

Insert company Logo



| Policy Name: | **Local Conveyance Policy** |
| --- | --- |
| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
| --- | --- | --- |
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**Table of Contents**

[**1.**](#_heading=h.gjdgxs) **DEFINITION** 3

[**2.**](#_heading=h.30j0zll) **PURPOSE** 3

[**3.**](#_heading=h.1fob9te) **APPLICABILITY** 3

[**4.**](#_heading=h.3znysh7) **RESPOSIBILITY & ACCOUNTABILITY** 3

[**5.**](#_heading=h.2et92p0) **POLICY** 3

[**Conveyance Entitlements** 3](#_heading=h.tyjcwt)

[**A.**](#_heading=h.3dy6vkm) **Conveyance Reimbursement for members using their own vehicle for travelling** 4

[**B.**](#_heading=h.1t3h5sf) **Conveyance Reimbursement for members not using their own vehicle for travelling** 4

[**C.**](#_heading=h.4d34og8) **Meal Reimbursement** 4

[**6.**](#_heading=h.2s8eyo1) **RESTRICTIVE CLAUSE** 5

# **DEFINITION**

1. **Conveyance** is a formal word that can mean transportation of something from one place to another. Here it refers to travel within the parent location of posting.
2. **Entitlement** is the right to a particular privilege or benefit, granted by the organization.
3. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
4. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
5. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To compensate employees for expenses incurred on discharge of official duties

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Reporting Manager, Human Resource Department and Finance Team.

# **POLICY**

## **Conveyance Entitlements**

* Employees travelling for official work (like visiting clients, Government Officials, Local Purchase etc.) on regular basis are entitled to claim conveyance reimbursement (for fuel and associated expenses).
* Attending to Office / Site from residence and vice versa will not be treated as official trip.
* In case if, employee has to attend official duty directly from residence, prior approval from reporting authority has to be obtained, and the same has to be mentioned in logbook for verification purpose.

***\*Note- All the tables mentioned in the policy are only for representation purpose; they can be modified or amended as per company policy.***

## **Conveyance Reimbursement for members using their own vehicle for travelling**

* Employees using their own vehicles for official work on regular basis are entitled to claim conveyance reimbursement (for fuel and associated expenses).

Reimbursement will be done as per the below table:

| **All Levels** | **Fuel Type** | **Reimbursable Amount** |
| --- | --- | --- |
| Private Mode of Transport | Bike | Petrol | Rs.7 per KM |
| Car | LPG/CNG | Rs.6 per KM |
| Diesel & Petrol | Rs.8 per KM |

## **Conveyance Reimbursement for members not using their own vehicle for travelling**

Reimbursement will be done as per the below table:

| **TABLE 1** |
| --- |
| **Level** | **Offered mode of travel** |
|  L5 – L6 | Local or Metro Train/OLA/UBER/MERU\* |
|  L1 – L4 | Auto/Local Trains/Metro Trains/Taxi |
| L0 | Local Trains / Bus / Auto subject to prior approval |

## **Meal Reimbursement**

Members will be entitled to get Meal Allowance only if the member is travelling more than 75 Kms one way and 150 kms on round trip. The entitlement will be as per the grade.

Meal Reimbursement will be done as per the below table:

| **Level** | **Per meal (on bill proofs submitted) with maximum of two meals in a day** |
| --- | --- |
| L5 & L6 | Actual |
| L3 & L4 | Rs. 250 |
| L0, L1 & L2 | Rs. 150 |

The Liquor Exp. and taxes thereon will not be reimbursed at any cost.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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