shared to (SIMS@marquistech.com).
 8. If any hotel does not provide complimentary breakfast, traveler is required to manage himself from DA, (No separate DA is applicable). If DA is not applicable as per policy then engineer can claim 15\$.
 9. Countries like Nepal, Bangladesh, Pakistan, Sri Lanka, Afghanistan, Maldives have a DA set at 20 USD @ current rate of INR.
 10. Countries like Indonesia, Thailand, Vietnam, Philippines, Myanmar, Cambodia, Laos, Papua New Guinea have a DA set at 30 USD @ current rate of INR.

11. DA for USA, South Asia, SEAP & Europe (Except East Europe) -

Country/Region	DA Applicable
USA	\$50
All Europe	\$50
SEAP (Indonesia, Thailand, Vietnam, Philippines, Myanmar, Cambodia, Laos, Papua New Guinea)	\$30
South Asia (Nepal, Bangladesh, Pakistan, Sri Lanka, Bhutan, Maldives, Afghanistan)	\$20
Latin America and the Caribbean List of countries - (https://www.worldometers.info/geography/how-many-countries-in-latin-america/)	\$40 for 10 Days + \$35 USD from 11th Day onwards
Rest All Countries (DA for East Europe)	\$40 for 10 Days + \$35 USD from 11th Day onwards.
Belarus.	\$40 for 10 Days + \$35 USD from 11th Day onwards.
Bulgaria.	
Czech Republic.	
Hungary.	
Moldova.	
Poland.	
Romania.	
Russia.	

12. If the claims are submitted late after coming back in India then the claim Amount will be reimbursed in INR only based on current rate of USD. Only Two ATM Withdrawals per week is applicable, special approval will be needed if more than 2 ATM withdrawal per week are done.

13. IF the engineers stay more than 10 days then laundry charges applicable for Domestic Trip is 400 INR & for International Trip is 15\$.

- Any expenses other than above will not be reimbursed except specific approval from Lead/Manager for each expense with amount incurred or estimated on email.
- We may revise the policy any time and will inform in advance.
- It is strictly requested employees to abide with the travel policy.