

Travel Policy-2018

- **Mobile :-** Mobile reimbursement 300/- & 500/- p.m. for Executive/supervisor and cluster head/auditors respectively. New upper limit for Managers is 700/- bill above 700/- will need GM approval.
- **Food :-** There shall be no reimbursement of expenses incurred on Food, when the working is in base location and/or nearby location. Further if they are coming back on base location after traveling for distance more than 50 km only breakfast and lunch will be provide it means only 50% of food reimbursement as per travel policy (without bill) will be provided. On actual reimbursement of food, please provide the copy of bill else it will be treated as food without bill.
- **Lodging and Boarding (Hotel Expenses) :-** Hotel bill must be required with details description i.e. date and time of check in and check out. In case of bill not attached no payment will be reimbursed.
- **Local conveyance :** Local conveyance sheet must be filled completely and should be attached with Expenses sheet, There shall be no reimbursement of local conveyance in case incomplete information. For travelling by bike only 3/-Rs. per km are to be reimbursed . Further, we would instruct you always use public transport for distance more than 50 km or use share auto instead of Auto.
- **Travel – Train/Bus :-** for traveling by Train or bus ticket must be attached, in case of not providing bills (if travel by bus) please mentioned distance
- All other expenses like internet, printing & stationery, courier, dunnage and lock & key, please provide the bill. There shall be no reimbursement of these expenses without bills.
- In case of labour loading unloading and cleaning charges please provide the sheet mentioning name of warehouse, location, no of person worked, total day and amount of labour per day

Please note, Any manipulation in bills and submission of forged bills will be treated seriously and can lead to termination from the services or will be penalize

All the expenses greater than Rs. 20,000/- after being received at HO will be verified by GM/ED. You are requested to make note of these and ensure that all/any expense statement being approved adheres to these changes. You are also advised to ensure that these changes are informed to your team-members.

Further as per instruction of ED requesting you all too kindly follow the guidelines of Arya Travel Policy and if there is any special case approval for any deviation from concern policy, please provide approval of the same and attach that approval with your expenses hard copies.

Account department will process expenses as per policies communicated and with valid approvals attached to the expenses sheet.

In case of any query, feel free to contact us at below mentioned account person ;-

Mr. Rahul Goyal

at accounts@aryacma.co.in

0120-4859310