



Consulting Team
Sync-Global

2021-2022

Travel policy guidelines for consulting members

Approval matrix

IN Region

Check with e-concierge@sync-global.in

CC to finance.ops-ncr.del.in@sync-global.com

Local

e-Taxi / Metro Only where available
Uber or allied least rates taxi-alternatively

Interstate

Only one of multiple cities- Air Travel inter-state

Within State

Use public transport Level-1
Alternatively, use taxi, in case of urgency with pre-approval

Self drives

Approval matrix

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Ask for individual-specific band and authorisation-details mentioning your association-ID

Use electric or solar concierge vehicles by contract wherever applicable.

Non-compliant, non pre-approved travel, stay and FnB expense-claims will be rejected.

Approval matrix

Global Territory Region

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