

**Company Name: IAI Solution**

**Policy Title: Employee Reimbursement Policy**

**Version: 1.0**

## **1. Purpose**

The purpose of this policy is to outline the guidelines and procedures for the reimbursement of expenses incurred by employees while performing work-related duties. This policy ensures transparency and consistency in the reimbursement process.

## **2. Scope**

This policy applies to all employees of IAI Solution who incur expenses in the course of their work duties.

## **3. Reimbursement Categories**

The following categories of expenses are eligible for reimbursement under this policy:

- **Food and Beverages**
- **Travel Expenses**
- **Accommodations**

## **4. General Guidelines**

- All reimbursements must be supported by original receipts and submitted within **30 days** of the expense incurred.
- Employees must complete the reimbursement request form and submit it along with the required documentation to the HR department.

## **5. Specific Expense Guidelines**

### **5.1 Food and Beverages**

- **Eligibility:** Reimbursement for meals is allowed when traveling for work or attending business meetings.
- **Limits:** We have set food allowances for food reimbursements of ₹200 per meal.
- **Restrictions:** Alcoholic beverages are not reimbursable.

### **5.2 Travel Expenses**

- **Eligibility:** Travel expenses are reimbursable for work-related travel only.

- **Limits:** We have set allowances for travel reimbursements of ₹2,000 per trip, depending on the location and the employee's level. The allowance for daily office cabs is ₹150.
- **Restrictions:** Any travel-related expenses incurred for personal reasons will not be reimbursed.

### **5.3 Accommodation**

- **Eligibility:** Reimbursement for hotel stays is allowed for overnight business travel.
- **Limits:** Up to ₹50 per night, excluding taxes and fees.
- **Restrictions:** Employees must use company-approved hotels when available.

### **6. Submission Process**

1. Complete the reimbursement request form.
2. Attach all relevant receipts.
3. Submit to the HR department for approval.

### **7. Review and Approval**

HR will review submissions for compliance with this policy and will either approve or deny the request within 10 business days.

### **8. Policy Amendments**

This policy may be amended at any time with prior notice to employees.