

Domestic Travel Policy



Purpose

- To provide framework for safe and cost effective business arrangements for employees travelling for official purposes within India.

Eligibility

- All full-time employees (FTE), full-time contract (FTC) staff, external clients, new joiners, candidates, and interns of Bundl Technologies Private Limited, its subsidiaries, associates, affiliates, and group companies, collectively referred to as ‘travellers’ for the purpose of this policy.
- Travel approvals are based on business needs to perform one’s duties.

Important Note

- Any travel by Mandate 2 employees to the office (base location) for Jamboree meetings or planned inter/intra team meetings / leadership meetings at AVP & Above / field visits in base location are employee sponsored and domestic travel policy will not be applicable. Guideline 2 section elaborates on other travel needs for Mandate 2 employees.
- Any travel within the city from and to the office will be borne by the employee and the local conveyance policy will not be applicable.
- All bookings provided by the Organization should be mandatorily done via company travel platform.

Policy Coverage

Type	What is Covered?
Travel	<ul style="list-style-type: none">• Travel is defined as movement from one city to another city within India• Travel Modes : Flight (economy), train, bus or travel by personal car as applicable.
Accommodation	<ul style="list-style-type: none">• Night Stay in another city which is not employee base location• Accommodation Type : Company provided accommodation or Own stay as applicable• Company provided accommodation should be requested via the company travel platform.
Food Expenses	<ul style="list-style-type: none">• Expenses towards meals, tea/coffee• These expenses will be reimbursed basis bills and entitlements as applicable
Road Travel	<ul style="list-style-type: none">• Road travel is defined as commute to & from-<ul style="list-style-type: none">→ home and airport/station/bus stop→ airport/station/bus stop and hotel→ hotel and office/business meeting venues→ Any parking/toll charges• These expenses will be reimbursed basis bills and entitlements as applicable
Non-Allowable expenses	<ul style="list-style-type: none">• Employee personal expenses not listed above will not be reimbursable. Example –<ul style="list-style-type: none">→ Cigarette and alcohol expenses→ Laundry Charges→ Excess baggage claims, porter charges, seat upgrades above the listed benefits→ Any additional chargeable services over and above the listed benefits→ Traffic violations and automobile repairs while using a personal vehicle for business travel

** Refer to the Annex for entitlement limits.*

Guidelines 1: For any Traveller

- Travellers are advised to Plan trips 15 day in advance. It is mandatory to make **air travel** booking 7 days prior to date of travel with a win-win mindset on budget and safety.
- Keeping safety in mind, women travellers are recommended to avoid flight travel after 8pm.
- In case flights are not available to the destination city, other modes of transportation like bus / train may be opted.
- Avoid last-minute cancellations (less than 6 Hours prior travel time) and no-shows.
- Check for the accuracy of bills and other documents before accepting or paying them.
- Plan your travels efficiently to avoid excess night stays that could fall prior to the working day (Eg. Sunday night before Monday meeting)
- Avoid weekend meetings, travel, and stay except while you are travelling multiple cities, or have emergency external meetings.
- It is advised to TA team to plan candidates / Interns to avoid weekend / previous night stays.
- File claims within 30 days of travel completion in DarwinBox or applicable reimbursement tool along with supporting documents/ original receipts. Credit/Debit card or mobile wallet charge slips are not a valid proof of expense.

Guideline 2: For Mandate 2 Employees

Employees who are in Mandate 2 are advised to follow protocols detailed in the table below –

Travel Need	Guidelines	Approval Mechanism
<p>Internal Meeting: Mandatory in-person internal meetings with cross-functional Swiggy Employees. Eg. NYE execution, launches/product go-lives, War room, Org Invitation meetings (Like Swiggster awards) etc.</p>	<p>In the spirit of enabling remote first ways, teams & Leaders should first evaluate if the meetings can be done virtually. Points to be considered are:</p> <ul style="list-style-type: none"> • Is the topic time critical /needing attention without any distraction to solve for and is impacting a important org metric • What is the risk or loss incurred in Rs / Dollar or Outcome/ Output metrics if the meeting is done virtually <p>If in-person meetings are required, it is suggested to plan such mandatory in-person meetings within the Jamboree dates. If the meetings extend beyond the Jamboree date, the additional accommodation days will be reimbursed by Organization. In case such mandatory meetings fall outside of Jamboree calendars, such travel will be considered Business/company-sponsored travel.</p>	<p>Seek approval from the Sponsoring Functional VP/ SVP & M team owner (Two level approval) by email. Attach approval emails while requesting travel arrangements.</p>
<p>External Meeting: Meeting with external business-critical stakeholders, where dates are not controlled by participating Swiggy travellers and are mandatory to attend.</p>	<p>In the spirit of being cost conscious, its requested to plan external meetings within Jamboree dates.</p> <p>In case, such mandatory meetings fall outside of Jamboree calendars, such travel will be considered Business/company-sponsored travel.</p>	<p>Regular travel approval process to be followed</p>
<p>A maximum of 1 Business Travels in a quarter to the base location for the above said meetings can be done by Mandate 2 employees.</p>		

Travel Request & Regular Approval Matrix

Employee Type	Travel Request raised by	Eligibility	Approver for Booking within Entitlement (Level 1)
All FTE/FTC, Grade 10 & below	Self	As per Grade Entitlement (Annex 1)	Reporting Manager for Grade 10 & below
All FTE - Grade 11 & Above	Self	As per Grade Entitlement (Annex 1)	Auto approved
New hires	Recruitment SPOC	As per the joining grade	Recruitment Lead (GM & Above) for the Tech / Non tech verticals respectively
Interview Candidates	Recruitment SPOC	As per the hiring mandate grade	Recruitment Lead (GM & Above) for the Tech / Non tech verticals respectively
Interns	Campus Program Specialist	As per the hiring mandate grade	Campus Program Lead (GM & Above)

Exceptional Approval Matrix

Use case Scenario

Exceptional Approver (Level 2)

Air Travel booking initiated under 7 days from date of travel

Accommodation/ Stay over weekend

Business travel greater than 3 days in the same city

Last-minute cancellation (Travel time <6 hrs)

One-way flight travel cost higher than ₹10,000

Chosen flight option costlier than ₹1,000 in comparison to the cheapest flight in a 2 hour travel window

- Approval from Skip Level Manager at AVP /VP/ SVP / M team Sponsor level
- Head of TA (AVP & Above level) for Interview candidate, new hire and Interns

Stakeholder Responsibilities

Stakeholder

Responsibilities

Reporting Manager

- Approve travel requests basis business requirements, traveller safety, policy guidelines and traveller entitlements.
- For mandate 2 employee, business travel should be approved as per Guidelines section 2 in a cost effective manner. If mandate 2 employee is needing to travel frequently to the base location for various meetings, discuss if the employee base location needs to be changed and take steps accordingly.

Recruitment SPOC

- Raise travel and accommodation requests for candidate interview/ new joiners/ interns as per policy guidelines and traveller entitlement.

Exceptional Approver (L2)

- Approve travel request deviations basis business requirements, criticality and cost efficiency.

HRBP

- Guide all on the travel policy in sync with business requirements
- Promote adherence to policy guidelines.
- Track and publish travel cost-efficiency / utilization in your span to sensitise business team.

Annex 1 – Entitlement Limits

1. Travel Eligibility:

Grade	Transport Mode	Guidelines
All Grades	Flight (Economy Class)	Travellers are advised to book their tickets 15 day in advance and Min no of days to raise travel requisition - is 7 Working days
All Grades	Train (2 Tier AC) or Bus (Volvo/ Sleeper)	In locations where there are no airports/flights, employees may have to alter the mode of travel by Train/Bus
Grade 1 to 4	Train (2 Tier AC) or Bus (Sleeper)	For land travel<8 hrs, Grade 1 to 4 employees are advised to opt to travel via Train or Bus wherever possible.

2. Road Travel Eligibility:

Vendor driven travel

Cab charges on actuals will be reimbursed across submission of valid bills by the traveller.

Grade	Vehicle / Cab Category (on actuals as per original receipts)
Grades 1 to 4	Auto/AC Hatchback
Grades 5 to 9	AC Hatchback
Grade 10 & Above	AC Sedan

In the interest of the safety of the traveller, we request the traveller to use an intercity cab when the duration of travel is a maximum of 2 Hours & distance is less than 100 Kms.

Personal vehicle travel

- In case, the traveller chooses to travel via personal car intra city, the traveller is eligible for reimbursement of Mileage @ ₹10/km. Usage of personal car is subject to prior approval from the respective line manager and HRBP. Toll charges will be paid as applicable on actuals.
- Employee needs to submit email approval of the trip by Manager to make this claim on reimbursement platform.

3. Accommodation & Food Expenses Eligibility:

a. Company Provided Accommodation-

Grade	Hotel Accommodation (per day)			Food Expenses (per day)
	Large Metro*	Metro*	Other Cities	
1-4	₹3,500	₹3,000	₹1500 - 3,000	₹750
5-9	₹5,000	₹4,000	₹3,750	₹750
10 & 11	₹7,000	₹5,000	₹4,500	₹750
12 & Above	₹10,000	₹10,000	₹7,000	₹750

*Large Metros: Mumbai, Delhi

*Metros: NCR (Excluding Delhi), Bangalore, Kolkata, Chennai, Hyderabad, and Pune

- Keeping in mind Woman employee safety, especially when travelling to other cities, basis the accommodation available one can use limits up to Large Metro cities limits.
- Food expenses need to be supported by bills. For Tier 3 and 4, food claims up to ₹100 do not require bills totalling to ₹300 per day.
- Food expenses of ₹750 is per day allowance, and can not be carry forwarded across days for a travel duration if travel duration is greater than 1 day
- Above accommodation limits are excluding GST

b. Own Stay Arrangement -

Grade	Entitlement	Comments
10 & below	₹ 1,500/ day	<ul style="list-style-type: none"> • Applicable only when an employee is not availing of accommodation and travelling/staying overnight in another city for Business.
11 & Above	₹ 2,000/ day	<ul style="list-style-type: none"> • No receipts are required to claim for expenses under this head. • Employee will not be entitled to additional reimbursements under Accommodation, food and Road travel.