



Local Conveyance Policy

Coffee Day/HR/13

For Internal use only

Local Conveyance Policy

The content of this documents must not be reproduced or disclosed to any person outside the organisation either wholly or in parts without the prior consent of the Management representative.

	Designation	Department	Date
Authorised By	Head - Human Resources	Human Resource	01/07/2013
Approved By	Director - Group HR		01/07/2013



Local Conveyance Policy

Coffee Day/HR/13

For Internal use only

Document Name:	Local Conveyance Policy		
Version:	2.1		
Document Creation Date:	01/06/2011		
Modification Date:			
S. No.	Description of changes	Date of Changes	Version No.
1	Release of first version	01/06/2011	1.1
2	Release of second version	01/07/2013	2.1

	Local Conveyance Policy	Coffee Day/HR/13
---	-------------------------	------------------

For Internal use only

Table of contents

S No.	Description	Folio Number
1	Objective	3
2	Scope	3
3	Eligibility	3
4	Four wheeler declaration form	4
5	Claiming Process	5
6	Conveyance Claim Form	6

Objective:

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.

Scope:

All employees of CCD and CDX who have to travel for discharge of their duties.

Eligibility:

Four wheelers:

- Applicable to Managers and above in support and City Managers and above in Operations.
- Eligible for reimbursement only if the vehicle has been declared.

Four Wheelers - Local travel

Petrol – Rs. 7/-per km

Diesel – Rs. 5/-per km

**Highway travel by four wheelers has to be pre approved by HOD and Territory Managers only.*

Two wheelers:

- Applicable to Jr. Executives up to Asst. Managers.
- Local travel – Rs. 2.75/- per km

**Managers and above can claim for two wheelers provided they declare that they will be using two wheeler.*



Local Conveyance Policy

Coffee Day/HR/13

For Internal use only

Auto/Local Bus Claim

For those who do not own a vehicle, auto/Local Bus claims are subject to following:

1. The designation wise limits for each department need to be shared with Accounts and HR in advance signed off by respective HOD basis which accounts will process the conveyance bills.
2. For all long distances within city, you are required to use Volvos, Metro or trains as applicable in the city concerned

Claiming Process:

1. All eligible reimbursements for conveyance, traveling and any other category should be claimed on a monthly basis and the claims for the preceding month should be submitted to the Accounts by the 15th of the following month after obtaining due approvals. This will allow us to apportion the expense in the correct month.
2. All claims which are submitted between 16th and 30th of the following month will be cleared only after escalation to Head of Finance.
3. All reimbursement claims which are submitted after the end of the month following the month in which the expenditure has been incurred will not be accepted and will be denied.
 - Eg. Expenses incurred in June 2013 will be denied if submitted on or after 31st July 2013.
4. All claims submitted will be cleared by Accounts between 15th and 20th of every month Bills submitted after 16th may take longer due to escalation.
5. All official conveyance reimbursement will not be applicable from home to office/first café and from office /last café to home as per policy.



Local Conveyance Policy

Coffee Day/HR/13

For Internal use only

FOUR WHEELER DECLARATION FORM:

Note:

The complete details of the four wheeler has to be declared and submitted to the respective regional payroll.

Those who have not declared their vehicles will be subject to non eligibility of the reimbursement claim.

Irrespective of the actual vehicle used, the reimbursement will be made basis the declaration provided.

Declaration form for four wheelers

Name

Employee Code

Department

City

Vehicle registration number

Fuel type (Please select the appropriate option)

Petrol

Diesel

Please attach a copy of your vehicle's registration certificate.

	Local Conveyance Policy	Coffee Day/HR/13
---	-------------------------	------------------

For Internal use only

LOCAL CONVEYANCE CLAIM FORM
(Template)

Date	From	To	Kms	Mode	Rate/KM	Amount	Remarks

Summary:

- For all employees across divisions currently following a per km Local Conveyance reimbursement policy, the reimbursement will be at **Rs.2.75 per km for two - wheeler and Rs.7 per km for four- wheelers (petrol) and Rs. 5 per km for four- wheelers (diesel)**. Grade-wise eligibility and monthly limits etc. will continue as per present norms.
- If at CCD and CDX the current per km rate is below the proposed limits, it will move to the new per km rates with effect from July 1st, 2013.



Local Conveyance Policy

Coffee Day/HR/13

For Internal use only