

# Local Conveyance Policy



## Purpose

The policy outlines local conveyance entitlements for employees using their personal vehicles or taking public transportation for official use within city limits and extended areas.

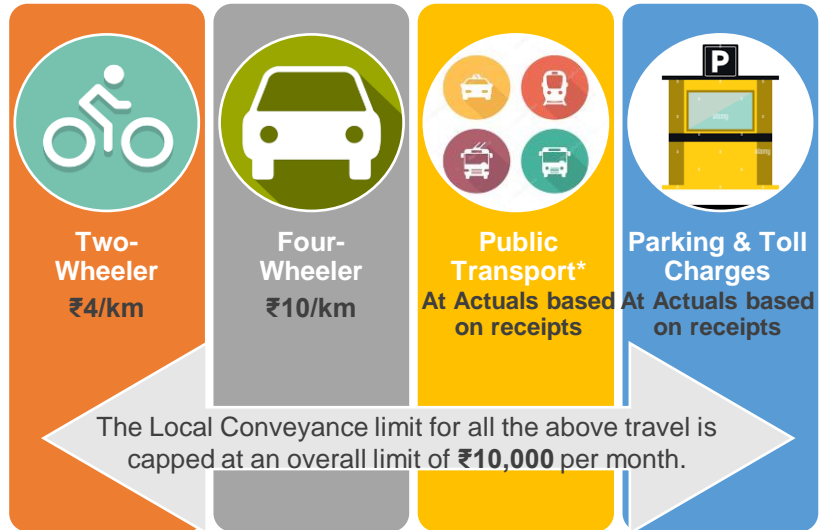
## Applicability

All the employees and trainees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies.

## Guidelines

- We believe our employees need to travel expeditiously to meet the needs of the business. At the same time, we trust them to be well judged about the expenses.
- Your safety is of paramount importance and we request you to drive safely and follow the traffic rules. To reduce the risk of accidents we also urge you to avoid the usage of personal vehicles for long-distance travel.
- In the interest of your health, well-being, and safety, we request you to use local conveyance policy limits for travel not exceeding 4hrs / 250 km distance in a day.

## Entitlements



\* Public Transport includes Cab (Ola Pool/Mini, UberGo), Carpooling (SRide, Bla Bla, Ridely, etc.), Auto (via Ola/Uber Auto or any other App), Metro and Bus and Self-drive Bikes (Yulu, Bounce, etc.)

## Reimbursement Process

- We encourage you to reimburse your expenses on a fortnightly basis. Conveyance claims older than 45 days will not be accepted for reimbursement.
- Conveyance claims need to be reimbursed online. Click [here](#) for the Reimbursement claim process
- Claims need to be approved by the reporting manager which confirms that utilization is as per policy guidelines and employee entitlements.

## Any Questions?

<https://AskHR.swiggy.in>

Mobile app (Leena AI): [Play Store](#) & [Apple App Store](#) - Sign-in using your official email id and password.

