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	LOCAL VISIT POLICY		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
Rev.:1.0	Local Visit Policy	Ms. Lagna Panda	23-May-08
Rev.:2.0	Revised the points on Guidelines and added the Process flow for Local Visit Apply and Settlement.	Manasi Das	20-Sep-12

REFERENCE DOCUMENTS	
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1. POLICY STATEMENT :

At CSM, Local Visit indicates, all local travel within 30 KMs radius from the Office location on account of business/project needs/training/personal work during official timing. The need of this Local Visit policy is:

1. To establish guidance and policy while traveling on Local Visit on account of business/project needs/training/personal work during official timing.
2. To provide procedures for the approval and reimbursement.

This policy statement supersedes any/all previous regulations governing Local Visit. This Tour rules are subject to change from time to time, in accordance with the Company's business objectives.

2. ELIGIBILITY / POLICY APPLICABILITY:

This shall be applicable to all employees (*Regular & Onsite*) at CSM, who are required to travel locally on account of business/project needs/training/personal work during official timing.

3. GUIDELINES:

3.1 **Local Visit for Personal purpose:**

- 3.1.1 User has to apply the visit in Kwantify mentioning the required information.
- 3.1.2 The duration of visit should not exceed 2 hrs. If exceeds, it will be treated as Half day Leave, for which Leave should be applied through Kwantify.

3.2 **Local Visit for Official purpose :**

- 3.2.1 User has to apply the visit in Kwantify mentioning the required information before start for the Local Visit. No Local visit will be considered and approved if it is applied after returning from visit.
- 3.2.2 User can also apply Local Visit for their subordinates and for a group of people visiting along with the user.
- 3.2.3 Arrangement of vehicle and type of vehicle should be mentioned clearly while filling up the application.

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3.2.4 After returning from Local Visit, User has to close the application mentioning detailed information required like; visit purpose, KM covered and remarks.

3.2.5 Fuel charges can be reimbursed only if the vehicle used is personal or arranged of own. User has to apply it through Kwantify for the settlement.

4. IMPORTANT RULES TO BE REMEMBERED :

- 4.1 If any Local Visit is applied for <Office Out> and not closed that by clicking on <Office In>, User cannot apply for next visit.
- 4.2 In case of Local Visit is applied for a Group, only the User (Initiator) can apply for settlement. Other members of the group will have no options to apply for any settlement.
- 4.3 If any User is using Office Vehicle for their Personal Visit, fuel charges will be settled with their respective salary.
- 4.4 Fuel charges would be revised according to the market rate.
- 4.5 Any other expenditure beyond fuel charges should be applied through “Claims” in Kwantify for reimbursement. If approved by the respective RA, it will be reimbursed by the Finance dept.

5. LOCAL VISIT APPLY (PROCESS FLOW):

- 5.1 To apply, Click the link <Local Visit> under “Manuals & Forms” in Kwantify and mention all the required information.
- 5.2 On applying for Local visit-Office Out, the application goes to the respective RA and HRD for notification.
- 5.3 On applying for Local visit-Office In, the application goes to the respective RA for approval.
- 5.4 After RA's approval, the User can apply for Settlement of fuel charges.

6. LOCAL VISIT SETTLEMENT (PROCESS FLOW):

- 6.1 Local Visit settlement request has to be applied through Kwantify.
- 6.2 The finance Dept will verify the application and process for the payment.