This document outlines the global travel policy guidelines for employees across the regions. It provides a framework for expenses and guidelines on same including approval authority related to domestic and international business travel across various regions. This guideline document supersedes the previous Global Travel Policy of the organization.

1. Purpose

To ensure consistency and transparency in reimbursing business travel expenses, this policy defines allowable expenses and reimbursement limits for different regions including the USA, India, Middle East, and Europe.

2. Scope

This policy applies to all employees undertaking business travel on behalf of the organization.

3. Expenses Guidelines by Region

Refer Travel Policy as per your region

4. Policy Notes

- All business travel (Travel undertaken for official client meetings, conferences, or internal business purposes) approval to be provided by BU Head. Exception Approval to be sought from CEO/Chief Product Officer/Global Head of Delivery/Head of HR. Flights to be booked in economy class will be automatically approved.
- All client travel must be planned at least 14 days in advance unless an urgent request is received from client or BU Head and approved by CEO/Chief Product Officer/Global Head of Delivery/Head of HR. For domestic travel in India, bookings must comply with policy if a reasonable one-stop flight option is available. To ensure flexibility in travel plans, all bookings should prioritize/prefer fare options that permit date changes for a fee, keeping cost factor as an important criteria.
- Bookings that fall within the region-specific fare limits will be considered compliant with policy and will not require additional approval.
- Lodging expenses are based on standard hotel rates in each region.
- Meals include breakfast or as per booked accommodation plan.
- Transportation includes local travel such as taxis, ride-shares, or public transport.
- If Per Diem is availed, then Personal Business expenses for the trip cannot be claimed.
- Exception approvals must be documented and submitted with the expense report through MS D365.
- Travel undertaken for visa stamping or drop-box submission is classified as personal travel and, therefore, is not eligible for reimbursement or coverage under this policy.

5. Approval Matrix – all regions

Approval Matrix	India/Asia Employees	Middle East/Asia Employees	USA Employees	Europe - Germany Employees
BU Head/BU Owner	Required	Required	Required	Required
Exception Approval by Debdas Sen, Andy Diggelmann, Koushik Basu , Anwesa Sen - Same Time Zone *	Allowed/Permissible	Allowed/Permissible	Allowed/Permissible	Allowed/Permissible

***Example: If R&D team member is required to travel at a short notice and if Andy Diggelmann's approval cannot be sought due to time zone difference, then Debdas Sen, Koushik Basu or Anwesa Sen's approval will be taken.**