

Document Statistics

Type of Information	Document Data
Organization	Panacea Bioedge Pvt. Ltd
Document Name	Travel Policy
Classification	Internal
Date of Release	01-08-2025

Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

This policy outlines the guidelines and reimbursement procedures for employees undertaking domestic business travel. It aims to ensure cost-effectiveness, transparency, and consistency in travel-related expenses.

2. Scope

This policy applies to all employees of Panacea Bioedge Pvt. Ltd. who are required to travel domestically for official business purposes.

3. Modes of Travel & Reimbursement

3.1 Personal Car Use

- Employees using their personal **car** for business travel will be reimbursed at a rate of **INR 10 per kilometer**.
- The distance covered must be supported by a log including origin, destination, purpose of travel, and odometer reading or Google Maps distance.

3.2 Two-Wheeler (Bike/Scooter) Use

- Employees using a bike for official travel will be reimbursed at a rate of INR 6 per kilometer.
- Similar travel logs must be submitted as with car usage.

4. Receipts and Reimbursement Criteria

- All expenses must be submitted with valid receipts/invoices.
- **Receipts below INR 100 will not be reimbursed.**
- Claims must be submitted within **7 days** of the completion of travel.

5. Hotel and Flight Bookings

- All hotel and flight bookings for domestic travel must be arranged through the company's administration or travel desk.

- Employees are not permitted to book flights or hotels independently unless prior written approval is obtained.
- Any upgrades or additional personal services are at the employee's own cost.

6. Non-Reimbursable Expenses

The following expenses will not be reimbursed:

- Alcoholic beverages
- Personal entertainment or leisure expenses
- Fines or penalties (e.g., traffic tickets)
- Unapproved upgrades or luxury hotel accommodations

7. Policy Compliance

Failure to comply with this policy may result in delayed or denied reimbursement. Repeated non-compliance may lead to disciplinary action.

8. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

The Panacea Bioedge Pvt. Ltd. is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members Panacea Bioedge Pvt Ltd.