



Payroll Policies

Conveyance Reimbursement Policy

Issue No.

1

Date

1st July'22

Revision No.

1

Date

1st April 2024



CONVEYANCE REIMBURSEMENT POLICY

2024





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1. Introduction

At our company, we provide Conveyance Reimbursement to help cover the expenses you incur while carrying out your work duties. This policy outlines what you're entitled to and offers clear guidance on how to claim expenses, making sure everything is fair and easy to understand for everyone.

2. Eligibility and Limits


As per policy, conveyance Limits can only be used within the current financial year strictly. Any unused limits cannot be carried over to the next financial year. An employee may incur additional expenditure towards conveyance in performance of his official duties which may be reimbursed by the Company upon submission of claim along with the supporting documents.

The eligibility for the Conveyance amount will be as follows:

CTC Per Annum	Limit Per Month
12 – 23.99 lakh	10,000
24 – 47.99 lakh	25,000
48 lakh and above	40,000

3. Eligible Expenditure

The expenditure should be incurred by the employee in performance of his official duty. No claims should be made which are of personal nature. Payment would be made only upon submission of the supporting documents. For making the claim

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against owned vehicles, the vehicle should be registered in the name of employee only. To clarify, vehicles registered in the name of spouse, family members etc. would not be eligible.


Conveyance expense bills for the following will only be accepted.

- a) Fuel
- b) Insurance of Vehicle
- c) Driver's Salary

Any expenditure towards repairs etc. would not be eligible for reimbursement.

4. Claim Process

- I. Employee needs to upload a clear image of the following documents for raising the claim. Going forward, there will be no more requirement of submitting original documents.
 - a. Original bills for Fuel and policy copy for Insurance along with the Cash voucher.
 - b. Vehicle registration document which should be on the name of the employee.
 - c. In order to claim Driver's salary, employee needs to upload the following:
 - i. Declaration Form – Non coverage of Statutory Benefits (Annexure 1) – The employee needs to sign and provide this declaration for claiming Driver's salary. This needs to be provided in the first month only in every financial

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year while raising the claim.

ii. Driver's driving license.

iii. Monthly Salary Receipt duly signed by driver.

- II. Claim (Cash voucher along with supporting bills/Declaration form – Non coverage of Statutory Benefits) for reimbursement shall be directly uploaded on Intra portal, which will be checked by the Payroll Team (Mr. Manish Maheshwari – Jodhpur). The reimbursement claim needs to be submitted on or before 15th of the following month in order to claim Conveyance amount for the previous month of the relevant quarter, this amount will be disbursed before the end of the month. Claims received after 15th of the month will be processed along with the following month's salary.
- III. Amounts that have become due on monthly basis on the date of claim would be reflected on the claim portal on Intra. Payment of claims would be made only upto the amounts due. Claims should not be raised for an amount higher than the eligible amount as on the date of claim. Any balance amount should be claimed in the next month or before the end of the financial year.
- IV. Bills / vouchers are required to be uploaded for seeking reimbursement immediately after the expense is incurred. A voucher for claim filed after a period of three months from the actual date of bill / voucher shall not be entertained.
- V. In case the bills / documents raised for claiming Conveyance are found to be fabricated, the same will be rejected and necessary disciplinary action will be initiated against the employee.
- VI. Any other conveyance and travel expenses would be as per the Local Conveyance Policy and Travel Policy as mentioned above in point no. (3) Eligible Expenditure.



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Annexure 1

DECLARATION

(Non-coverage of Statutory Benefits)

I Mr/Ms/Mrs. _____ do hereby solemnly affirm and declare that I do not qualify under the category of 'Employer' for which statutory compliances are applicable. Hence, no statutory deductions of PF, ESIC etc. are being made from my driver's salary.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case, any of the above information is found to be false, untrue, misleading or misrepresenting, I am aware that I may be held liable for it.

Date:

Signature: