



Travel Policy



TRAVEL AND SAFETY POLICY

Purpose

This Policy provides guidelines and establishes procedures for employees incurring business travel on the OneStep Global's behalf while maintaining efficient business processes. The policy outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expense and preventing incidents and accidents.

Scope

This policy has been applicable to all the on roll employees of OneStep Global from 1st June 2023.

Bookings

All work travel bookings are to be initiated by the employees via raising a helpdesk ticket to travel desk on HROne portal. There is a POC for all the accounts in the company and the employee can reach out to them in case if any queries or doubts- [Refer here](#)

Steps to Submit Your Travel Request:

1. Log in to HROne.
2. Go to REQUEST and create a NEW REQUEST.
3. Click on HELPDESK.
4. Select the Category (Travel Desk), Subcategory, and other details.
5. Upload the [TRAVEL REQUEST FORM](#) with your travel details (Please note: If the Excel file is not uploaded, travel desk will not be able to process your bookings)
6. Submit the request.

Once submitted, the travel desk will reach out to the employee, and provide with a quotation, booking confirmation, and tickets via HROne. The employee will also get their boarding pass on their Whatsapp number.

All Travel arrangements are to be booked through the above mentioned process only. The travel desk team will be responsible for obtaining the lowest fares and accommodation expenses available.

The employee is expected to plan the cost of their accommodation and travel according to the:

- Allowances decided by OneStep Global
- Budget given by the respective University

Additional Guidelines:

- **Local Travel:** If you're using Ola/Uber or claiming reimbursement for local travel, agent visit, etc, within your base city, please share your travel dates and details with your POC. They will update your travel itinerary.
- You can reach out to your POC if you have any queries related to your travel.



TRAVEL AND SAFETY POLICY

Daily Allowance (Domestic Travel)

Taxi

- Cabs Booking: For cabs, please email your requirement to cabs@onestep.global, and the bookings will be done via email (no need to raise any ticket on HROne for cabs booking). You can mark your POC in CC to update your travel itinerary.

Cab Vendor: Alpha Rent a Cab

Email: cabs@onestep.global

Contact Person: Prakash Nayak

Mobile No.: +91 9899071381

Meal

Employees will be given a specific amount per day for all the meals as per the classification of cities. The reimbursement of which will only be based on the bills provided by the employees.

Hotels

The hotel reservations are made by the travel desk and operations team through the Company's empanelled travel vendors only, it is expected that the best available rate with good quality accommodations, at the most convenient location, will be obtained as per the classification of the cities.

Business Entertainment

Entertainment expenses include events in which a business discussion takes place during, immediately before, or immediately after the event. Employees will be reimbursed for entertaining customers only on the below mentioned conditions:

- If the person entertained has a potential or actual business relationship with the company
- If the expenditure directly precedes, includes or follows a business discussion that would benefit the company

The following entertainment expenses are reimbursable:

- Transportation to and from the event place
- Meals and beverages consumed at the event (non- alcoholic only)

Upon consumption of alcoholic beverage prior approval is required from the manager and HR.

Cellular Phone

All the employees official phone numbers are under the corporate plan.

Cellular phones that have been provided by the company to its employees are strictly for official purpose only. The company owns the right to check the bills and question the employees on the same as and when required. The official cellular phone expenses are reimbursable up to 1500 INR per month basis submission of the actual bills.

(Note- The phone bills will be prepaid by the company post the number portability)

Miscellaneous

Employees can claim one laundry expense only when they are on the same trip (or continued trip in different cities) for more than 7 days. In case the travel is beyond 14 days, they can claim laundry expense twice.

Please Note

In some cases, if the employee goes beyond the allocated budget by the company for any of the above allowances, she/ he will need to take approval through mail only from your manager, Client and Finance team with a valid reason. The Manager, client and Finance Team hold rights to decline the request if they do not find it convincing.

TRAVEL AND SAFETY POLICY

Domestic travel

The allowances are inclusive of taxes and GST

Tier A	Accommodation	Meal	Tier B	Accommodation	Meal
New Delhi	INR 15500	INR 3500	Jaipur	INR 10500	INR 3000
Mumbai	INR 15500	INR 3500	Nagpur	INR 10500	INR 3000
Chennai	INR 15500	INR 3500	Coimbatore	INR 10500	INR 3000
Kolkata	INR 12500	INR 3500	Cochin	INR 10500	INR 3000
Hyderabad	INR 15500	INR 3500	Chandigarh	INR 10500	INR 3000
Bengaluru	INR 15500	INR 3500	Indore	INR 10500	INR 3000
Pune	INR 12500	INR 3500	Bhopal	INR 10500	INR 3000

International travel

A per diem rate covering daily expenses like meals, phone bills, and domestic travel within the destination country (e.g., cabs, public transport) is shared below

Currency	Daily Allowances
Euros	60
Pounds	55
USD	60
AUD	95
NZD	100

Kindly fill the Travel Advance Form 15 days prior to your travels and raise a ticket on HROne to the Finance team.



TRAVEL AND SAFETY POLICY

Air/ Train/ Car Travel

The employee is expected to utilize the Lowest Fare Routing (LFR) according to the budgets and allowances allocated to them by the company. These will include:

- Round Trip Air Ticket
- Interim stop, if any
- Charges for extra baggage for promotional materials of the university only

Personal Vehicle

OneStep Global does not encourage using personal vehicles for business purposes, however- Employees choosing to use their personal vehicle for business will only be allowed if it is cost effective than using an alternate transportation. Mileage will be reimbursed as:

INR	Two Wheelers	Four Wheelers
Per Kilometer	INR 6/km	INR 12/km

Lost Baggage

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The company will not reimburse employees for personal items lost while traveling on business.

Cancellations

When a trip/ event is canceled after the ticket has been booked, the employee should immediately inform the Manager, Travel desk and Operations Team or the vendor through whom the ticket was booked. All trips must be cancelled prior to departure.

Change of Flight/Accommodation

Bookings once done cannot be changed unless an emergency. If the employee wants to change her/ his flight/ accommodation after the booking has been done, she/ he needs to mention a valid reason on a fresh ticket on HROne to the travel desk with all the details of the booking and an approval from her/ his manager.

Family Emergency While Traveling

In case of a family emergency when traveling, the employee is required to contact the HR team(family members – see bereavement policy for people who fall under this criteria, death or accident) along with the travel desk and operations team to change their flight. If this is not possible and a new ticket must be booked, the Company will reimburse the employee for 100% of the cost of the ticket.

Airline Class of Service

All domestic/ international air travel must be in Economy Class. Upgrades at the expense of the Company are not permitted.

Medical Emergency

The employees are required to carry a medical kit with general medicines in all their travels. In case of a medical emergency, get yourself checked at the nearest hospital and inform your manager, HR, Operations team/ POC.

The amount pertaining to the medical emergency while any business travel outside will be reimbursed by the company.

TRAVEL AND SAFETY POLICY

Stopovers En route

Any stopovers en route will only be approved provided that:

- They do not interfere or adversely affect achievement of the desired business objective.
- They do not result in any significant loss of work time.
- The travel expense claimed from the University budget/ Company does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.
- Approval must be obtained in advance from the line manager and Finance.

Travel Itinerary

The POC for the employee will fill in the flight, accommodation, cab and base city travel details in the Itinerary sheet as per the confirmation from the travel desk.

Non Inclusive Expenses

Below is the list of expenses which will not be reimbursed by the company:

- Expenses claimed without computerized/ system bills or hand written bills.
- Expenses claimed against loss of bills.
- Weekend side trips, or other personal travel scheduled within or around the business itinerary
- Personal Grooming
- Child care, dependent care, pet-sitting, house-sitting, maid service, and yard service while traveling
- Loss of cash advance money or personal funds
- Purchase of any personal items
- Loss or theft of personal property
- Personal reading materials, airline headset rental fees, and personal clothing
- Bulk Buying of any item for personal use
- Personal travel items (luggage, luggage carts, clothing)
- Vehicle parking charges at office premises.



TRAVEL AND SAFETY POLICY

Safety Guidelines

It is imperative for employees traveling for work to carry their OneStep Global Photo identity cards and visiting cards with them at all times. In case of any unforeseen emergency this ID card will help ascertain your blood group and emergency contact details.

Before traveling, employees must keep their line Manager informed on the following:

- Travel destination
- Mode of travel
- Hotel name and Point of contact (name and number) at the visiting location
- Purpose of travel

Line Managers failing to know the whereabouts of the employee and employees failing to inform the same to their managers will lead to strict disciplinary actions.

Employees should not travel, to the extent possible, in hired cabs/ cars, which do not have valid license and tracking system for safety purposes.

Late Travel/ Safety of Employees

This guideline covers all the employees commuting/ local travel from workplace/ any other location to home during domestic/ international travel.

- Employees should avoid travelling between 8:00 pm to 7:00 am.
- If unavoidable, travel during these hours should be undertaken using a cab provided by our Operations Team via our Vendor from/ to airport/ workplace/ home. Book a cab from cabs@onestep.global
- If required, the company shall also provide hotel stay for an additional day to female employees so as to avoid late night travel arrival between 8:00 pm to 7:00 am.

The employees are required ensure risk assessment, if anything feels risky and unsafe, the employees should inform the Operations Team POC and HR.

Our travel vendors have offices in every state of India to investigate matters of mishaps in case an employee goes missing, experiences an emergency, accident, natural disaster or act of terrorism or criminality.

Responsibility and Enforcement

The employee is responsible for complying with the travel policy. The approver is responsible for accurately reviewing expense reports for compliance. The company will reimburse employees for all reasonable and necessary expenses while traveling on authorized company business. The company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. Employees who do not comply with this travel policy may be subject to:

- Delay or withholding of reimbursement
- Disciplinary action

