

**Local Conveyance & Travel Policy applicable from 1<sup>st</sup> Jan-19**

Edunext - Local Conveyance Policy			
S.No.	Particular	Mode Type	Rate/KM
1	Within Base Location travel by own vehicle	Car - Petrol	Rs.8/- Km
		Car - Diesel	Rs.7/- Km
		Car - CNG	Rs.6/- Km
		Bike	Rs.3/- Km
2	Out Station Travel By Own Vehicle (Max 200 Km)	Car - Petrol	Rs.6.5/- Km
		Car - Diesel	Rs.5.5/- Km
		Car - CNG	Rs.5/- Km
3	If any one using public transport (Within base location)	Shared Cab OLA/Uber	As per actuals
Terms & Conditions for Local Conveyance Policy			
1	Employee need to submit photo copy of vehicle RC & driving license		
2	Need to submit the electronic fuel/CNG refilling bills as a supporting documents		
3	Week Plan need to submit, random out station visit with own vehicle will not be consider		



Edunext - Out Station Travel Policy			
S.No.	Particular	Rate	Eligibility
1	Lodging per night (Inclusive Tax) in rest of the cities	Rs.1000/-	Maximum
2	Boarding per day (All inclusive) in rest of the cities	Rs.300/-	Maximum
1	Train travel	3AC	As per actuals
2	Bus travel	Volvo/Deluxe	As per actuals
3	Flight Travel on urgency (Only Director approval)	Economic	As per actuals
1	Railway Station transfer	Rs.200/-	Maximum
2	Airport transfer	Rs.350/-	Maximum
3	Local conveyance within the city (Shared Cab)	OLA/Uber	As per actuals
Terms & Conditions for Out Station travel			
1	Employee need to prefer OYO app for hotel booking		
2	Need to submit the food bills (Electronic/Manual) as a supporting documents		
3	Reservation is need only on journey above 200 KM (one side).		
4	Week Plan need to submit along with pre-requisite form, random out station visit with own vehicle will not be consider		