

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
1.	Breakfast	150	100	75	Eligible if the tour/exhibition starts before 9:00 AM
2.	Lunch	175	150	100	--
3.	Dinner	175	150	100	Eligible if the tour/exhibition ends after 7:30 PM.

2. Conveyance Allowance Policy:

a. Outstation Travel by bus/train:

- i. If a company vehicle is unavailable, employees may travel by bus or train,
- ii. 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.

b. Outstation travel by Car:

- i. Petrol Allowance: Rs. 5.73 per km + Rs. 1.25 for maintenance = Rs.7.98
- ii. Formula: $(\text{Petrol Price per Liter} \div \text{Mileage}) \times 80\% = (\text{₹}107.49 \div 15) \times 0.8$
- iii. Toll charges: Reimbursement will be processed based on actual expenses, subject to the submission of valid receipts.

3. Accommodation Allowance Policy:

a. Hotel/Lodge Stay:

- i. Accommodation will be provided on a twin-sharing basis.
- ii. The Maximum reimbursement limit: ₹2,000 per night per room.
- iii. 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
1.	A4 size	400/450	400
2.	A5 size	350	350
3.	Newspaper size	450	500