

Private Conveyance for Business Purpose – Reimbursement Policy Ver.1

1. Objectives and Scope

- 1.1. **Objective:** The Private Conveyance for Business Purpose Policy has been defined to outline conveyance entitlements and reimbursement guidelines with approval matrix for those travelling in their own vehicle, for business purpose.
- 1.2. **Scope & Eligibility** – This policy is applicable to all Employees, Consultants & Technicians of Niramai, only when using own transport for business development or other official meetings, client (patient/ hospital), approved conference, CME, KOL interaction, screening camps and personalized home screening sessions.

2. Reimbursement Process

- 2.1. Reimbursement for using own transport for business purpose shall be processed based on the approval of Reporting Manager.
- 2.2. National Highway travel by four – wheeler has to be approved by CXO level Leader, only with specific business justification, however highway travel within the city limits can be approved by reporting Manager
- 2.3. Claims of parking bills at Client location / Toll charges shall be reimbursed against submission of bills only
- 2.4. Kindly refer to and submit claims in the attached 'Conveyance Claims Form' in Annexure A
- 2.5. Policy Exclusions:
 - Any conveyance claims made for commute between place of work (Office location) and residence shall not be reimbursed.
 - No claims other than expense towards fuel shall be reimbursed. (Vehicle maintenance, repair charges etc. are not covered under this Policy)
 - Any expenses incurred in respect of violation of traffic rules and related fines are not eligible for reimbursement.

3. Eligibility Matrix

Eligibility for fuel per KM			
Two-Wheeler	Four-Wheeler (Petrol)	Four-Wheeler (Diesel)	Toll/Parking
INR – 4	INR – 10	INR - 9	On Actual

4. Reimbursement Process

- 4.1. Download and fill up the Claim Form with bills, submit the same on the Online Zoho Expense portal, for Manger approval and further processing
- 4.2. Employees need to submit the Local Expense Claim form on a bi-monthly basis by the 10th or 20th of every month. If the date happens to be a holiday, claims will have to be submitted on the previous working day. Approvers will strongly discourage more than a month-old claims
- 4.3. All claims submitted shall be processed by the Accounts, along with the monthly payroll cycle. However, given that Claims have been accurately submitted with scanned copies of bills / requisite documents and necessary approvals.
- 4.4. Exclusions - All reimbursement claims, which are submitted after 30 days of incurring expenditure, could be denied for approval
- 4.5. EXCEPTIONS: If those employees who do not have a Zoho Expense Account, need to use private vehicle for business purpose and claim the same; they need to submit their Claim Form along with requisite bills & Manager approval with umar.farooq@niramai.com




4.6. CLAIM FORM (Annexure A)

Private Conveyance for Business Purpose - Claim Form								
Employee Name:				EMP Code:			Date:	
Sl.No.	Date	From Location	To Location	Purpose	Mode of Travel	Km	Amount (INR)	Enclosed
Total Amount								

5. Amendments

- The Management reserves the right to amend, modify and revise any or all clauses of this policy depending upon market practices, exigencies of business.

Private Conveyance for Business Purpose- Reimbursement Policy Ver 1			
Version	Modification Description	Effective Date	Approved by
1.0	Policy Update	01-April 2019	 Dr. Geetha Manjunath Founder & CEO Niramai Health Analytix.