

## Annexure I



### CONVEYANCE ELIGIBILITY

- Category "A"** Europe, USA, Canada, Japan, Australia, Switzerland  
**Category "B"** Dubai, Singapore, Hong Kong, Malaysia, China, Taiwan  
**Category "C"** All other country's not covered in "A" & "B"

GRADE	"A"		"B"		"C"		Bett Allowance
	Boarding & Lodging		Boarding & Lodging		Boarding & Lodging		
	Accommodation in USD	Daily allowance Against Bills in USD	Accommodation in USD	Daily allowance Against Bills in USD	Accommodation in USD	Daily allowance Against Bills in USD	
Above C-11	At Actual						
C-10/C-11	200	75	200	75	150	75	70
C-5/C-6/C-7/C-8/C-9 15/16 /17/18/19 6-A/6-B/7-B	150	75	150	50	100	50	50
Others	125	50	100	50	75	50	40

Daily allowance      Food, laundry, tips & miscellaneous expenses

Bett Allowance      In case Employee stays with his/her relatives or friends while on business tour & does not claim for lodging and boarding expenses, employees can claim Bett allowance as mentioned in Annexure I.

**In case bills are not available, employees can claim USD 30 per day, however an employee would not be entitled for daily allowance as per above annexure.**