

# Local Conveyance

*The Conveyance Policy has been formulated to establish guidance and policy while travelling on official business and to provide procedures for the approval, reimbursement, and control of travel expenses.*

## Purpose

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This policy defines the process and the eligibility of all employees for local conveyance reimbursement towards the dealer's / field visit.

The company expects the employee to travel expeditiously and comfortably to meet the needs of business. At the same time be judicious about the cost incurred.

## Scope

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The policy is applicable to all on roll employees of the Company.

## Guidelines

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All Field employees of Sales and other functions have to use their own vehicles for travel.

Apart from conveyance employee can also claim Toll Charges & Parking charges at actuals on production of receipts.

Employees should submit their claim of local conveyance once in '[Number of days](#)' days as per the Annexure 'Local Conveyance Claim Form" for reimbursements.

**Note: It is mandatory for employees to wear a helmet while using Two-Wheeler and seat belts while using Four-Wheeler for official purpose.**

## Entitlement

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Employees traveling for official purpose will be reimbursed as per the below table. This is not applicable for travel between home and Office & vice versa.

Mode of Travel	Reimbursement Limit (in Rs. / Km)
Four-Wheeler	<a href="#">Amount</a>
Two-Wheeler	<a href="#">Amount</a>

## Exception

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Any deviations from this policy require approval from Head – HR. Management reserves the right to modify or terminate this policy without prior notice.

## ANNEXURE

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### LOCAL CONVEYANCE RE-IMBURSEMENT FORM

**Conveyance Claim Form -CC (Part of ECF)**  
 Expense Statement for the Period \_\_\_\_\_ TO \_\_\_\_\_

Location :

Department :

Employee Name :

Employee No.

**A. CONVEYANCE :**

DATE	DETAILS OF EXPENDITURE				AMOUNT SPENT		
	Mode of Travel	DESTINATION		No. of KMs	TOTAL	Purpose of Travel	Name of Dealer / Distributor / Client visited
		From	To				
					45		
TOTAL FOR THE PERIOD				0	0		

**B. TOLL & PARKING CHARGES :**

DATE	Mode of Travel	Toll Charges	Parking Charges	TOTAL

Prepared by

Approved by

( Employee )

(Reporting Manager)

**Note :**

1. Reimbursement claim must be submitted in this format whenever employee uses own vehicle for official purpose (Local & Outstation Travel).
2. Every claim should be verified & approved by Reporting Manager.
3. Name of Dealer/Distributor/Client visited is mandatory for each claim.
4. Claims for Toll & Parking charges should be submitted along with original bills/supporting documents.