



## Transportation Reimbursement Policy

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# TRANSPORTATION REIMBURSEMENT POLICY

## OVERVIEW

The objective of this policy is to define, develop, communicate and implement formal methods and procedures for providing transportation reimbursement for associates of the Organisation, doing work on society's behalf at places other than local head office where the employee is primarily employed

## SCOPE

This transportation reimbursement policy is applicable to all Interns, Employees, Contractors and Sub contractors (here in after referred to as associates) of the Organisation.

## POLICY

1. This Transportation Reimbursement policy is applicable to designated associates of Organisation only.
2. In case of necessity the society may at its discretion can extend and give transportation charges to representatives of other organizations for doing Organisation's work under authorization or mutual consent.
3. Transportation reimbursement is applicable for the following activities:
  - Travel to the client's side for business on behalf of society.
  - Travel to and fro other organisations for demonstration /sale/purchase of products.
  - Travel to and fro to other organizations for meetings, for conferences, for seminars and exhibitions in which society has active interest and which are useful for the society in its aims and objectives.
  - Travel to and fro from one office branch to other branches of the society on temporary assignment or on transfer or on deputation.

### 1. ROAD TRAVEL

- a. An associate is permitted to travel by road by bus, by auto or shared taxi depending on the designation, destination and availability of transport facility and the luggage to be carried. The idea is to gain maximum time while travelling and attend the business promptly at the same time keeping cost in control.
- b. The associate shall be reimbursed on the basis of actual fare incurred for the travel depending on the mode of transport utilised, on submission of actual receipt/bill.

- c. The associate shall take direct and shortest route possible unless otherwise it is not practicable for want of proper transport in that particular route and or it is unsafe. With the permission of the concerned authority alternate route can be adapted depending on the exigencies.
- d. In case of road travel the reimbursement shall be made on production of bus tickets or receipt to the effect taxi or auto is engaged for the travel together with the parking fees tickets. The reimbursement is subject to initial approval of the manager and final approval of the Director/C.E.O.
- e. In case of utilisation of a combination of auto/taxi/bus the reimbursement shall be for the total bill, subject to final approval.
- f. In case of travel by the organization vehicle no travelling allowance shall be permitted.
- g. In case of travel by self-driven vehicle the management may at its discretion sanction petrol/diesel gas allowance provided prior approval is taken and such a travel is absolutely necessary in the interest of work.
- h. In case any heavy and valuable luggage is to be carried the actual amount for booking the luggage shall be reimbursed after the approval of competent authority.

#### 1.1. Within city limits:

- i. Heads of units and above are eligible to travel by A.C taxi within city limits for meeting clients, attending conference or seminars or work shop or any society related work.
- ii. Other associates are eligible to travel by A.C. city bus or by ordinary bus or auto where A.C. buses are not plying within city limits for attending organization work.
- iii. However within the city associates are also eligible to travel by local train or a combination of bus and train in case it is more convenient or more prudent to do so.

#### 1.2. Out station travel:

- i. Heads of units and above are eligible to travel by by A. C. sleeper bus where there is no train facility or when there is no reserved accommodation in the trains to the desired destination or by A. C. taxi when A.C. Buses are not plying.
- ii. Other associates are eligible to travel by A.C. semi sleeper buses or by ordinary buses where A.C. semi sleeper buses are not plying to desire out station.
- iii. Other associates shall be permitted to travel by shared taxi in case of emergency or when three or more associates have to travel to the desired out station. However prior approval of competent authority is necessary in all such cases.
- iv. While away from headquarters where there is need to attend to work place away from place of stay for a number of days within the same town/city, heads of units and above are eligible to travel either by A.C. Taxi or A.C. buses/or ordinary taxi/bus as per convenience and as per local conditions. Train Travel to out station:

- 2.1 The associate of Organisation may at times have to travel to other (out) station by rail considering the distance and convenience. In such cases the reimbursement shall be subject to
- 2.2 Actual train fare including reservation charges and sleeper charges and other charges the railway department may levy at the time of journey.
- 2.3 The class to which the associate is entitled depending on the associates' cadre and designation and or seniority.
- 2.4 Tatkal reservation charges will also be reimbursed in case the organization permits the associate to book rail ticket(s) on tatkal basis.
- 2.5 Reimbursement of auto/ taxi fare on actual for reaching to and fro from the station, to hotel, to field site (client), or to conference place shall be reimbursed provided claimed by the associate and approved by the concerned authority.
- 2.6 Senior personnel and Lead consultants are eligible to travel by Ac II tier.
- 2.7 Senior consultant/ associate consultant, consultant and probationer are eligible to travel by A. C III Tier or sleeper.
- 2.8 Irrespective of the eligibility the claim of the associate shall be limited to actual fare incurred for the journeys.

## 2. AIR TRAVEL TO OUT STATION:

- 3.1 When it is permissible or when the associate is asked to go by air the reimbursement will be made on actuals together with the taxi fare to and fro from airport.
- 3.2 C.E.O./Director / Heads of units are eligible to travel by economy class during air travel.
- 3.3 Other associates when asked to travel abroad will have to travel by economy class only.
- 3.4 The application/ processing charges, for passport, visa etc. shall be reimbursed by the organization, provided the associate is asked and permitted to go abroad on behalf of the Organisation.
- 3.5 Travelling allowance shall be as per the actual air fare at the time of booking when permitted to go by air as per the class of eligibility.

## 3. OTHER RULES:

- 4.1. For all claims of travel reimbursement approval letter copy is to be attached.
- 4.2. Receipts/rail tickets/parking tickets/air travel tickets/ hotel receipts and other receipts as required shall be submitted with the claims.

- 4.3. The travel reimbursement claim should be submitted by 5th of every month for the previous month failing which the claim will be disallowed.
- 4.4. The travelling allowance for C.E.O/directors and unit heads is capped at Rs.5, 000/ per month unless otherwise foreign travel is involved.
- 4.5. The travelling allowance for other associates is capped at INR 2000/-per month and any exception shall have to be approved by the head of unit/ C.E.O./Director unless otherwise foreign travel is involved.
- 4.6. The competent authority's approval is a must for over and above the prescribed limit.
- 4.7. All types of travel plans except in emergency conditions require prior approval in writing/e-mail. In case of travel taken on emergency conditions the travel plans shall be confirmed in writing by the competent authority.
- 4.8. In case the associate has to engage labour for carrying any heavy instruments/document bundles and or any other materials on behalf of the Organisation, claim can be made for such charges incurred for that purpose.
- 4.9. In case the associate goes on leave in the middle of journey or official work reimbursement to the extent eligible will only be made and the associate is not entitled to claim charges to go his native place or interested place while on tour.
- 4.10. In case of cancellation of reserved tickets either by road or train or air due to instructions from the competent authority due to changed conditions, cancellation charges shall be reimbursed by the society. However if the cancellation is due to associate's personal reasons cancellation charges shall be borne by the associate only.
- 4.11. However all claims are subjective to the discretion of the competent authority or the C.E.O./director. The Director/C.E.O.'s decision in the matters of travel and bills is final and abiding on all associates.
- 4.12. All reimbursement payments will be made at the end of the month, subjective submitted in order.
- 4.13. Penalty caused by any illegal action by the associate during travel on behalf of Organisation is not entitled for reimbursement.

## VIOLAION REDRESSAL MECHANISM

1. Questions regarding the compliance to the stated policy should be directed to the Secretary.
2. Associates are encouraged to report violation or any issues that are related to the policy with the respective manager or with the Secretary.
3. There would be a disciplinary process for any associate/ associates who violate this LASSIB policy and procedures. Action taken would include, but not limited to:
  - Verbal or written reprimand
  - Referral to appropriate counselling

- Withholding of a promotion based on behavioural issues
- Termination of employment.

## EFFECTIVE DATE

This policy is effective from 1st January 2009

The reimbursement will start from the month of February 2009.

All associates should adhere to the responsibility mentioned in the policy document and are subject to above set of rules.