

Local Travel

Grade	Mode	Reim. per KM	Food per meal	Call Taxi
VP	Car	7.50	Actuals	Actuals
GM 1 & 2	Car	7.50	Actuals	Actuals
M1 to M3	Car	7.50	200	Actuals
M 4 & 5	Car / Two Wheeler	7.50 / 3.50	175	Actuals
E 1 & 2	Car / Two Wheeler	7.50 / 3.50	150	Actuals**
E 3 to E 5	Two Wheeler / Train / Bus	3.50 / Actuals	125	Actuals**
OP 1 & 2	Two Wheeler / Train / Bus	3.50 / Actuals	125	NA
OP 3	Bus / Train / Share Auto	3.50 / Actuals	100	NA
OP 4	Bus / Train / Share Auto	Actuals	100	NA
OP-5	Bus / Train / Share Auto	Actuals	100	NA

Remarks :

1. Actual bills are mandatory for all kinds of expenses. With out bills reimbursement will not be made.
2. For Share Auto Maximum fare can be claimed is Rs. 20/- per route.
3. **Auto Rickshaw should not be used at any cost. Call taxi may be used if working hour exceeds beyond 22.00 hrs & bill should be produced alongwith claim in respect of E5 to E1 category. In case of M5 category and above call taxi may be used and bill should be produced.
4. Call taxi may be used in case heavy tools (more than 10 kgs) are to be carried to Customer site
5. Mobile phone usage charges will be paid for official use, actual usage amount shall be claimed after showing the proof
6. Expenses made above the eligible limit will not be sanctioned.
7. Miscellaneous expenses are not allowed.
8. Monthly Expense bills to be settled on or before 5th of every month. Saryam will reimburse in 5 days on receipt of bills.
9. Breakfast will not be applicable for local travel.
10. Fuel / Transportation Charges & Food allowances cannot be claimed for travelling to Branch Office / Factory. ** pls. refer
11. Transportation / Fuel Charges will not be applicable from regular place work to residence.
12. Dinner may be claimed for local travel only if working hour exceeds beyond 19:30 hrs.