

Blueberry Group Travel Policy

A. Official Travel:-

1. CFO/RM/CM/RFM or a team member with more than 5 years of service.

- I. Business class: - If provided by Airlines
- II. If Not provided
 - i. Business Class – When journey is more than 9 hours
 - ii. Economic Class – When Journey is less than 9 hours

Note: Hotel accommodation budget is set at \$100-150 per night and the category of hotel will be 3 or 4 star.

2. Team Member with less than 5 years of service:

- Travel is restricted to Economy class for both short and long-haul flights.

Note: The hotel accommodation budget is set at \$70-100 per night, and the category of hotel will be 2-3 stars.

B. Holidays Travel to India:-

1. CFO/RM/CM/RFM or team member with more than 5 years of service.

- I. Once a year business class if provided by any airlines otherwise economic class.

2. Team Members with less than 5 years of service:

- Travel is restricted to Economy class for both short and long-haul flights.

Notice:-

- ❖ Only once a year Indian holiday ticket can be business class otherwise whether the airline provide or not only economics class is allowed.
- ❖ For Domestic travel, Airfare to the nearest place of residence with Nominal (15 kg) luggage will be provided once in a year in economic class.
- ❖ These travel policies are applicable to all employees without any biasness, ensuring fairness and consistency across the board.