	Local Conveyance Policy Schwing Stetter India Private limited		Owned by SSIPL
Revision 1.0	Issued by Sr. Vice President – HR	Approved by Chairman & Managing Director	Applicable 01 Apr 2023

I. Objective:

- The purpose of this policy is to provide clarity on Conveyance reimbursement for employees using their own vehicle or hired vehicles for official work within a radius of 200 KM from the place of work.
- The underlying principle of this policy is also to address, any inconvenience to employees while using his / her own vehicle for official purpose.
- Any reference to any claim to be made shall mean claiming through the travel portal or other digitized means of communication that are / may be in place.

II. Applicability:

- All SSI eligible employees are authorized for usage of own car / Two-wheeler for official visit based upon the category.
- The policy is also applicable for employees provided with car allowance, except for the travel made to and from the employee's residence to the place of work for which separate reimbursement is already in place.

III. Responsibility:

- HR will be accountable for ensuring adherence to the policy and as well as monitoring the process.
- Finance team will be responsible for allocation of funds and reimbursements and ensure that the documented policies are followed.


IV. Eligibility:

- Employees in the level of up to Sr. Officer, Sr. Engineer, Officer, Engineer, GET, GCT, DET and employees on contract are eligible for reimbursement by two-wheeler or auto rickshaw or equivalent public transport. All other employees are eligible for conveyance by four-wheeler hired taxis or equivalent public transport.

V. Policy and Procedures:

General

- Employees using their own vehicles for official work (like visiting clients, government officials etc.) can claim conveyance reimbursement (for fuel and associated expenses) at the following rates:
- For four wheelers >1550 CC @ Rs 15.00 per km for any Petrol vehicle (Including Maintenance) and @ Rs 14.00 per Km for any Diesel vehicle (Including Maintenance)
- For four wheelers <1550 CC @ Rs 14.00 per km for any Petrol vehicle (Including Maintenance) and @ Rs 13.00 per Km for any Diesel vehicle (Including Maintenance)
- For two wheelers @ Rs 05.00 per km
- Parking and toll charges at actual subject to production of bills.
- Employees using public transport will be allowed reimbursement of auto fare / city taxi at actual based on the rates specified above.
- For the purpose of clarity while using public transport / auto, rates will be equal to two wheeler rates.

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- Reimbursement on official conveyance must be claimed on a weekly basis after getting the approval from the relevant HoD.
- Employees shall make the claim in the prescribed format (Form B / Travel Expenditure Statement) giving the following details.
- Type of vehicle used by the individual.
- Distance travelled in Kilometers must also be mentioned.
- Employees traveling from residence to airport/ railway station or bus station on official work are entitled to claim allowance as per the kilometers covered.
- Employees should fill the local conveyance reimbursement form (Form B) and submit to HoD and after approval shall be forwarded to HR department and then the Finance department.
- Employees using their personal vehicle are expected to carry all relevant valid documents.
- The company is not obliged to provide financial assistance to employee's vehicles in the case of any accident or any other mishap while using the personal vehicle for official purposes.

Vehicle Booking:

- Employees can use rented car for carrying out any official work and may place a request to the HR department.
- On receiving the request after validation, Admin Department shall organize a vehicle with the contracted supplier of the company. All employees, while booking shall indicate the reason for usage of car along with an approval from the HoD.
- Booking shall be intimated well in advance to the Admin department. All requests shall be in mail and to be made minimum one day in advance, however, in case of emergency at least by 4 hours before departure.

Cancellation

- Cancellation of booking shall be intimated well in advance to the HR Dept. All cancellation request with reasons shall be in mail and to be made at least 3 hours before departure.
- The HR Policy manual must be kept current and relevant, hence necessary amendments / modifications / additions will be made from time to time based on the need.
- The Company reserves the right to change, alter or abolish these guidelines any time.
- Any deviation, without prior approval will be considered as an act of indiscipline and may lead to corrective action against the employee as per the corrective action policy.

VI. Contact & Responsibility for Interpretation

- Policy related: SSIPL-HR

VII. Applicable Entities:

- All SSIPL Entities in India