



AKSID
CORPORATION

AK/HR/TA/01/12/2019 TRAVEL, FOOD, VEHICLE & CONVEYANCE POLICY (WITHIN COUNTRY)
Issued 30.12.2019
Effective 01.01.2020
Owner Human Resources Department
Approved by Managing Director

Modes of Travel

- Traveling from one district to another district within Bangladesh will be considered as Domestic Business Travel. It will be from the Employees office location to the destination/s and return.
- The following are the entitlements for mode of transport used during official travel:

Grade	Employee Level	Mode
9-19	Deputy Manager to Above	Air Travel/ AC Bus (Business Class) / First Class Train/Steamer
7-8	Senior Executive to Assistant Manager	AC Bus/ AC Train/AC Steamer
1-6	Team Member-1 to Executive	Non-AC Bus/Train/Steamer (Shovon/ Economy)

Exception

- There is an exception of these modes of travelling as per company policy. If any employee is travelling with a senior, then that employee will get the same benefit of travel allowance.

For example – Deputy Manager is travelling with an Executive. Travelling mode for Deputy Manager is AC (Business Class) bus. But on the other hand, travelling mode for an Executive is Non-AC bus. Since that Executive is travelling with Deputy Manager, he/she will also travel in AC (Business Class) bus.

Booking

- All booking of air travel for business/training/Project/Client Visit purposes must be done through Administration.
- Employees are expected to book Bus/Train/Steamer tickets own self.

Travel Approval

- All travels should be approved by the Managing Director by email. Verbal appointment is not accepted.

Meals Criteria

Grade	Employee Level	Breakfast or Evening Tiffin BDT	Lunch BDT	Dinner BDT
8-19	Assistant Manager to Above	50	160	160
	Team Member-1 to Senior Executive	40	120	120



Exception

- There is an exception of these modes of meals as per company policy. If any employee is travelling with a senior, then that employee will get the same benefit of Meals allowance.

Meals Criteria (Outside movement/Exceptional Travel)

Exception

- If 18 days or more time stay in projects site per month.
- This does not include any location where AKSID is done by term construction projects.

Grade	Employee Level	Food Bill BDT
1-19	Team Member-1 to Above	300

Hotels Criteria

Grade	Employee Level	Mode
8-19	Assistant Manager to Above	AC Room (Not allow 5 Star hotels)
1-7	Team Member-1 to Senior Executive	Non-AC Room

Vehicle Expenses

- All vehicles must use & maintain vehicle log sheets.

SL	Bike	CC	Car
1	BDT 1.9 per km (Personal Bike) & 15% maintenance cost.	All	BDT 11 per km (Personal Car) including Maintenance cost
2	BDT 1.9 per /km (Company Bike)	100 to 130	
	BDT 2.3 per /km (Company Bike)	131 to 160	

Travel Laws

- Home to office or vice versa, cannot be billed.
- Any personal travel that is billed will be penalized by BDT 2000 per instance.
- Any discrepancy found travel (km, time, location) will be penalized by BDT 500 per instance.
- Any penalty for lack of proper driving license will be at the expense of the driver/operator.
- Any speeding bills will be responsibility of the driver/operator.
- Any parking tickets will be dealt with on car by case basis.
- For all motorcycle & cars vehicle logs must be maintained daily and submitted to administration every week. Vehicle logs older than 1 month will not be accepted.
- All cars must have working camera installed. If no footage of accident or ticket is available, the responsibility will be on the driver/operator.






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Property Damage or Loss

- All loss of property, damaged property, accident, serious incident of death will be the responsibility of the driver/operator.

Conveyance

Grade	Employee Level	Mode
8-19	Assistant Manager to Above	Uber/Pathao or any other ride sharing/Bus/Rikshaw
1-7	Team Member-1 to Senior Executive	Bus/ Rikshaw

Exception

- If emergency, or caring equipment or product then take Uber/Pathao or any other ride sharing pending approval of department head.

Bill Submission

- Employees' must submit the bill to the Audit Department within 3 working days at to head office of arriving. In case of failure to submit the bill within the time, it will be disbursed with the next month.
- In case of failure to submit the bill that incurred one month back, the bill will be treated as invalid bill and cannot be claimed.
- For any emergency purpose mode/category of travel may be different from that of what is prescribed herein. In such cases departmental head must give justified reason in writing before giving any approval.
- Any emergency or travel outside the scope of this policy is at the full discretion of management. Any decision made by managers or staff outside the scope of this policy must be justified & approved in writing by management.
- Any fraud or unfair means adopted in supporting the Bills/documents will be considered as misconduct, resulting in disciplinary measures and forfeiture of claims and disciplinary action.
- Any fraud or misuse of company travel, fooding, and/or conveyance will be penalized of 5 times the amount or whatever amount management believes to be fair,

Payments

- Company will disburse on a month basis. Bank deposit EBL on or around 22nd of every month.



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Annex: Level of Designation

LEVEL OF DESIGNATION

Grade	Position/Level	Equivalent
21	Chairman	
20	Managing Director	
19	Chief Executive Officer (CEO)	
18	Director/CFO	
17	Assistant Director	
16	Sr. General Manager	
15	General Manager	
14	Sr. Deputy General Manager	
13	Deputy General Manager	Head of Sales & Marketing
12	Assistant General Manager	
11	Sr. Manager	Sr. Batching Plant Manager
10	Manager	QC/QA Technical Manager/Project Manager
9	Deputy Manager	Deputy Project Manager
8	Assistant Manager	Project In-charge/Assistant Project Manager/Project Coordinator/ Regional Sales Manager
7	Sr. Executive	Quantity Surveyor/Plant Operator/Sr. Project Engineer/Electromechanical Engineer/Technical Engineer/Safety & Admin In-charge/Store In-charge/ Assistant Regional Sales Manager
6	Executive	PA to Managing Director/Project Engineer/Assistant Engineer/Maintenance Engineer/Lab Engineer/Architect/Draftsman/Electrical Engineer/Shift Engineer/Assistant Plant Operator/Plumbing Engineer
5	Officer/Jr. Executive	Sub Assistant Engineer/Assistant Quantity Surveyor/Junior Electrical Engineer/Junior Technical Engineer/Site Engineer/Store Officer
4	Supervisor/Team Leader	Supervisor/Foreman
3	Team Member-3	Technician/Plumber/Mixer Truck Operator/Boom Pump Operator/Payload Operator/Sr. Electrician/Computer Operator/Store Keeper/Driver
2	Team Member-2	Electrician/Lift Operator/Welder/Assistant Storekeeper/Office Assistant
1	Team Member-1	Peon/Messenger/Cleaner/Security Guard/Cook/Mechanic Helper/Batching Plant Helper/Gardener/Assistant Plumber/Mixer Truck Helper/Lab Helper/Helper

NB: This Travel, Food, Vehicle & Conveyance Policy will be applicable for all associates of AKSID Corporation Limited.

Best Regards,

Saudi Anam
Managing Director

