

DOMESTIC TRAVEL

This policy is applicable for all domestic business travel that were booked prior to 01st April 2024.

Inter-city Travel

Travel within 60km from your office location is considered within the purview of ‘local conveyance’, and any travel beyond 60km comes under ‘domestic travel’.

Generally, all employees are eligible for air travel in economy class if the travel time is exceeding 6 hours by road or rail. For travel time less than 6 hours by rail or road, you’ll be eligible for AC tier 2 travel. Train tickets need to be purchased by you directly and reimbursed. For safety reasons we do not support travelling by car or any private transport. If flights/trains are not available, we advise you to use safe and comfortable bus travel from reputed operators.

Travel requests will have to be reviewed by your L+1 at band G, Y,O or R. For greater flexibility, employees in bands G, Y, O and R can self-approve the travel requests. Travel request approval mechanism will remain the same when you are raising a request for a guest traveller. To help you take informed decisions based on travel budgets, the Finance team will aid you with travel dashboards while approving the request (for self or others).

Food and Accommodation

Pro TipBooking hotels through our Transit Accommodation team allows you to make the most of our pre-negotiated rates

While undertaking domestic travel, you may either opt for Company provided accommodation or choose to make your own arrangements for accommodation (Self-Accommodation).

Company-provided Accommodation

The Company maintains several guesthouses and has also partnered with hotels in various cities to help address your travel needs.

Company guest houses are the recommended accommodation where available. Where guesthouses are not available, you should stay at our partner hotels. In rare situations where there are no guesthouses or partner hotels in your city of work, you may book an accommodation directly and get it reimbursed within the limits mentioned below.

Please find below the entitlement grid for hotel limits (applicable in either case – if booked through transit accommodation or if booked directly by you):

	<u>In case of Company provided Accommodation</u>				<u>In case of self-arranged Accommodation</u>	
	<u>Accommodation Limits *</u>		<u>Meals Limits</u>		<u>Per diem Limits **</u>	
<u>Category</u>	<u>Class A</u>	<u>Class B</u>	<u>Class A</u>	<u>Class B</u>	<u>Class A</u>	<u>Class B</u>

<u>R, O</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>5,500</u>	<u>4,000</u>
<u>Y</u>	<u>10,000</u>	<u>6,000</u>	<u>2,250</u>	<u>1,500</u>	<u>5,000</u>	<u>3,000</u>
<u>B, G</u>	<u>7,500</u>	<u>5,000</u>	<u>1,750</u>	<u>1,250</u>	<u>3,750</u>	<u>2,500</u>
<u>V, I</u>	<u>4,500</u>	<u>3,500</u>	<u>1,000</u>	<u>600</u>	<u>2,250</u>	<u>1,750</u>
<u>Class A</u>					<u>Class B</u>	
<u>Chennai, Delhi, NCR, Mumbai, Kolkata, Bangalore, Pune</u>					<u>All other cities</u>	

*Accommodation limits are excluding taxes

Please note that the above grid is not applicable for Visakhapatnam and Hyderabad, in which case the Transit team will help you with suitable accommodation (Leadership Academy, Guest Houses or Hotels with preferred tie-ups)

Any exception in limits shall require approval from the respective L+1 in bands G, Y, O or R.

**Per diem will be paid for max 30 days.

Self-Accommodation

Alternatively, you can choose to make your own arrangements for accommodation (such as staying with friends, family or staying at a B&B or hostel) and claim the per diem amount. The Per Diem is to be used towards meeting accommodation, food and incidental expenses. No supporting bills need to be submitted for claiming the Per Diem.

Per Diem eligibility is based on the classification of the trip – i) Single day trip ii) Multiday trip

Single Day Trip: If you initiate and close your trip on the same day without any overnight stay, you shall be eligible for the full Per Diem.

Multiday Trip: You shall be eligible for the full Per Diem on travel days requiring overnight stay. On the day of return, you shall only be entitled to Per Diem if your departure is after 12 PM. If your departure is before 12 PM, then you are entitled to 25% of the regular Per Diem amount.

Travelling with a senior colleague

When you are travelling with a senior colleague and both of you opt for company provided accommodation, your entitlements for meals and accommodation will be the same as theirs.

Other expenses

You can claim expenses such as tips, portage, official phone calls and use of business centers, whenever incurred. They can be filed under the Incidentals category. You can claim laundry expenses if your trip is for more than four days.

Expenses on cigarettes and alcohol: We do not support such expenses unless incurred while entertaining external business guests. These expenses need approvals from MC-1. Details of such expenses including the names and organizations of the business employees entertained should be a part of your reimbursement statement.

Out-of-pocket expenses: which may not have formal bills or receipts, need an explanation from you to be approved.

Intra-city Travel

When travelling outside base location, you should use App based cab options for conveyance; company-booked cabs will be provided in case such options are not available. En-route expenses you incur while travelling for work related reasons will be reimbursed reasonably against bills.

In case app based options are not available you can make a requisition via [ihub](#) – search for “Cab Request” in ihub 2.0

You can also email your request to cabs@drreddys.com. If your role band is V or I- you’ll need an approval from your L+1 at role-band B,G,Y,O or R. For others, it is self-approved.

If you have a company car, please use it for local commute instead of hiring cabs. If you are using your own car or the company-provided car for local commutes, we will reimburse costs @ Rs 15.00 per km effective date is 1st January 2022 ,while for use of two wheelers you can claim @ Rs 4.50 per km.

While closing the trip, please provide complete details of the places visited, the starting and closing time, the closing reading of the odometer and sign the ledger/ slip available with the chauffeur before you relieve the vehicle.

Claiming expenses

You can submit claims via the expense report option on the portal. The path is: All apps->You can search for the app “Travel Request and Expenses. ” on ihub 2.0.

Whether you have taken a travel advance or are using the corporate credit card, please clarify your expenses in the expense statement and submit it with original bills, receipts, and the credit card statement to the Global Business Services (GBS) within 15 working days of your return from a tour, or before you leave for another tour, whichever is earlier. You can reach GBS at travelreimbursement@drreddys.com
You can submit requisitions through two channels:

<u>Green Channel:</u> Fast Track, self-approved reimbursements without scrutiny	<u>Red Channel:</u> Approval required prior to reimbursements
Travel expense statements can be routed through this channel if your travel is <i>pre-approved</i> and your claims are <i>within entitlement limits</i> , and supported with bills and receipts.	<ol style="list-style-type: none"> 1. If your travel/ tour is not pre-approved. 2. If your expenses have crossed entitlement limits. 3. Other reimbursement claims that are not supported by bills. 4. All international travel. 5. Reimbursement of business calls made from a personal phone.

The option of choosing the channel for reimbursement is self-governed by the employee and therefore extra care needs to be taken while making the selection. In case of doubt please speak to your L+1 or select Red Channel to ensure appropriate checks are done.

Cancellation

To initiate the process of cancellation you need to send an e-mail to ticketcancellation@drreddys.com. In case you have booked your ticket through the Self Booking Tool, you will need to cancel the booking by selecting the appropriate option available on the tool.

INTERNATIONAL TRAVEL

With Dr. Reddy's extending its promise of good health globally, you might have to travel to other countries for work. Your travel will be facilitated by the International Travel Desk which can be reached at internationaltraveldesk@drreddys.com. You can requisition travel via the portal - just look for "Travel Request and Expenses" in ihub2.0

Accommodation

Company-booked Accommodation

We would book you in a comfortable hotel at the location of travel. This would be done in accordance to the hotel limits mentioned in the table below.

Self-Accommodation (Daily Entitlements):

You may choose to stay with friends or family or make your own arrangements for stay, in such cases you are entitled to a Per Diem to cover expenses towards accommodation, food and incidental expenses. No supporting bills need to be submitted for claiming the Per Diem. However, you will need to sign a [declaration](#) to claim this allowance.

However, in case the duration of stay is beyond 15 days, company provided accommodation will be binding on employees and per diem will be applicable in the below conditions only:

- If company provided accommodation is not available
- In case respective MC member approves self-accommodation as an exception

Per Diem eligibility is based on the classification of the trip

Single Day Trip: If you initiate and close your trip on the same day without any overnight stay, you shall be eligible for the full Per Diem.

Multiday Trip: You shall be eligible for the full Per Diem on travel days requiring overnight stay. On the day of return, you shall only be entitled to Per Diem if your departure is after 12 PM and at 25% of the regular Per Diem amount.

Details of the entitlements, according to countries are given as follows:

Category	In case of Company booked Accommodation				In case of self-arranged Accommodation		
	Accommodation Limits			Meals Limits	Per diem Limits		
	Class A (USD)	Class B (USD)	Class C (USD)	In USD	Class A (USD)	Class B (USD)	Class C (USD)
O,R	300	250	160	Actuals	100	80	70
B, G, Y	250	200	140	Actuals	80	60	50
V,I	175	150	110	Actuals	60	50	40
Category A		Category B			Category C		
Japan, United States, United Kingdom, Europe, Russia, Ukraine, South America		Rest of Africa and CIS, Korea, Singapore, Mexico, Canada, Australia & New Zealand, South Africa, UAE, Nigeria, Bahrain			Rest of Asia Pacific & Others		

Note: The hotel limits are excluding taxes

Air Travel

The below grid outlines the recommendation for travel class when you are travelling internationally. The recommended class of travel shall in no way be considered to be an entitlement.

<u>Duration</u>	<u>Mode</u>
<u>O, R</u>	<u>Business class</u>
<u>G, Y</u>	<u>Business class if the journey time is more than 6 hrs</u>
<u>V, I, B</u>	<u>Economy class</u>

The recommended class of travel may be altered by the approving MC member based on their assessment of the purpose of travel, customer meetings vs internal reviews, attending seminars vs presenting papers, whether the planned trip has buffer days in addition to the actual days needed for the purpose of travel. The alternation can be done by the MC member both as an upgrade or lowering of the class of travel from the suggested mode.

The following scenarios would result in tickets being issued in economy class (applies to all employees except MC members):

- Any overseas travel undertaken for skill/knowledge development
- Any overseas travel approved less than 7 days in advance

Expenses

We trust you to spend reasonably as if it were your own money and spend in the best interest of the company.

Daily Expenses such as local conveyance, food, tips and portage, airport arrival and departure taxes, visa charges, excess baggage charges, laundry, international telephone calls, entertainment of guests, medical expenses, expenses on self-driven cars or on taxis can be claimed on actuals with relevant bills, vouchers and cash memos.

You will be given a corporate credit card for daily expenses. If required, you can request for a cash advance of up to US\$ 1,000 to meet reasonable incidental cash requirements through the travel team. In cases where you have to stay at a location for over two weeks, you are entitled to a weekly allowance of US\$ 75 to meet your out-of-pocket living expenses. You will need to sign a [declaration](#) to claim this allowance.

Please restrict special corporate gifting, entertainment and liquor expenses to customer interactions. Ideally, when you plan your international tours, do anticipate such occasions and have them cleared in advance with the relevant MC members.

For any exceptions in Expenses, please discuss with your relevant MC-1 member for approval.

In cases where you have to go for VISA processing before the trip request is raised/approve, MC-1 approval would be required for it.

Travel Insurance

You will be covered by travel insurance if you are travelling abroad for the company.

Heaven forbid, if a situation does arise to claim insurance, the policy covers Accidental Death, Permanent Disablement, Emergency Medical Expenses, Loss of Baggage and Personal Documents, Checked-in Baggage Loss, Baggage Delay, Emergency Travel Benefits, Personal Liability, Hijacking, etc. Further details are outlined in the travel insurance certificate. Coverage terms and conditions are shared with you by the Travel Desk coordinator before you leave.

Travel Approvals

Your international travel requisition needs to be approved by an MC member from your function/BU. While submitting expenses relating to international travel (within the limits of the policy), approval of relevant MC-1 member is needed. In case of any deviation, approval of MC members will be required. You can request for an advance when you raise your travel requisition.

Claiming international expenses

Please submit your claim within 15 working days after returning from a trip. The travel expense statement is on the [portal](#) - just search for “Travel Request & Expenses” in ihub2.0

This expense statement has to be filled and submitted with original bills, credit card statements and receipts via the Red Channel since it needs approvals from L+1s as per the [Delegation of Authority](#) guidelines.

If you have taken travel advance, you may wish to return the foreign exchange, this can be done only for US\$, £, and €. If you are returning from a country which uses some other currency, please exchange the local currency into any of the above before you leave that country.

Cancellation

To initiate the process of cancellation you need to send an e-mail to ticketcancellation@drreddys.com. In case you have booked your ticket through the Self Booking Tool, you will need to cancel the booking by selecting the appropriate option available on the tool.