

Conveyance Policy (India)

HR-PO703, Ver. 1.5

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1. PURPOSE

The document outlines the provisions pertaining to undertaking local travel in India for business purposes.

2. APPLICABILITY

This policy would be applicable to associates based in India including associate deputed to India on permanent as well as direct contractual rolls. It would be applicable to travel within the city of posting for outdoor engagements, outdoor training, client /vendor meetings, between the Company's offices etc. as well as within the non-base location/location travelled to during domestic travel within India.

The benefit will also extend to associates visiting India from overseas location for business purposes. Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

3. SCOPE

This policy defines entitlements for reimbursement against local conveyance including use of personal vehicle for official purpose, other than for the journey from residence to office & back.

The policy does not cover travel to/ from the work location or to/ from Co Loc Centers, where such Co Loc Center is the associate's work location.

The policy may be extended to expenses incurred on travel to client site provided the associate has not been deputed to such site but is required to travel intermittently for business requirement for a few days. A client site in the same city will otherwise be considered as the associate's 'work location'.

4. ACRONYMS

Term/ Acronym	Explanation
PACE	Platform for Agile Connected Enterprise.
IBG	Integrated Business Group
CDG	Competency Delivery Group
CS	Corporate Services

5. COMPANY SHUTTLE

Associates are advised to use the shuttle facility, wherever provided by the company, for travel between the Company's office locations. Details of the transportation schedule can be obtained from the Corporate Services Team.

6. PUBLIC TRANSPORT

Associates will undertake travel by available public transport including auto rickshaw or metered taxi (in areas where auto rickshaws do not ply). In such case, expenses will be reimbursed at actuals. Toll expenses, where applicable, will be paid on production of toll receipts.

Associates are requested to check the meter-reading before start of travel and when releasing the Metered Taxi. The vehicle should be released immediately after use.

7. USAGE OF PERSONAL VEHICLE FOR OFFICIAL PURPOSES

Associates may use their own vehicle for travel for business reasons. In such case the eligibility will be as under:

Mode of Travel	Eligibility	Applicable Rate
Travel by Car(up to a maximum distance of 500km)	P1 and above	Rs 7.50 per km
Travel by Two-wheeler	All	Rs 2.00 per km

Toll expenses, where applicable, will be paid on production of toll receipts

8. CLAIM PROCEDURE

Associates to raise expense report in PACE self service module for claiming reimbursement of conveyance expenses. The expense report should be approved by the manager and submitted to the Finance Team. Authority to approve claims for local conveyance expenses reimbursement will be restricted to P1 and above grades only.

Where local conveyance expenses are associated with long trips the entitlement will be governed by the entitlement as per the Domestic Travel Policy (India).

9. COMPANY OWNED/ HIRED CARS

Cars may be hired for Customers/ Corporate Guest/Visit of Government or Bank Officials by giving the requirement to the CS team. Car shall be hired only against an approved car hire requisition. Car hire required should be approved by the IBG / CDG / Function Head. Where a car has been hired without a proper requisition, the individual hiring the car shall be personally responsible for settlement of such bills.

Associates in E2 and above grades may avail Company owned/ hired cars at the non-base location and at the location travelled to during short trip as per Domestic Travel Policy (India). Such requirement should be submitted through the travel request. CS will help with such requests for Company-arranged/owned cars.

10. BUDGETS

Each unit/dept. shall make necessary budgetary provisions to accommodate expenses on local conveyance.

11. APPROVAL OF DEVIATION

Deviations from the terms in this policy will not be approved.

12. WHAT/WHEN/HOW

Who	What / When / How
1. Associate	Optimize travel expenses by using the cheapest mode of travel and avoid unauthorized use. Raise the expense report within the timelines as stated by the Finance team.
4. Reporting Manager	Validate and timely approve the expense report raised by the associate.
6. Corporate Services	Maintain and update schedules of shuttles provided by the company. Handle car bookings based on requisition and approvals.
Finance	Approve the reimbursement claims of the associates and facilitate timely payment. Ensure appropriate approvals before processing of the claim. Ensure Budgetary Approvals.

13. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I1.0	13 Aug 2013	HR	Function Head	Function Head	First integrated issue.
I1.1	10 Mar 2014	Process Owner	Function Owner	Function Head (Benefits)	Personal car usage guidelines updated.
I1.2	18-Dec-2014	Process Owner	Function Owner	Function Head (Benefits)	P Sub-Bands Merged (Clause 7 & 8)
I1.3	04- June-2015	Process Owner	Function Owner	Function Head (Benefits)	PS updated to PACE
I1.4	10- Sept-2015	Process Owner	Function Owner	Function Head (Benefits)	Document Formatting
I1.5	02- March-2017	Process Owner	Function Owner	Function Head (Benefits)	Updated Applicability (Section 2)