



**Traveling Allowance Policy -**  
**Pharmanza Herbal Pvt. Ltd.**

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	<b>Verified By</b>	<b>Approved By</b>
<b>Signature</b>		
<b>Date</b>	01/04/2022	01/04/2022
<b>Name</b>	<b>Vinit Thakkar</b>	<b>Dr. Lal Hingorani</b>
<b>Designation</b>	<b>Manager HR</b>	<b>Technical Director</b>



## 1. OVERVIEW

Employees of the Company may have to go out of base station on account of official work. Traveling allowance, in such cases shall be regulated as per this policy.

## 2. SCOPE

This Policy is applicable to all employees of Pharmanza Herbal Pvt. Ltd.

## 3. POLICY

### 3.1 PROCEDURE

- PRIOR PERMISSION:** Any employee of the company shall undertake journey for the work only after obtaining prior permission of the concerned Head of the Department / Department in Charge.

JOURNEY PERFORMED BY	SANCTIONING AUTHORITY
Senior Manager & Above	Plant Manager / Director
Managers /Dy. Managers'/Asst. Managers'/ Department in Charge etc.	Head of the Department / Plant Manager
Executives / Officers / Another Supervisory cadre	Head of the Department / Department in Charge.
Others	As specified by the Management.

In case prior approval could not be approved due to unavoidable reasons, written intimation should be sent to the HR / Admin Department and the same should be gratified by the concerned sanctioning authority subsequently.

- MODE OF TRAVEL:** The following modes of Travel shall be permitted to the various Employees of Pharmanza Herbal Pvt. Ltd.

CADRE	MODE OF TRAVEL
Senior Manager & Above	Air / 1 <sup>st</sup> A.C. Train / A.C Car
Managers /Dy. Managers'/Asst. Managers'/ Department in Charge etc.	2 <sup>nd</sup> OR 3 <sup>rd</sup> A.C Train / A.C Car

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Executives / Officers / Another Supervisory cadre	3 <sup>rd</sup> A.C. Train & below / Luxury Bus / Non A.C. Car
Others	As Specified by the Management

In case any employee must travel by a mode higher than the mode prescribed due to special circumstances, prior permission of the concerned department head / Plant Manager should be obtained.

**3. Transportation during on Business work: -**

CADRE	MODE OF TRAVEL
Senior Manager & Above	A.C Car
Managers /Dy. Managers'/Asst. Managers'/ Department in Charge etc.	A.C Car
Executives / Officers / Another Supervisory cadre	Non A.C. Car / Taxi / Auto
Others	As Specified by the Management

**4. Accommodation on Travel: -**

CADRE	METRO		NON – METRO	
	ROOM EXPS. (P.D.)	FOOD EXPS. (P.D.)	ROOM EXPS. (P.D.)	FOOD EXPS. (P.D.)
Senior Manager & Above	Actual	Actual	Actual	Actual
Managers /Dy. Managers'/Asst. Managers'/ Department in Charge etc.	Max. Rs.2500/-	Max. Rs.800/-	Max. Rs.1500/-	Max. Rs.500/-
Executives / Officers / Another Supervisory cadre	Max. Rs.1250/-	Max. Rs.500/-	Max. Rs.1000/-	Max. Rs.300/-
Others	Max. Rs.1250/-	Max. Rs.500/-	Max. Rs.1000/-	Max. Rs.300/-

- Employees will use the Guest House Accommodation wherever they exist and are available.

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- Expenses incurred by an employee at the Guest House / Hotel on Food and Laundry will be paid for by the employee and claimed at actuals as part of Travel Expenses statement, the same needs to be supported by bills and cash vouchers.
- Expenses incurred on entertaining associates, if any, may also be charged to the Travel Expenses bill with the specific approval of the employee's Department Head.
- Conveyance Expenses for Local Travel paid for by the employee may also be charged as part of the Travel Expenses.

### 3.2 MODE OF CLAIMING

An employee claiming travel expenses, shall submit the bill / bills to the Accounts Department through the concern department heads within **7 days** in a specified Travel Expenses proforma.

- **Tickets: -**
  - The Ticket needs to be attached to the Travel Expenses statement to support bill.
  - Any cancelled tickets should be routed through the Head of the dept. whom the original booking was made along with the note of cancellation request. The credit note issued by the travel agency should be attached with the Travel Expenses bill.
  - If the cancellation is made during the tour, a photocopy of the ticket should be supported with the bill.
- **Hotel Stay: -**
  - The employee should clear all hotel bills by credit card or cheque or cash payment and claimed through Travel Expenses.
- **Out of supported Bills: -**
  - Sometimes where the bill will not be issued by the vendor (e.g., roadside hotel or any pan shop etc.) a self-explanatory note is enough which is approved by the Head of the Department. In this case, company will not allow more than 75% of the actual maximum Limit as per the category defined in this policy.

### 3.3 APPLICABILITY

This Policy will be applicable from 1<sup>st</sup> April 2022.

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**3. FORM**



Pharmanza Herbal Pvt. Ltd.  
Plot No 214, Borsad Tarapur Road, Kaniya - 388435

**Travel Expense Claim Form**

Name :-							
Department :-				Designation :-			
Pay Code :-				Month :-			
Page No. :-				Purpose of Visit :-			

**A) Travel Expense**

Sr. No.	Date	Mode of Travel	From	To	Total Exp. in Rs.	Remarks
<b>Total - A</b>						

**B) Hotel Expense**

Sr. No.	Date	Particulars	Payment mode	Total Exp. in Rs.	Remarks
<b>Total - B</b>					

**C) Food & Other Expense**

Sr. No.	Date	Particulars	Total Exp. in Rs.	Remarks
<b>Total - C</b>				

<b>Total - (A+B+C)</b>				
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Advance Amount taken in Rs.				
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Final Amount of Payable in Rs.				
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Employees' Signature			Authorized Signature		
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