Travel Policy for Inspectors and Auditors

1. Purpose and scope

This policy sets consistent, economical, transparent, and accountable travel requirements for inspectors and auditors carrying out inspection and certification work under the National Programme for Organic Production (NPOP) for FoodChain ID India Private Limited.

It covers tour approval, transport, local conveyance, accommodation, daily food allowances, safety, expense documentation, and claim settlement. FoodChain ID India Private Limited is responsible for approving and paying eligible travel and accommodation costs under this policy.

2. Guiding principles

- Choose economical and reasonable travel options wherever feasible, while meeting the requirements of the assignment.
- Conduct official travel transparently and impartially and maintain complete supporting records.
- Use the approved tour programme and obtain approval before making material changes.

3. Tour approval and booking

Prior approval from the management FoodChain ID India Private Limited is required before an inspection or audit tour begins. The approved tour programme must state the purpose, destinations, duration, mode of travel, and estimated expenditure.

FoodChain ID India Private Limited should ordinarily arrange travel and accommodation. In an exceptional circumstance, the operator may facilitate accommodation booking only when the reason is recorded in writing. FoodChain ID India Private Limited remains responsible for all travel and accommodation payments.

Any change to an approved tour programme requires separate approval from FoodChain ID India Private Limited

4. Modes of travel

Mode	When it may be used	Conditions and records
Air	Only for urgent or unplanned inspections in exceptional cases. May be considered for journeys over 500 km, road journeys of approximately 10–16 hours, or when rail or road travel is not feasible.	Prior approval is required. Economy class airfare is admissible. Submit the air ticket, boarding pass, and supporting documents.
Rail	Generally, for journeys within 500 km or where the road journey is under 10 hours.	AC II Tier or AC III Tier may be used. Entitlement depends on employee category or grade and the official assignment. Submit original tickets or receipts.

Mode	When it may be used	Conditions and records
Bus and road	For road journeys of 50–250 km, prefer public transport, AC buses, app-based taxi services, shared conveyance, or other economical road transport where feasible.	Use of office or rented vehicles requires prior approval. Retain fuel bills, toll and parking receipts, FASTag records, and other supporting documents.

5. Local conveyance

Local transportation costs incurred for approved inspection or audit work may be reimbursed against supporting bills or receipts.

Use of a personal vehicle for official duty may be reimbursed at an approved rate within INR 15–25 per kilometre, subject to prior approval from the certification manager and supporting records. The claims are to be processed within 30 days of submission.

6. Accommodation and daily food allowance

Choose economical and reasonable accommodation. Lodging reimbursement is on an actual cost basis against bills or vouchers and is subject to the city ceilings below per night of stay.

City category	Classification and examples	Upper ceiling (INR, excluding GST)
X	Population 50 lakh and above: Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Pune, Ahmedabad.	4,000
Y	Population 5–50 lakh: Vijayawada, Warangal, Visakhapatnam, Guntur, Nellore, Guwahati, Patna, Chandigarh, Durg-Bhilai Nagar, Raipur, Rajkot, Jamnagar, Bhavnagar, Vadodara, and similar cities.	3,000
Z	Population below 5 lakh: other cities and towns.	2,500

The following daily food allowance amounts for audit or inspection travel:

City category	Classification	Daily food allowance (INR per day)
X	Population 50 lakh and above	1,200
Y	Population 5–50 lakh	1,000
Z	Population below 5 lakh	800

All reimbursements are subjected to submission of bills / invoices.

7. Insurance and safety

- FoodChain ID ensures the travel and medical insurance coverage for employees and auditors undertaking official travel.
- Follow necessary safety and welfare measures during travel and inspections.
- Immediately report any accident, damage, or other incident that occurs during official travel.

8. Claims and settlement

Submit TA/DA claims in the prescribed format with original bills, receipts, boarding passes, invoices, tickets, inspection records, photographs, and other relevant supporting documents in the GREYTHR application

Claims should generally be submitted within 30 working days after completion of the official tour. Reimbursement is processed only after the accounts department, and the certification manager verifies and approves the claim.

9. Inspector and auditor responsibilities

- Use travel resources economically and follow the approved tour programme.
- Maintain integrity, confidentiality, and impartiality throughout each official assignment.
- Keep evidence relating to inspections, travel, sampling, boarding, and local conveyance for audit and reimbursement purposes.
- Do not submit false, manipulated, or unsupported claims. Such claims may result in disciplinary action under organizational rules.

Place: Mumbai

Approved by:



Date: 30-10-2026

Mr. Prasad More
Managing Director