

# apmUG group

## Vehicle Allowance Reimbursement Policy

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### **Vehicle allowance Eligibility**

- This Policy comes with effect from 01.06.2019 in all our existing Group Companies and also for the proposed new Plants.
- Employees are advised to use their personal vehicles (two wheeler or four wheeler) upon approval of the reporting Manager where ever the office vehicle is not available.
- Employees, who are allowed to using their personal vehicles, should submit the RC Book of the using vehicle, driving license (to be in force) copies to the admin department. In case the vehicle is in his/her father or brother's name, an undertaken letter from the owner is compulsory. For two wheeler wearing the Helmet is compulsory for claiming the reimbursement, HR/Manager can reject the claim if the user not using Helmet while riding.
- For two wheeler, employee must maintain a log book for monthly accumulated claim as per the format attached. ( Name, Code, For the month, Date wise Opening KM, Closing KM, Used KM, Purpose of visit, visited place).
- Using of personal vehicles, the user is accepting that, there is no reimbursement other than the fuel expense for Per KM basis, Toll fees if applicable.
- The fuel reimbursement for per KM basis is inclusive of Maintenance, Insurance & depreciation and Driver where ever applicable for four Wheeler.
- Fuel reimbursement is fixed for the variant in the fuel price as per the table below. The Fuel price as on 1<sup>st</sup> day of the claiming month is applicable. For example the claim for the month of June 2019, the fuel price of Petrol/Diesel as on 01.06.2019 to be taken for reimbursement.
- HR or admin of respective plant is responsible for maintaining the fuel price index. This data also can be download from the internet
- For Coimbatore - <https://www.drivespark.com/petrol-price-in-coimbatore>
- For Chennai - <https://economictimes.indiatimes.com/wealth/fuelprices/fuel-petrol,citystate-chennai.cms>
- For Madurai - <https://www.bankbazaar.com/fuel/petrol-price-madurai.html>
- For DBR Plant - <https://www.goodreturns.in/petrol-price-in-bangalore.html>

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## Vehicle Allowance Reimbursement Policy

Vehicle Allowance Reimbursement					
Employees who using their personal vehicle for official work are eligible to claim reimbursement as mentioned below with effect from 01.05.2019					
Detailed working for claim and approval					
Reimbursement based on the Fuel Price as on 1st day of the claim month					
Two wheeler		Four Wheeler		Four Wheeler	
Petrol Rate	Reimbursement amount	Petrol Rate	Reimbursement amount	Diesel	Reimbursement amount
65.00	2.37	65.00	9.75	65.00	9.75
66.00	2.41	66.00	9.90	66.00	9.90
67.00	2.45	67.00	10.05	67.00	10.05
68.00	2.48	68.00	10.20	68.00	10.20
69.00	2.52	69.00	10.35	69.00	10.35
70.00	2.56	70.00	10.50	70.00	10.50
71.00	2.59	71.00	10.65	71.00	10.65
72.00	2.63	72.00	10.80	72.00	10.80
73.00	2.66	73.00	10.95	73.00	10.95
74.00	2.70	74.00	11.10	74.00	11.10
75.00	2.74	75.00	11.25	75.00	11.25
76.00	2.77	76.00	11.40	76.00	11.40
77.00	2.81	77.00	11.55	77.00	11.55
78.00	2.85	78.00	11.70	78.00	11.70
79.00	2.88	79.00	11.85	79.00	11.85
80.00	2.92	80.00	12.00	80.00	12.00
81.00	2.96	81.00	12.15	81.00	12.15
82.00	2.99	82.00	12.30	82.00	12.30
83.00	3.03	83.00	12.45	83.00	12.45
84.00	3.07	84.00	12.60	84.00	12.60
85.00	3.10	85.00	12.75	85.00	12.75

Note: For accounting convenient the Price to be taken the nearest rounding amount if it is in decimal.

This policy is approved by Managing Director Mr NikhilSunil on 14.04.2019 by email.