**Corporate Travel Policy Guide**

**Tratwo**

*Effective Date: 1st September 2023*

### Purpose

The purpose of this corporate travel policy is to outline the guidelines and procedures for employees travelling on behalf of Tratwo. It aims to ensure corporate travel's safety, comfort, and cost-effective management while aligning with company standards and regulations.

### Travel Authorization

1. All business travel must be pre-approved by the respective department head or supervisor.
2. A travel request form should be submitted by employees at least 20 days prior to the proposed travel dates.
3. Once approved, employees would receive travel authorization confirming their eligibility to proceed with booking travel arrangements.

### Booking Travel

1. Employees are required to make travel arrangements through the designated travel booking platform or the company's approved travel agency.
2. Flight bookings should be made in economy class unless a specific business reason justifies an upgrade.
3. Accommodation should be booked at reputable hotels within the preferred corporate rates or in line with established cost guidelines.
4. Ground transportation should be arranged in a cost-effective manner, considering options such as public transportation, rental cars, or pre-approved taxi services.

### Travel Expenses

1. Employees are expected to submit accurate and detailed expense reports within 10 days after the completion of their trip.
2. Reimbursement will be made according to the company's expense reimbursement policy, which includes eligible expenses like transportation, accommodation, meals, and incidental costs.
3. Original receipts must be provided for all expenses claimed, and expenses should comply with the company's expenditure limits and guidelines.

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### Travel Insurance

1. Tratwo, in association with *ICICI Lombard,* will provide travel insurance coverage for employees during business trips.
2. Details of coverage and claim procedures can be found in the company's travel insurance policy.

### Safety and Security

1. Employees must prioritize their safety during business travel and adhere to all local laws and regulations.
2. Tratwo encourages employees to register their travel details with the designated point of contact for emergency purposes.
3. If traveling to high-risk destinations or during times of political or social unrest, employees should seek advice from the company's designated security contact and follow the recommended precautions.

### Compliance with Policies and Guidelines

1. All employees must comply with this corporate travel policy and related guidelines or procedures.
2. Any deviation from the policy must be approved in written form by the employee's supervisor or department head.

### Policy Review

1. This corporate travel policy will be reviewed periodically to ensure its relevance and effectiveness.
2. Any updates or amendments will be communicated to all employees.
3. By adhering to this corporate travel policy, employees are expected to contribute to the success of Tratwo and promote responsible and efficient corporate travel practices.

Approved by:

*Tratwo*

*HR Administration*

*1st September 2023*