

POLICY GOVERNING CONVEYANCE, LUNCH EXPENSES, ETC. FOR WORKING BEYOND NORMAL WORKING HOURS, OUTDOOR DUTY OR ON HOLIDAYS

1.1 Conveyance on Holiday Working:

Employees who are required to attend office for more than 4 hours on holidays will be reimbursed conveyance expenses on actual basis from their residence to office and back by either first class train and conveyance expenses from residence to nearest railway station and Vikhroli (for HO)/ Airoli (for Empire tower office) station to office and back OR auto fare whichever is less. However, this will not be applicable to those employees who have been provided with Railway Season Ticket given by the Company. In this case, such employees will be sanctioned only conveyance expenses from residence to nearest railway station and Vikhroli station to office and back.

1.2 Conveyance reimbursement for Late Sitting on normal working days:

Employees who work for two hours more than office hours will be reimbursed auto fares from office to the nearest railway station and from nearest railway station to residence. However, no train fare will be considered in such cases.

1.3 Direct visit from residence to other places for company's business:

Employees who have to visit other places in town or suburbs directly from home instead of reporting to office and which is not the normal place of work, shall be reimbursed conveyance expenses of auto/ Ola/ Uber fare from nearest railway station to their residence and from nearest railway station to the place of work. He will also be entitled to claim first class railway fare between these stations. In case if the auto or taxi fare to attend this work is less than the first class railway fare then only such conveyance charges other than railway fare shall be reimbursed. The employees who are provided with the railway season ticket by The Company cannot claim this reimbursement.

The place of work where the officer is required to go does not have the facility of railway, then in such case, the officer can claim taxi (preferably Ola or Uber) fare in town (south Mumbai) and auto fare in western and central suburbs.

Entitlement:

Band	Entitlement	Remarks
Trainee/ Band-I, Band-II	Train, Auto, Bus	In case of Auto, preference to be given to Ola Auto
Band-III, Band-IV, Band-V, Band-VI	Train, Auto, Ola, Uber	In case of Auto, preference to be given to Ola Auto

HIGHBAR TECHNOCRAT LIMITED

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Band-VII, Band-VIII, Band-IX	Train, Auto, Ola, Uber, Private Taxi	In case of Auto, preference to be given to Ola Auto
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1.4 Employees at Head Office using own vehicle for official purpose:

In case, an employee uses his own vehicle for attending official work on a holiday or weekly off, reimbursement will be allowed at the following rate:

Type of Vehicle	Reimbursement per Kilometer
Two Wheeler	Rs.5.00
Four Wheeler	Rs.11.00

However, it is further clarified as below:

- 1.4.1 This reimbursement will not be applicable for traveling between residence to Vikhroli Office or Airoli Office and back on any normal working day.
- 1.4.2 Employees who have been provided vehicles by the company or are beneficiaries under any option under the Car policy will not be entitled to claim these expenses.
- 1.4.3 The per kilometer rate includes cost towards fuel, maintenance, insurance, etc. and is all inclusive. However, toll tax parking charges (if any) will be reimbursed in addition to this, subject to production of receipts of the same.
- 1.4.4 Employees working on holidays or weekly offs may claim reimbursement for reaching office from residence and back or any other destination from there and back within the limits of Greater Mumbai / New Mumbai for official duty only.
- 1.4.5 The Employees must mention the destination and distance traveled in kilometers while claiming the reimbursement of conveyance claim.

1.5 Lunch/Snack expenses:

Employees required to attend duty on holidays for more than 4 hours shall be reimbursed lunch/snacks expenses as per the following rates on those days if duly supported with cash memos and if not availed lunch facility provided by The Company.

Category	Rate
All employees	100/-

Employees those who have to sit late in the office beyond 10.5 hours shall be reimbursed expenses for snacks up to Rs. 50/-.

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1.6 GENERAL RULES:

- 1.6.1 Employees provided with company car will not be entitled to any conveyance expenses as mentioned above.
- 1.6.2 These guidelines are applicable for Travel within Greater Mumbai, Thane and Navi Mumbai limits and suburbs up to Karjat, Kasara, Badlapur, Virar and Panvel etc.
- 1.6.3 The HOD has to sign the voucher after verifying all facts and supportings and forward it to Accounts Department for payment.
- 1.6.4 Peons, Office boys and drivers shall preferably travel by bus while traveling in Mumbai city. The use of taxi or auto will be permitted in case of emergency, odd hours, or carrying parcel/documents or load etc. In such case prior approval of the concerned HOD/or executive is essential.
- 1.6.5 No escalation in above rates/rules is permitted in ordinary course of business. HOD is expected to give written explanation on the reverse of the voucher form in case of exceptions.
- 1.6.6 This policy will be in effect from 1st January, 2019 till any further revisions/notifications.

End of Document

For HIGHBAR TECHNOCRAT LTD.



Arijit Dey

HR - Head

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