

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	-------------------------

Domestic Travel Policy

The content of this documents must not be reproduced or disclosed to any person outside the organisation either wholly or in parts without the prior consent of the Management representative.

	Designation	Department	Date
Authored By	Executive - Human Resources	Human Resource	05/05/2011
Approved By	President - Human Resources	Human Resource	22/05/2011
Released By	President - Human Resources	Human Resource	01/07/2011

	Domestic Travel Policy	Coffee Day/HR/-0
---	------------------------	------------------

Document Name:	Domestic Travel Policy		
Version:	1.1		
Prepared By:	Shyamala Deshpande		
Document Creation Date:	22/05/2011		
Modification Date:			
S. No.	Description of changes	Date of Changes	Version No.
1	Release of first version		1.0

	Domestic Travel Policy	Coffee Day/HR/-0
---	------------------------	------------------

Table of contents

S No.	Description	Folio Number
1	Objective	3
2	Scope	3
3	Guidelines	3

Objective:

To have a standardized policy on the Domestic travel on account of business needs. This shall enable employees to conduct business in an efficient and effective manner. Due to our multi city and multi location presence and the nature of our business, travel is necessary for effective supervision of cafes , offices as well as meeting our teams and business associates like vendors, customers etc.

Scope:

This policy covers expenses and entitlements of employees who travel on company's business, or deputed to attend lectures / conferences / workshops / training programs within India. This policy shall highlight on the entitlements during domestic travel. viz;

- a) Mode and class of travel
- b) Accommodation
- c) Food and Other expenses
- d) Local conveyance
- e) Guest House Stay / stay with friends and relatives

Guidelines for Travel Policy:

1. Journey of more than 8 hours on land are eligible for Air transport for Managers , Senior Managers and Regional Heads.
2. Journey of less than 8 hours on land are eligible for Train/Bus transport except for Grade 1 & 2.
3. Car hire facility is available for HODs only. All others to use Yellow Taxis/Autos.
4. Only early morning or late evening flights should be availed.
5. Only for early morning flight (on or before 7.00AM) and last night flight (arriving on or after 10.00 pm) car hire for airport drop / pickup is permitted. For lady employees taxis can be used for flights arriving from 9 PM onwards.
6. Business Travel Policy is valid only for Short stay which is defined as maximum of 10 days.
7. Any business travel plan for more than 10 days to be routed thru travel desk / Admin. For PG accommodation arrangements.
8. Travel Advance to be claimed after authorisation(Director/HODs / Territory managers/Sr. Managers will authorize travel advance).

Edition: Coffee Day/HR/0

Valid From: 05/05/2011

Page 3 of 12

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	-------------------------

9. When two ladies or two gentleman employees are travelling together room must be hired on a twin sharing basis.
10. In locations where company will have a guest house, hotel rooms will be used when guest house is full.
11. Per Diem rates are applicable when the employee makes own arrangement of stay on a flat basis. No bills are required to be submitted.
12. F&B reimbursements should be accompanied by bills. For F&B reimbursements without bills, the amount claimed can be upto Rs. 100 per meal, subject to a maximum limit of Rs. 250 per day. For air travel, it can be upto the allowed limit.
13. In cases where food allowance is less than 250 per day, the claims without bills can be made only upto 60% of the allowance.
14. All hotel bills to be settled by the respective employee during the travel. Only bills during training or informed otherwise will be settled directly by the company.
15. All travel expenses should be settled by cash/credit card only and settlement should be done by the person travelling directly.
16. Those availing of air travel should attach their boarding card & signed copy of ticket to the travel claim form for the same to be processed.
17. Laundry bills will not be reimbursed for upto 3 days travel.
18. Liquor claim and hotel phone bills will not be allowed.
19. To and fro trips between BIAL Airport and Hyderabad airport and residence/office will either have to be by shared cab or auto or bus. Only HODs will be eligible to claim TAXI reimbursements.
20. Train Tickets should be booked well in advance to avoid any Tatkal or miscellaneous charges that may arise.
21. There should be approval taken if expenses like Tatkal or misc charges are incurred.
22. All bookings to be done through travel desk, no bookings to be done through agents. Exceptions by Finance Head.

COFFEE Day®	Domestic Travel Policy	Coffee Day/HR/-0
------------------------	-------------------------------	-------------------------

Eligibility

Grade/ Tier	Designation	Food Allowance		Local Conveyance		Hotel Tariff			Per Diem	Mode of Travel
		Grade A	Grade B&C	Grade A	Grade B&C	Grade A	Grade B	Grade C	in lieu of hotel usage	
		On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals	On Actuals		
1	GM/Sr. GM/ Territory Managers	900	750	1300	1000	5000	3500	3000	1000	Air
2	RM/Sr. Managers	750	600	1200	900	4000	2500	1750	1000	Air/ Train 2 A/C/ Volvo Bus
3	ARM	675	550	700	550	2750	2250	1600	750	Air/ Train 2 A/C/ Volvo Bus
4	Manager/ CM	525	400	600	400	2500	2000	1500	750	Air/ Train 2 A/C/ Volvo Bus
5	AsstMgr/ Area Mgr.	475	400	550	400	1800	1500	1200	750	Train 3 A/C/ Volvo Bus
6	Sr. Exec/ MTs/ Trainee Area Mgr./ RMI/Café Manager	350	300	400	300	1300	1000	800	500	Train 3 A/C/ Volvo Bus
7	Asst. Café Mgr./ Exec	300	300	300	200	900	750	600	400	2nd Sleeper/ Non AC Bus
8	Jr. Exec/ OT/ TM	225	175	250	175	800	700	600	350	2nd Sleeper/ Non AC Bus

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	-------------------------

CCD City Classification

Grade A	Delhi
	Mumbai

Grade B	Hyderabad
	Kolkata
	Chennai
	Pune
	Ahmadabad
	Goa
	Nagpur
	Chandigarh
	Guwahati
	Jaipur
	Lucknow
	Bangalore

Grade C	All Other Cities
----------------	------------------

CCD AIR ELIGIBILITY

Air Travel will only be by the cheapest air flight available for the day booked 15-21 days in advance as far as possible

Air Travel bookings to be made only thru travel desk at HO.

Emails of travel requests/requisitions should be sent to traveldesk@abccoffeeday.com with a cc to the respective HOD

Tickets should not be booked through agents. For any exceptions, prior approval is a must.

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	------------------

<i>Destinations</i>	<i>Bangalore</i>	<i>Delhi</i>	<i>Mumbai</i>	<i>Kolkata</i>	<i>Pune</i>	<i>Chennai</i>	<i>Hyderabad</i>	<i>Nagpur</i>	<i>Guwahati</i>	<i>Goa</i>	<i>Ahmadabad</i>
<i>Bangalore</i>	NA	Applicable	Applicable	Applicable	Applicable	NA	Applicable	NA	NA	Applicable	Applicable
<i>Delhi</i>	Applicable	NA	Applicable	Applicable	NA	NA	NA	NA	NA	NA	NA
<i>Mumbai</i>	Applicable	Applicable	NA	Applicable	NA	NA	NA	Applicable	NA	Applicable	Applicable
<i>Kolkata</i>	Applicable	Applicable	Applicable	NA	NA	NA	NA	NA	Applicable	NA	NA
<i>Pune</i>	Applicable	NA	NA	NA	NA	NA	NA	Applicable	NA	NA	NA
<i>Chennai</i>	NA	NA	NA	NA	NA	NA	Applicable	NA	NA	NA	NA
<i>Hyderabad</i>	Applicable	NA	NA	NA	NA	Applicable	NA	NA	NA	NA	NA
<i>Nagpur</i>	NA	NA	Applicable	NA	Applicable	NA	NA	NA	NA	NA	NA
<i>Guwahati</i>	NA	NA	NA	Applicable	NA	NA	NA	NA	NA	NA	NA
<i>Goa</i>	Applicable	NA	Applicable	NA	NA	NA	NA	NA	NA	NA	NA
<i>Ahmadabad</i>	Applicable	NA	Applicable	NA	NA	NA	NA	NA	NA	NA	NA

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	------------------

Inter-Regional Air Travel

North							
<i>Destinations</i>	<i>Delhi</i>	<i>Lucknow</i>	<i>Jaipur</i>	<i>Punjab</i>	<i>Srinagar</i>	<i>J&K</i>	<i>Chandigarh</i>
<i>Delhi</i>	NA	NA	NA	NA	Applicable	Applicable	NA
<i>Lucknow</i>	NA	NA	NA	NA	NA	NA	NA
<i>Jaipur</i>	NA	NA	NA	NA	NA	NA	NA
<i>Punjab</i>	NA	NA	NA	NA	NA	NA	NA
<i>Srinagar</i>	Applicable	NA	NA	NA	NA	NA	Applicable
<i>J&K</i>	Applicable	NA	NA	NA	NA	NA	Applicable
<i>Chandigarh</i>	NA	NA	NA	NA	Applicable	Applicable	NA

South						
<i>Destinations</i>	<i>Bangalore</i>	<i>Chennai</i>	<i>Hyderabad</i>	<i>Kerala</i>	<i>Mysore</i>	<i>Mangalore</i>
<i>Bangalore</i>	NA	NA	Applicable	Applicable	NA	NA
<i>Chennai</i>	NA	NA	Applicable	NA	NA	NA
<i>Hyderabad</i>	Applicable	Applicable	NA	NA	NA	NA
<i>Kerala</i>	Applicable	NA	NA	NA	NA	NA
<i>Mysore</i>	NA	NA	NA	NA	NA	NA
<i>Mangalore</i>	NA	NA	NA	NA	NA	NA

West					
<i>Destinations</i>	<i>Mumbai</i>	<i>Pune</i>	<i>Goa</i>	<i>Ahmadabad</i>	<i>ROM-Nagpur</i>
<i>Mumbai</i>	NA	NA	Applicable	Applicable	Applicable
<i>Pune</i>	NA	NA	NA	NA	NA
<i>Goa</i>	Applicable	NA	NA	NA	NA
<i>Ahmadabad</i>	Applicable	NA	NA	NA	NA
<i>ROM-Nagpur</i>	Applicable	NA	NA	NA	NA

East					
<i>Destinations</i>	<i>Kolkata</i>	<i>Bhopal</i>	<i>Jamshedpur</i>	<i>Bhuvaneshwar</i>	<i>Guwahati</i>
<i>Kolkata</i>	NA	Applicable	NA	NA	Applicable
<i>Bhopal</i>	Applicable	NA	NA	NA	NA
<i>Jamshedpur</i>	NA	NA	NA	NA	NA
<i>Bhuvaneshwar</i>	NA	NA	NA	NA	NA
<i>Guwahati</i>	Applicable	NA	NA	NA	NA

Edition: Coffee Day/HR/0

Valid From: 05/05/2011

Page 8 of 12

	<p>Domestic Travel Policy</p>	<p>Coffee Day/HR/-0</p>
---	--------------------------------------	--------------------------------

- Highway travel by car is pre authorised only for Territory Managers and HOD and in exceptional situations and in an emergency if there is a business case for highway travel by four wheeler for any other designations, the same is to be pre approved by the HOD or Territory Manager before start of journey.

TOUR ADVANCE REQUISITION

Name of the employee		Date	
Designation		Advance amount requested	
Department		Advance amount sanctioned by	
		HOD	
Travel - From		Travel - To - Destination	
Purpose of Travel		Mode of Travel	
Approved by Dept. Head (Name & Signature)		Signature of the employee	

	Domestic Travel Policy	Coffee Day/HR/-0
---	-------------------------------	------------------

Procedure for setting claim:

1. Travel Report - has to be submitted to the Manager along with the claim
2. Travel Claim has to be approved by the approving authority prior to submission to Accounts
3. All bills and tickets to be presented to respective accounts department within 7 days of reporting to base office.
4. Bills will be cleared by accounts twice in a month based on the date of submission. If bills are submitted by the 10th of the month, the same will be cleared within ten days from date of submission of approved travel bills. If bills are submitted after the 10th, then clearance of bills will be realised by the end of the month.
5. Travel Advances will be recovered from salaries in case approved travel claims do not reach within two weeks after the travel or three weeks from receiving the advance
6. Any Deviations to be approved by Head Finance - CCD.

	Domestic Travel Policy	Coffee Day/HR/-0
---	------------------------	------------------

TRAVEL SETTLEMENT

Travelling Expenses Report

Date	Travel Location		Mode of Travel	Accommodation	Food	Local Travel	Other - Specify	Total Amount
	From	To						
				Hotel				
							Total Amount	0
							Advance received	0
							Grand Total	0

	Domestic Travel Policy	Coffee Day/HR/-0
---	------------------------	------------------

Admin. List:

Location	Admin. Personnel	Mail ID
<i>Bangalore- H.O.</i>	Sujata	travel@abccoffeeday.com
<i>Chennai</i>	Ananthi	ananthi.c@cafecoffeeday.com
<i>Hyderabad</i>	Madhavi	madhavi.s@cafecoffeeday.com
<i>Delhi</i>	Dinesh	dinesh.s@cafecoffeeday
<i>CPU</i>	Nishant	nishant.aneja@cafecoffeeday.com
<i>Mumbai</i>	Anjali	anjali-anjali.sawant@cafecoffeeday.com
<i>Pune/ROM</i>	Ameya	ameya.mane@cafecoffeeday.com
<i>Kolkata</i>	Chaitali	chaitali.chowdhury@cafecoffeeday.com