Internal Memo: 901/45/C **–** AdministrationDate: 31.01.2025

Sub.: Allowances for exhibition, promotional activities, outstation travel

Keywords: Allowance, promotional activities, outstation travel, hiring executives

The revised guidelines for allowances are as follows:

1. Food Allowance:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Details | Exhibitions | Outstation overnight | Outstation day trip | Remarks |
|  | Breakfast | 150 | 100 | 75 | Eligible if the tour/exhibition starts before 9:00 AM |
|  | Lunch | 175 | 150 | 100 | -- |
|  | Dinner | 175 | 150 | 100 | Eligible if the tour/exhibition ends after 7:30 PM. |

1. Conveyance Allowance Policy:
	1. Outstation Travel by bus/train:
		1. If a company vehicle is unavailable, employees may travel by bus or train,
		2. Re-imbursement will be made based on actual costs incurred, up to the maximum fare for a 3-tier AC train or an AC bus.
	2. Outstation travel by Car:
		1. Petrol Allowance: Rs. 5.73 per km + Rs. 1.25 for maintenance = Rs.7.98
		2. Formula: (Petrol Price per Liter ÷ Mileage) × 80% = (₹107.49 ÷ 15) × 0.8
		3. Toll charges: Reimbursement will be processed based on actual expenses, subject to the submission of valid receipts.
2. Accommodation Allowance Policy:
	1. Hotel/Lodge Stay:
		1. Accommodation will be provided on a twin-sharing basis.
		2. The Maximum reimbursement limit: ₹2,000 per night per room.
		3. Reimbursement will be made on actual expenses, subject to the submission of a pacca bill (original and valid receipt).

4. Paper Inserts Charges:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Details | Rate per 1000 qty Outstation - Districts | Rate per 1000 qty Hyderabad |
|  | A4 size | 400/450 | 400 |
|  | A5 size | 350 | 350 |
|  | Newspaper size | 450 | 500 |

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