



## Marketing Staff Expense Policy

### **Purpose:**

The purpose of this document is to make company policy relating to reimbursement of expenses which might arise as a result of performing duties and discharging responsibilities on official business for the company. It is Company's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of its business.

**Scope:** This policy covers only for the designation cadre **"Asst. Institutional Manager"**  
**w.e.f 1<sup>st</sup> August 2024**

Particulars	Type	Allowance Description	Entitlement	Max Amount
Daily Allowance	HQ	Based HQ – Covering a radius of 40kms within the HQ	Food + Travel Expenses	Rs 300/-
	Ex HQ	Extended HQ – Towns with a distance from HQ above 40kms and will return back to the HQ on the same day	Food Expenses + Local Travel	Rs 300/-
	OS	Outstation - Towns with a distance from HQ above 100kms and require an overnight stay in that town to cover day 2 or to cover the next station	Food + Hotel Accommodation+ Local Travel	Rs 950/- (In Case not returned to the HQ)
Travel Allowance	The mode of travel between two cities can be either by Two-Wheeler or by Bus or by Train. Applicable only for Ex HQ & OS towns (i.e. the distance from HQ to Ex HQ and HQ to OS and OS to OS). Travel Allowance not applicable for any travel made within HQ			Rs 2.5/ Km
Mobile Internet Allowance	+ Recharge amount shall be reimbursed by the company			Rs 500/-

Miscellaneous Allowance	Postage, Toll, Parking and stationery charges – Original bills to be attached	Actuals
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**Note:** In case of trainings / meetings / conference organised by the company your intercity travel should be @ the rate of value equivalent to 2 Tier AC Train Charges, if the company is providing all the lodging facilities. In such cases only HQ allowances should be claimed by you.

**Imprest Cash would be deducted immediately in the following Month's Expense Reimbursement in Full**