

# **Bill Reimbursement Policy**

## **1. Purpose**

This Bill Reimbursement Policy outlines the process, scope, and approval requirements for employees seeking reimbursement for expenses incurred during official work for Antier Solutions. The goal is to ensure fairness, transparency, and proper financial governance while supporting business operations effectively.

## **2. Scope**

This policy applies to all full-time, part-time, and contract employees who incur expenses for company-approved reasons, including meals, travel, and other business-related purchases.

## **3. Categories of Reimbursements**

### **A. Food Bills**

#### **i. Weekend Meals (Lunch & Dinner)**

* Employees working on weekends are eligible for **lunch and dinner reimbursement**.
* **Meal reimbursement cap:** ₹180 per person per meal.
* **Applicable Days:** Saturdays and Sundays only.
* **Bill Submission Process:**
  + Send scanned/clear copies of food bills via email to your **Project Manager (PM)**.
  + Keep **hroperations@antiersolutions.com** and **accounts@antiersolutions.com** in CC.
  + Mention **date, time, reason for work, and names of employees** in the email.
  + Bills should be submitted within **7 working days** of the expense to be eligible.

#### **ii. Weekday Dinners**

* Dinner reimbursement is allowed **only** if employees are working extended hours (typically after 9:00 PM) on weekdays.
* **Reimbursement cap:** ₹180 per person per meal.
* **Approval Flow:**
  + Send bills to your **PM** with CC to **hroperations@antiersolutions.com** and **accounts@antiersolutions.com**.
  + PM will **approve the dinner bill** based on business need and team availability.
  + **HR Operations will verify** attendance logs before final approval.
  + After verification and approval, the **Accounts Team** will initiate reimbursement.

**Note:** Food expenses beyond ₹180 will not be reimbursed unless pre-approved by the management with valid justification.

### **B. Travel Reimbursement**

* Travel expenses will be governed by the **separate Travel Reimbursement Policy** (refer to that policy document for eligibility, approved modes of transport, and limits).
* For any travel-related reimbursement:  
  + Email the **authorized approving authority** (e.g., your PM, TL, TPM, Delivery Head, or department head).
  + Keep **accounts@antiersolutions.com** and **hroperations@antiersolutions.com** in CC.
  + Mention **travel date, purpose, origin, destination, and supporting tickets/invoices** in the email.
  + All travel claims must be submitted **within 7 working days** of completion of the travel.

### **C. Other Bills & Expenses**

#### **Approval Process:**

* Email the bill to the **authorized person/approver** (PM, TL, TPM, Delivery Head, or Department Head).
* Keep **accounts@antiersolutions.com** and **hroperations@antiersolutions.com** in CC.
* Clearly describe:  
  + **Item Purchased**
  + **Reason for Expense**
  + **Date of Purchase**
  + **Bill/Invoice Copy**

Bills without the approval of the appropriate authority or a missing email communication trail will not be reimbursed.

## **4. Important Guidelines**

* **Original or scanned bills/invoices** must be legible and include the vendor name, date, and amount.
* Expenses claimed without bills or with manipulated/edited bills will be considered fraudulent and may lead to disciplinary action.
* Reimbursement claims must be submitted **within the stipulated timeframes** to be eligible.
* Claims outside the prescribed limits **will not be approved** unless specifically pre-approved in writing by management.
* All reimbursement amounts will be **processed in salary or credited via the standard company process** by the **Accounts Department** after approvals.

## **5. Accountability and Audit**

* **HR Operations** is responsible for validating eligibility (especially in food and attendance-linked cases).
* **The Accounts Team** will perform the final verification before processing reimbursement.
* All reimbursements are subject to **random audits** to ensure compliance and cost control.
* Any misuse or false claims will result in **disciplinary action**, recovery of the amount, and possible termination.

## **6. Contacts for Support**

* 📩 **HR Operations**: hroperations@antiersolutions.com
* 📩 **Accounts**: accounts@antiersolutions.com
* 📩 **Escalations or clarifications**: Reach out to your reporting manager or HR team.