

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. Objective

To provide guidelines for business travel and expense claims.

2. Scope

Applies to all employees traveling for official business.

3. Travel Rules

- Approvals: Pre-approval required from Manager for all travel.
- Flight: Economy class for domestic/short-haul. Books via admin team.
- Train: AC 2-Tier or 3-Tier allowed.
- Taxi: Uber/Ola/Prepaid cab reimbursed for airport transfers and client visits.

4. Accommodation

- Tier 1 Cities: Up to INR 5000 / \$150 per night.
- Tier 2 Cities: Up to INR 3000 / \$100 per night.
- Stay in partner hotels preferred.

5. Daily Allowance (Per Diem)

- Fixed flat allowance of INR 800 / \$50 per day for meals/incidentals when traveling.
- No bills required for flat per diem. OR Actuals up to limit with bills.

6. Expense Submission

- Submit claim via Expense Portal within 15 days of return.
- Original physical bills required for any single expense > INR 1000.
- Approval workflow: Reporting Manager -> Finance.
- Payout: Within 7 working days of approval.

7. Non-Reimbursable

Alcohol, personal entertainment, traffic fines, laundry (unless trip > 7 days).