



My Home Constructions (P) Ltd.

LOCAL CONVEYANCE POLICY

MHCPL-HR-SOP-18

Date: 22nd Mar, 2025

Rev. Version 1

Purpose

To reimburse employees for expenses incurred while traveling within the city for official purposes.

2. Eligibility

- Applicable to all employees who travel within the city for business-related activities.
- All Employees of MHCPL, ASDPL, MHIPL, HDPL, TTPL, MHPSPL, BCSLLP.
- Travel must be approved by the reporting manager.

3. Modes of Transport & Reimbursement

Mode of Transport	Eligibility	Reimbursement Rate
Own Vehicle (Two-wheeler)	All employees	₹5 per km
Own Vehicle (Four-wheeler)	Manager & Above	₹12 per km
Auto/Two-Wheeler/Bus/Metro	All employees	Actual fare (with bill)
Taxi /Cab	Manager & Above	Actual fare (with bill)

4. Approval & Claim Process

- Employees must submit a conveyance claim form with details of travel.
- Employees who have access to the Travel Grid app must submit their conveyance claims exclusively through the app.
- Supporting documents such as fuel bills, transport receipts, or cab invoices must be attached.
- Approval from the reporting manager is required.
- Claims should be submitted within 10 days from the date of travel.

5. Exceptions & Compliance

- Personal trips or detours are not reimbursable.
- Any fraudulent claims will be subject to disciplinary action.
- The policy is subject to periodic review by the management.

Page 1 of 1

Prepared

AVP - HR

Recommended By

Sr. President - Projects

Approved By:

Executive Vice Chairman

My Home Constructions Pvt Ltd

Workings - Reimbursement of Travel expenses

S No	Description	Rs	
		4 Wheeler	2 Wheeler
1	Cost of Vehicle Rs	10,00,000	1,20,000
2	Expected Life in years	15	10
3	Depreciation amount Per year = $1 / 2 =$	66,667	12,000
4	Expected travel distance per year in Km	20,000	12,000
5	Depreciation amount per Km = $3 / 4 =$	3.33	1.00
6	Maintenance cost Rs per year.	20,000	8,000
7	Maintenance cost per Km = $6 / 4 =$	1.00	0.67
8	Fuel cost Rs per Ltr	110	110
9	Mileage Km per Ltr	15	35
10	Fuel cost Rs per Km = $8 / 9 =$	7.33	3.14
11	Insurance premium per year	20,000	3,000
12	Insurance per Km = $11 / 4 =$	1.00	0.25
	Total expenditure Rs per Km = $5 + 7 + 10 + 11 =$	12.67	5.06

Srinu L

From: Sudeep Kumar Kanduri <sudeep.k@myhomeconstructions.com>
Sent: 31 March 2025 16:08
To: Srinu L
Subject: FW: Revision of per kilometer reimbursement for 2 & 4 wheelers

From: Laxminarayana G_HO_HR <gln@myhomeindustries.in>
Sent: 15 March 2025 12:50
To: Sudeep Kumar Kanduri <sudeep.k@myhomeconstructions.com>
Subject: Fwd: Revision of per kilometer reimbursement for 2 & 4 wheelers

Sent from my iPad

Begin forwarded message:

From: Narasimha Sastry B H S_HO_HR <nsastry@myhomeindustries.in>
Date: 15 March 2025 at 12:48:24 PM IST
To: Laxminarayana G_HO_HR <gln@myhomeindustries.in>
Subject: FW: Revision of per kilometer reimbursement for 2 & 4 wheelers

From: Laxminarayana G_HO_HO <GLN@myhomegroup.in>
Sent: 31 December 2021 13:49
To: N.KARUNAKAR RAO_GM_MKT_TS <karunakarrao@myhomegroup.in>; NAGARIJUN SRIPATI_KHAMMAM <nnsripathi@myhomegroup.in>; KARTHICK KUMAR P_HYD_MKTG <karthikkumar.p@myhomegroup.in>; Shivaram Prasad.D_MKTG_GM_AP <shivaram.dhavala@myhomegroup.in>; Sudhindra K_MKTG_AP <ksudhindra@myhomegroup.in>; Sripathi A_MKTG_AP_BZA <sripathi.a@myhomegroup.in>; Appalanaidu_MKTG_AP <Appalanaidu@myhomegroup.in>; Arun Kumar L_VIZAG_MKTG <arunkumar.l@myhomegroup.in>; Sivaramakrishnan_MKTG_TN <Sivaramakrishnan@myhomegroup.in>; DON ANTONY_MKTG_KL <a.don@myhomegroup.in>; Nawaz Ahamed Nidgundi_MKTG_KN <nawaz@myhomegroup.in>; Umesh Murlidhar Deshmukh_MKTG_HUBLI <umesh.deshmukh@myhomegroup.in>; Prashanth Kumar S_MKTG_KN

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Cc: Devjit Das <devjitdas@myhomegroup.in>; RKRC <RKRC@mhpcsl.in>; suryanr.k@myhomeconstructions.com; AS RAO <asrao@myhomeconstructions.com>; Nagalakshmi G (gnagalakshmi@myhomeconstructions.com) <gnagalakshmi@myhomeconstructions.com>; Nageswara Rao.A_ES_HO <nrao@myhomegroup.in>; Narasimha Sastry_HR_HO <nsastry@myhomegroup.in>; Dinesh <dinesh@myhomegroup.in>; Ramu Rao. J <jr@myhomegroup.in>; 'ramarao.m@myhomeconstructions.com' <ramarao.m@myhomeconstructions.com>

Subject: Revision of per kilometer reimbursement for 2 & 4 wheelers

Dear All,

With effect from 1st January 2022, the existing per kilometer reimbursement for 2 & 4 wheelers has been revised as per the following:

SL NO	VEHICLE TYPE	EXISTING	REVISED
1	2 Wheeler	Rs.4/- per km	Rs. 5/- per km
2	4 Wheeler	Rs.9/- per km	Rs. 10/- per km

All other terms & conditions, approval authority and claim process through Travel Grid remains same / un-changed.

For Information.

VICE PRESIDENT (HR)