

TRAVEL & ACCOMMODATION

Travelling expenses which were incurred in the performance of team member's duties will be reimbursed, provided that all claims are made within the appropriate time i.e. in the span of the project for which the expense has been done, and should be supported with the necessary invoices/bills.

3 meetings minimum are required to green light travel to the city Generally, Air Travel is avoided in cBalance and if it's done, then it will be by economy class. All professional train travels are done in 3AC or 2AC so that team members can work during his/her journey.

Travel preference for all stakeholders – internal and external: -

1 st : 2-Tier AC

2 nd : 3-Tier AC

3 rd : Flight

Accommodation preference for all stakeholders – internal and external:

- i. Conveniently located within walking distance or close to a mass-transit stop eg. Metro Station
- ii. Ecolabel rating/environmental credentials are listed on the website.
- iii. Individually owned properties (bed & breakfasts, hotels) vs. Corporate Chains
- iv. Hotel Type preference: Bed & Breakfasts, 2 Star Hotel, 3 Star Hotel
- v. Room Tariff boundaries: Max. INR 3000 for Tier 2 Cities, Max. INR 4000 for Tier 1 Cities
- vi. Food allowance: INR 800 a day (INR 200 for breakfast and INR 300 per Lunch/ Dinner). A team member can claim reimbursement for food expenses during site/ fieldwork. Be mindful of the packaging waste that comes along with the ordered online food.