



Travel Expenses Guidelines for Suppliers and Business Partners

IAV India Tech Private Limited

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1 Introduction

1.1 Objective and Purpose

This policy establishes comprehensive travel guidelines for suppliers and business partners engaged with the organization.

It ensures cost control, transparency, and alignment with business objectives while maintaining compliance and accountability.

1.2 General Principles

- Travel expenses are reimbursable only when they are necessary for project execution, reasonable in value, and pre-approved.
- All travel must be approved in advance by the department manager/senior management.
- Travelers must select the most cost-efficient options without compromising safety.

2 Travel Authorization & Guidelines

2.1 Travel Authorization

- All business travel must be approved by the respective department manager/senior management prior to booking and travel.
- Any unapproved travel may result in rejection of reimbursement.

2.2 Transportation Guidelines

- Air Travel: Economy class is mandatory for domestic travel.
- Business class may be permitted for long-distance international travel if justified and approved.
- Rail and road transport should be preferred where economical.

2.3 International Travel Guidelines

Accommodation must meet reasonable business standards and cost-efficiency expectations.

Accommodation & Allowances (Per Diem)		
Germany	UK	US
50 EUR	60 GBP	60 USD



2.4 Domestic Travel (India)

Accommodation and per diem allowances are defined below. All claims require valid receipts.

Level	City A Accommodation	City A Per Diem	City B Accommodation	City B Per Diem	City C Accommodation	City C Per Diem
Senior	₹6000	₹2250	₹4800	₹1900	₹4200	₹1700
Mid	₹4800	₹1500	₹3600	₹1500	₹3000	₹1400
Junior	₹3600	₹1200	₹2600	₹1200	₹2300	₹1200

3 Reimbursement Guidelines

3.1 Reimbursement Rules

- No advance payments will be provided unless otherwise agreed.
- All expenses must be supported by original receipts.
- Visa fees and travel insurance are reimbursed at actual cost.
- Travel to and from airports, railway stations, or bus terminals shall be treated as Travel Transit expenses and is reimbursable separately from per diem allowances

3.2 Non-Reimbursable Expenses

Category	Description
Personal Events	Personal parties, gifts, celebrations
Department Events	Farewell, festivals, group events
Accommodation	Late checkout due to personal reasons
Greeting Materials	Cards, flowers
Personal Loss	Theft or damage of belongings
Communication	Personal calls not work-related
Alcohol	Not reimbursable
Unapproved Costs	Any non-approved travel

4 Deviations and Exceptions

Any deviation from this policy requires prior written approval.



5 Compliance and Governance

All suppliers and business partners must adhere to this policy. Non-compliance may lead to rejection of claims.

6 Document Information

Change History

Version	Date	Author	Changes

Distribution List

Recipient	Company/Dept.	E-Mail address	Comment

Related Documents

No.	Document-Title	Version	Filename and Storage
[01]	Document 1		For example, submit Link
[02]	Document 2		For example, submit Link
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