

Travel and Expense Policy

Travel & Expense

QACA-P-10-Rev01

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1. Introduction

A travel and expense policy, also known as a T&E policy, is a set of guidelines that is created to help employees understand business-related travel costs and other expenses. The policy includes:

- Reimbursable expenses
- Non-reimbursable expenses
- Travel expense categories
- Procedures for reporting and tracking expenses

This Procedure helps in

- Control costs
- Manage and predict travel and expense spend
- Clarify confusion about reimbursement

2. Objective

The objective is to ensure all categories have spending brackets based on the employee, their designation, travel purpose, and other variables. While the primary goal is to restrict the expenses within the existing limitations, it also helps track expenses. It helps in following ways

- Control spending during business trips
- Ensure that expenses are appropriate/optimum
- Maximize employee travel compliance
- Provide visibility into budget spending
- Streamline the booking and reimbursement process

3. Key Result Indicators

- 100% booking of Travel related expense timely
- 100% verification of Booked expense
- Maximum Claim in Set limit or with no deviation
- Approval process within Policy

4. Scope

- All Employee working at QACA on role.
- Travel expenses: Travel expenses are costs incurred by an employee while traveling for work. This includes travel, hotel, meals, and incidentals.
- Expense reimbursement: The policy should clarify which expenses are reimbursable.
- Procedures: The policy outline the procedure for tracking and reporting each expense category.

5. Responsibility

- Traveler (employee) - Travelers should make certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip. The person due the reimbursement for travel costs incurred is responsible for:
 - He has to submit the travel request on time for approval.
 - Providing the business purpose and inclusive dates of each trip with clarity on chargeability to client or to company
 - Mention Project No/ID for costing purpose
 - Received authorization to travel when required and the approval is included in the Travel Expense Report.
 - Has not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source.
 - Has verified that the amount due is accurate.
 - Actually spent the amount for listed expenses.
 - Traveled on official business.
- Line Manager - Approves the traveler may travel and the business purpose is justified. Ensures the necessity and contribution to the business purpose.
 - Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
 - Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.

Sponsored Projects (if applicable)

 - Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached
 - Approving/denying payment of the travel claim in a timely manner. Denying expenses not directly related to official travel.
- Zonal Heads - The ZHs has responsibility for performing a final review of an expense report before it is submitted to the Accounts for processing. Specifically, he should ensure:
 - Any and all "red flags" identified in the report have been cleared or addressed. Common examples would be missing receipt documentation, high amounts, missing entries to required fields, policy violations, etc.
 - The expense is written clearly, the statement is clear with all back up bills, and same is verified by the line manager

The Line manager and ZHs plays a critical role in approving expense reports and ensuring compliance with this policy; therefore, if they have any questions or issues with an expense submitted, he/she should seek clarification from the traveler. If they do not feel comfortable approving an expense, or notices a pattern of suspicious travel/business expense activity, he/she should contact the Accounts to determine next steps.

- Accounts – Accounts has to book entries of the expense as per the hard copy expense statement by validating all bills in the records. And pay as per the payment schedule in case any clarification deviation need to discuss with respective zones and get it resolved.

6. Eligibility

All the employees working in the Company if required to travel on official duties are eligible to claim as per the following defined categories.

Quality Inspector	Quality Engineer	Executive/ Sr. Executive/ Asst. Manager	Deputy Manager / Manager	Sr. Manager / DGM	GM /AVP/ Country Head	VP/Director/ CEO
A	B	C	D	E	F	G

Note: Expense and allowance as per the department's individual annexure attached with this Policy.

7. Local Travel

While travelling for Official Purpose by Air, Train or Bus in Local Metro and Non-metro locations.

Designation	Grade	Local	Metro	Non-Metro
Quality Inspector	A	Local Public Transport (Ordinary Bus/Sleeper Class/Shared Auto)	Local Public Transport (Ordinary Bus/Sleeper Class/Shared Auto)	Local Public Transport (Ordinary Bus/Sleeper Class /Shared Auto)
Quality Engineer	B	Local Public Transport (Ordinary Bus/Sleeper Class/Shared Auto)	Local Public Transport (Ordinary Bus/Sleeper Class/Shared Auto)	Local Public Transport (Ordinary Bus/Sleeper Class /Shared Auto)
Executive / Sr. Executive / Asstt. Manager	C	Bus or Auto (max 200/- one way) or shared cab (max 200/- one way), or Rs 3.5 PKM (when Using own M/C) upto 100 Kms	Public Transport-AC Bus or AC-III tier when travelling by train	Public Transport-AC Bus or AC-III tier when travelling by train
Deputy Manager / Manager	D	Bus or Auto (max 200/- one way) or Cab (Ola/Uber), or Rs 3.5 PKM (when Using own M/C) upto 100 Kms one way	Public Transport-AC Bus or AC-III tier when travelling by train	Public Transport-AC Bus or AC-III tier when travelling by train
Sr. Manager / DGM	E	AC Bus or @ 8 PKM when using own car (diesel /Petrol) and @ 5 PKM when using CNG car or OLA /Uber	AC, Volvo, or AC-II/III Tier when travelling by train, Economy class when travelling by air	AC, Volvo, or AC-II/III Tier when travelling by train, Economy class when travelling by air
GM / AVP	F	AC Bus or @ 10 PKM when using own car (diesel /Petrol/ CNG) or OLA/Uber or at actuals	AC, Volvo, or AC-I/II Tier when travelling by train, Economy class when travelling by air	AC, Volvo, or AC-I/II Tier when travelling by train, Economy class when travelling by air
VP/Director/CEO	G	AC Bus or @ 10 PKM or at actual when using own car (diesel/ Petrol/ CNG) or OLA/Uber or at actuals	AC, Volvo, or AC-I/II Tier when travelling by train, Economy class when travelling by air	AC, Volvo, or AC-I/II Tier when travelling by train, Economy class when travelling by air

8. Outstation Travel

Hotel & Fooding at Metro and Non Metro Location

Designation	Grade	Hotel		Fooding			Remarks
		Metro	Non-Metro	Breakfast	Lunch	Dinner	
Quality Inspector	A	Lodge - 400/- per day	Lodge - 400/- per day	Rs. 50	Rs. 50	Rs. 50	
Quality Engineer	B	Lodge - 500/- per day	Lodge - 500/- per day	Rs. 50	Rs. 50	Rs. 50	
Executive/Sr. Executive/Asst. Mgr	C	750/- per day	850/- per day	Rs. 50	Rs. 100	Rs. 100	
Deputy Manager / Manager	D	1200/- per day	1250/- per day	Rs 50	Rs. 125	Rs. 125	
Sr. Manager/DGM	E	2000/- per day	2000/- per day	Rs. 200	Rs. 250	Rs. 250	
GM /AVP/ Country Head	F	4000/- per day	4000/- per day	At actuals	At actuals	At actuals	
VP/Director/CEO	G	At actuals	At actuals	At actuals	At actuals	At actuals	

Note: -

1. As per travel policy upto 500 KM (One Side) Non-Invoicable (i.e. Business Development, Office Work, Internal Meetings and Audit) train travel is mandatory for all and for any uncertain situation and any emergency travel, flight tickets will be issued after approval of Vertical Head with Justification for the deviation is required.
2. Fooding will be applicable
 - i) - when travel is beyond 100 kms (one way).
 - ii) - work is of more than 10 hours.
3. Hotel / Taxi Bills with GSTIN should be in name of the Company.
4. In case travelling by higher class, prior permission from the HOD with Justification for the deviation is required.
5. Only those who are deputed on official duties on behalf of QACA are eligible to claim the reimbursement.
6. All claims must be forwarded through HOD for reimbursement.
7. **If there is any Project based Travel policy, it will supersede this policy.**
8. This policy will be initially effective from Aug 2nd, 2023.

9. Process description with timeline

Process	Details	Timeline	Responsibility
Expense Estimate	Expense estimate submission through email to line manager with expense statement	5 th of Each Month	Employee/CH
List of Applicable expenses	List of employee with Expense amount data for each Employee, Project, Circle & Region to the Regional Manager	8 th of Each Month	Line Manager
COD Booking	Compiled list of expense submission to the Accounts for the COD Booking	10 th of Each month	Regional Manager
Expense statement with bill submission	Timely Submission of expense with all back up bills to the HO accounts duly verified by Regional Managers	15 th of Each Month	Regional Manager
Final Verification by HOD/ Functional Head	Final verification to be done after the regional manager's verification	18 th of Each Month	HOD/ Functional Head
Expense booking on Accounts ledger	Physical entry of all expenses to the accounts ledger after verification as per the policy	23 rd of Each month	Accounts
Expense Payout	Payment as per the approved amount and bills	26 th of Each Month	Accounts

10. Project Specific Policies

1. Telecom AT
2. Telecom NDT
3. Telecom TLVA/BFS
4. NSDC

On behalf of Quality Austria Central Asia Pvt. Ltd.



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Revision Number	Date	Revised by	Approved by	Summary of changes
QACA-P-10-Rev00	02 Aug 2023	Director Commercial	QACA Board	Initial Issue
QACA-P-10-Rev01	05 Jan 2026	Director Commercial	QACA Board	Periodic review