



Local Conveyance Policy

	Process Owner	Authorized by
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1. Objective

To establish guidance and policy while traveling on official business and to provide procedures for the approval, reimbursement, and control of travel expenses.

2. Scope

This policy applies to internal travel arrangements on approved Company business, regardless of the source of funds, duration of travel or business purpose (e.g. conferences, visiting other Companies, research, generating Company income, consulting, professional development, Training, etc).

3. Standard Operating Procedure

3.1. Travel within the state

- If necessary an employee may use his personal vehicle for short distance travel for business purpose (within the state) - [At respective locations - Subject to max. 200 kms.] Total kms should not exceed more than 1000 kms per month.
- If company finds that the usage is exceeding the limit then it may decide to appoint a regular car on hire. The mileage reimbursement allowance covers all automobile related costs.
- Car @ 10/- per Km [Only for Grade 15, C-5, 6-A , 6-B and above] & 2 wheelers @ 4/- per km will be reimbursed at actual.
- All requests should be supported by a vehicle requisition form (refer Annexure I).
- The toll and parking fees will be paid extra at actual.
- Incase employee is working on holidays, the mileage allowance can be reimbursed on approval of HOD with valid reason of working on holidays.

- Anytime an employee attending OD directly from residence without attending office, in such cases the employee would be entitled only for the extra kms over and above their normal travel kms from residence to office.
- E.g. An employee is based at "X" location, and distance between "X" and office is say 50 kms. If an employee is attending OD which is at "Y" Location and distance between "X" and "Y" is 60 kms then an employee is entitled for only differential kms i.e. 10 kms only.
- Daily logbook should be maintained.
- Guest entertainment will be done on HOD approval.
- Meal expenses of the employee while on OD would be reimbursed against bills as per the entitlement mentioned in **Annexure II**.

3.2. While on Outdoor Duty within a State

Mode of Transportation

- Eligibility for Taxi with the class of mode given in Annexure II.

Reimbursement

- Employees may only receive reimbursement for actual, reasonable travel costs up to the limits prescribed in the policy.

4. General

- This policy outlines the spirit behind the Company's approach in giving fair and consistent treatment to all employees. Therefore, employees are expected to respect the rules and the standard operating procedures governing this policy. Where circumstances are unusual or situations not anticipated or defined in this policy, such matters should be referred to the VP - Admin & Commercial for resolution in a manner that is consistent with the whole aim and spirit of this policy. Such decisions shall be final and binding.
- This policy supersedes all other policies, procedures and practices prevalent on this subject to date. Company reserves the right to add to, alter or amend, or cancel this policy at its discretion if needed in future.

5. Related Documents

- Outdoor Duty / Vehicle Requisition Form - Annexure I
- Local Conveyance Eligibility - Annexure II

Annexure "I"



OUTDOOR DUTY / VEHICLE REQUISITION FORM

Name: _____ Department: _____ Date: _____

DATE	LOCATION TO BE VISITED	NATURE OF THE WORK	TIME OUT	TIME IN	REMARK

VEHICLE	PERSONAL	COMPANY	VEHICLE NUMBER	
OUTWARD KM		INWARD KM	TOTAL KMS	
EMP.GRADE		REIMBURSEMENT AMT.		

SIGNATURE OF EMPLOYEE

SIGNATURE OF SECURITY

DEPARTMENT HEAD

ADMIN

Annexure "II"



LOCAL CONVEYANCE ELIGIBILITY

DESIGNATION GRADE	MODE OF LOCAL CONVEYANCE	MEAL ENTITLEMENT IN INR
C-10 - C-11	A/C Luxury Car - "C" Segment	At actual
C-8 - C-9 18 - 19	A/C Taxi - Semi Luxury	At actual
C-5 - C-7 15 - 17 6-A, 6-B, 7-B	Non Ac Taxi / Auto	At actual upto Rs. 300
C-2 - C-4 10 - 14 4-A, 5-A, 5-B	Auto	At actual upto Rs. 250
Others	Bus / Auto	At actual upto Rs. 200

** "C" SEGMENT - CAR OF VALUE NOT MORE THAN Rs.10 LACS.