

Transportation and Reimbursement Policy

1. Objective

The purpose of this policy is to establish clear and transparent guidelines for the reimbursement of travel and transportation expenses incurred by employees of Rose Medicare Pvt. Ltd. It is designed to ensure all expenditures are necessary, cost-effective, and aligned with the company's financial principles.

2. Scope

This policy applies to all permanent and contract employees of Rose Medicare Pvt. Ltd. who are required to travel for official company business.

3. Modes of Transportation

Employees are expected to choose the most economical and appropriate mode of transport for all work-related travel.

- **Local Travel (Within the City):**

- For official travel within the city, employees should use of a personal vehicle (Motor Bike) for official business and will be reimbursed at a per day rate set by the company periodically.

- **Outstation Travel:**

- **Train:** Train travel is the preferred mode for outstation trips. Employees are permitted to travel in the following classes based on their position:
 - **Non-Executive Staff:** Sleeper Class or AC 3-Tier.
 - **Executive Staff:** AC 3-Tier or AC 2-Tier (if 3-Tier is unavailable).
 - **Senior Management:** AC 2-Tier or AC 1st Class (if 2-Tier is unavailable).
- **Bus:** Bus travel may be used if the destination is not on a train route. In such cases, an AC bus can be given priority.
- **Air Travel:** Air travel is only permissible if it impacts the employee's work efficiency, or if the trip is urgent and train tickets are unavailable. Air travel must be in Economy Class and requires prior approval from senior management.

4. Accommodation

- Employees must select economical and safe accommodation for all official trips.
- The company will set a maximum limit for the daily accommodation rate.
- Luxury hotels are not permitted.

5. Meals and Miscellaneous Expenses

- A daily allowance will be provided to cover meals and other minor expenses. The details of this allowance will be provided separately.
- Expenses for alcohol, tobacco, or personal entertainment will not be reimbursed.

APPROVED BY : MANOJ KUMAR SETHIA
APPROVED ON :06-01-2020
LAST REVISED ON: 05-05-2022

6. Reimbursement Process

- To claim reimbursement, employees must complete an expense report form.
- All original bills, tickets, and receipts must be attached to the form. Reimbursements will not be processed without proper documentation.
- The expense report must be submitted within 7 working days of completing the trip.
- All expenses are subject to approval by the employee's supervisor and/or the HR department.
- Submission of false or fraudulent bills will result in disciplinary action.

7. Policy Amendments

The company reserves the right to amend this policy as needed. Employees will be informed of any changes.

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