

	LOCAL CONVEYANCE POLICY	Doc. No.	ADM / PL / 01
		Date of Origin of Doc	01.01.2013
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		Rev. No.	18
		Rev. Date	JAN 2025 (NEXT UPDATION 1, JUNE 2025)

1	<b>Objective / Scope &amp; Brief Description:</b>  To Establish guidelines for Local Conveyance Reimbursement.												
2	<b>Applicability / Eligibility</b>												
2.1	This Policy is applicable to all Dyna-K Employees												
2.2	Any travels for Company's business within a radius of 100 k.m. from the Plant / Office will be deemed as local conveyance.												
3	<b>Definitions : Nil</b>												
4	<b>Procedure / Process :</b>												
4.1	Travel from the employees home to his/her normal plant/office vice versa will not be deemed as local conveyance.												
4.2	An employee will be allowed reimbursement of actual reasonable conveyance expenses incurred by him/her for local travel. The employee should give details of places visited (from - to) in his/her claim voucher statement.												
4.3	An employee using his own two wheeler for Company's business will be entitled to reimbursement of expenses at rate of <div style="text-align: center;"><b>₹ 4.00</b></div> per kilometer of travel by scooter/motorcycle.												
4.4	Team Leader & above using his own motor car or Company owned vehicle for Company's business will be entitled for reimbursement of expenses at the following rate. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th>Company Owned Motor Car</th> <th>Company Owned Motor Car Rate per kilometer</th> <th>Employee Owned Motor Car Rate per kilometer</th> </tr> </thead> <tbody> <tr> <td>1 Hatchback Cars</td> <td></td> <td style="text-align: center;"><b>₹ 9.30</b></td> <td style="text-align: center;"><b>₹ 9.88</b></td> </tr> <tr> <td>2 Sedan / SUV Cars</td> <td></td> <td style="text-align: center;"><b>₹ 13.45</b></td> <td style="text-align: center;"><b>₹ 16.10</b></td> </tr> </tbody> </table>		Company Owned Motor Car	Company Owned Motor Car Rate per kilometer	Employee Owned Motor Car Rate per kilometer	1 Hatchback Cars		<b>₹ 9.30</b>	<b>₹ 9.88</b>	2 Sedan / SUV Cars		<b>₹ 13.45</b>	<b>₹ 16.10</b>
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4.5	Revision will be made in every Jan & July after taking in to consideration the increase \ decrease as compared to Base rate as on date of implentation.												
4.6	While claiming the reimbursement, the purpose of visit should be mentioned on the payment voucher for the guideline of the Departmental Head.												
4.7	Claim for the reimbursement of local travel conveyance expenses should be submitted with document on weekly basis and must be submitted within a month.												

Reviewed By		 Approved By	Important : this document shall not be photocopied as it will not be updated. Only copy carrying the CONTROLLED COPY WHEN STAMPED IN GREEN' stamp is authorized & will be updated
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<p><b>5 Responsibility :</b></p> <p>The Respective department head will be responsible for monitoring the activity. Employee claiming the reimbursement will be responsible to follow the procedure.</p>			
<p><b>6 Implementation Date :</b></p> <p>This policy will be effective from <u>JAN _2025(NEXT UPDATION 1, JUNE 2025)</u></p>			
<p><b>7 Communication/Circulation :</b></p> <p>Circular will be displayed on the notice board and the copy of the policy made available with all departmental head's.</p>			
<p><b>8 Documents &amp; Records : Nil</b></p>			
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