

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	01
		Effective Date	01/04/2024
Title	Local Travel	Review Date	31/03/2025
		Page	1 of 2

1. OBJECTIVE:

To provide guidelines to employees about their eligibility for Travel & Food reimbursements while traveling within the city for official purpose.

2. ELIGIBILITY:

Local travel constitutes travel done within a 50 Km radius from place of work.

Grade	Mode of Local Travel	
S1 - S4	Two-wheeler / Bus	
E1 – M2	Two-wheeler / Bus / Local Train (2nd Class) / Metro / Auto	
M3 – M4	Two-wheeler / AC Bus / Local Train (1st Class) / Metro / Auto / Self Car	
M5 & above	Two-wheeler / AC Bus / Local Train (1st Class) / Metro / Auto / Self Car / Fleet Taxi	
Rate (₹) / KM (For using own vehicle)		
	Car	8
	Two-Wheeler	3
Parking on actual – Subject to submission of authorized payment receipt		

- 2.1 All the employees are eligible for reimbursement of local travel undertaken for official work purpose other than travel from place of residence to work location.
- 2.2 Where there is frequent travel, Season Ticket (as applicable) should be availed.
- 2.3 Business Heads shall evaluate the need for frequent travel and if the 1st class travel exceeds more than 3 occasions and 2nd Class travel exceeds more than 7 occasions in a month, Business Head shall authorize the employee to avail season ticket, as applicable.
- 2.4 All expenses incurred on local travelling shall be claimed under the head – Bill Submission Travelling – Expenses. After approval of the Expenses by Business Head, employee needs to take printout of the same and it should be accompanied by supporting bills. Travel expense statement must be submitted on monthly basis. Should be claimed in the same month.
- 2.5 Employees should claim reimbursement only for the mode of transport used by them. Claiming reimbursement for the mode of transport not used by employee will be considered as misconduct.

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	01
		Effective Date	01/04/2024
Title	Local Travel	Review Date	31/03/2025
		Page	2 of 2

2.6 Employees can claim their travel reimbursement for visit related to official purpose as per their grade & eligibility.

2.6.1 Employees attending training sessions at the head-office / other location than their regular work location can claim travel reimbursement under this policy

2.6.2 Employees carrying out IST (Internal Store Transfer) of goods/materials etc. can claim travel reimbursement under this policy.

AMENDMENTS : This policy supersedes all earlier policies made in this regard and company, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy any time without any notice.
