# 88GB EXPENSE REIMBURSEMENT POLICY

Effective Date: January 1, 2025

Version: 1.3

## 1. PURPOSE

This policy establishes guidelines for business expense reimbursement to ensure appropriate use of company funds and timely processing of legitimate business expenses through Razorpay platform.

## 2. SCOPE

This policy applies to all employees, contractors, and authorized personnel incurring business-related expenses on behalf of 88GB.

## 3. REIMBURSABLE EXPENSES

The following expenses are eligible for reimbursement:

â¢ Business travel (flights, hotels, ground transportation)
â¢ Client meals and entertainment
â¢ Office supplies and equipment
â¢ Professional development and training
â¢ Business communication (mobile, internet)
â¢ Software licenses and subscriptions
â¢ Marketing and promotional materials
â¢ Conference and seminar fees

## 4. NON-REIMBURSABLE EXPENSES

The following expenses are NOT eligible:
â¢ Personal meals and entertainment
â¢ Personal travel expenses
â¢ Alcoholic beverages (unless client entertainment)
â¢ Traffic fines and parking tickets
â¢ Personal phone calls and data charges
â¢ Personal items and clothing
â¢ Tips exceeding 15% of bill amount

## 5. EXPENSE LIMITS

â¢ Meals: Rs. 1,500 per day for local, Rs. 2,500 for outstation
â¢ Hotel accommodation: Rs. 8,000 per night
â¢ Local transportation: Rs. 1,000 per day
â¢ Client entertainment: Rs. 5,000 per event
â¢ Office supplies: Rs. 2,000 per month per employee

## 6. SUBMISSION PROCESS

All expense claims must be submitted through Razorpay platform:

Step 1: Log into 88GB Razorpay Expense Portal
Step 2: Upload digital receipts and invoices
Step 3: Fill expense details and business justification
Step 4: Submit for manager approval
Step 5: Finance team review and processing
Step 6: Reimbursement via Razorpay to registered account

## 7. DOCUMENTATION REQUIREMENTS

â¢ Original receipts for all expenses
â¢ GST invoices for amounts above Rs. 500
â¢ Credit card statements (if applicable)
â¢ Travel booking confirmations
â¢ Business justification for each expense
â¢ Manager approval for expenses above Rs. 5,000

## 8. SUBMISSION TIMELINE

â¢ Expenses must be submitted within 30 days of incurrence
â¢ Late submissions require additional approval
â¢ Monthly expense reports due by 5th of following month
â¢ Urgent reimbursements: Contact finance@88gb.in

## 9. PAYMENT PROCESSING

â¢ Approved expenses processed within 7 business days
â¢ Payments made via Razorpay to registered bank account
â¢ SMS and email notifications for payment status
â¢ Rejected expenses: Reason provided via Razorpay portal

## 10. ADVANCE PAYMENTS

â¢ Available for travel and conference expenses
â¢ Request advance 5 days before travel
â¢ Maximum advance: Rs. 25,000 per trip
â¢ Submit final expense report within 7 days of return
â¢ Unutilized advance must be returned within 15 days

## 11. COMPLIANCE AND APPROVAL HIERARCHY

â¢ Up to Rs. 5,000: Direct manager approval
â¢ Rs. 5,001 - Rs. 25,000: Department head approval
â¢ Above Rs. 25,000: Finance manager approval
â¢ All expenses: Final finance team review

## 12. RAZORPAY PLATFORM DETAILS

Portal URL: expenses.88gb.in
Login credentials: Use company email and password
Mobile app: Razorpay Capital (search "88GB Expenses")
Support: razorpay-support@88gb.in

## 13. RAZORPAY FEATURES

â¢ Real-time expense tracking and status updates

â¢ Automated receipt scanning and data extraction

â¢ Integration with accounting systems

â¢ Instant payment processing

â¢ Mobile expense capture and submission

â¢ Automated policy compliance checks

â¢ Multi-level approval workflows

## 14. TAX IMPLICATIONS

â¢ Reimbursements are generally not taxable income

â¢ GST input credit claimed where applicable

â¢ Form 16 will reflect reimbursement details

â¢ Consult tax advisor for personal tax implications

## 15. VIOLATIONS AND CONSEQUENCES

â¢ False claims may result in disciplinary action

â¢ Recovery of fraudulent reimbursements

â¢ Repeated violations: Expense privileges suspended

â¢ Serious violations: Termination of employment

## 16. CONTACT INFORMATION

Finance Team: finance@88gb.in
Razorpay Support: razorpay-support@88gb.in
Emergency Contact: +91 80 1234 5678
HR Team: hr@88gb.in

## 17. POLICY UPDATES

This policy is reviewed annually and may be updated as needed.
Employees will be notified of any changes via email and portal.

Document Control:
Last Updated: January 3, 2025
Next Review: January 2026
Approved by: Finance & HR Teams