



## SPECTRON

### Travel & Reimbursement Policy

Date: 05.01.2026

Revision: 01

Approved By: Management

Applicability: All eligible employees across functions and locations

#### 1. Purpose

The purpose of this policy is to define the guidelines for official travel, accommodation, and reimbursement of expenses incurred by employees while performing Company-authorized business duties.

#### 2. Scope

This policy applies to:

- All employees undertaking official travel on behalf of the Company
- Domestic travel and, where approved, international travel
- Expenses incurred during official business travel or approved business activities

#### 3. Policy Statement

The Company shall reimburse reasonable, necessary, and approved expenses incurred for official business purposes, subject to compliance with this policy and supporting documentation.

#### 4. Types of Travel

- **Local Travel:** Travel within the city or local area
- **Domestic Travel:** Travel within the country
- **International Travel:** Travel outside the country, subject to prior approval

#### 5. Travel Authorization

- All official travel must be **pre-approved** by the Reporting Manager and/or Management.
- Travel requests must include:
  - Purpose of travel
  - Travel dates
  - Estimated cost

No reimbursement shall be made for unauthorized travel.

#### 6. Mode of Travel

- Mode of travel shall be selected based on **cost-effectiveness, safety, and business necessity**.

## SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001 : 2015 Certified Company

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- Economy class shall be the default for air travel unless otherwise approved.
- Use of personal vehicles for official purposes may be reimbursed at approved rates, subject to submission of travel details.

### 7. Accommodation

- Hotel accommodation shall be booked based on approved limits and business needs.
- Employees are expected to select **reasonably priced accommodations**.
- Luxury or premium accommodation requires prior approval.

### 8. Meals & Incidental Expenses

- Reasonable meal and incidental expenses incurred during official travel shall be reimbursed.
- Alcoholic beverages are **not reimbursable**, unless expressly approved for official client engagement.
- Daily expense limits, if any, shall be communicated separately by Management.

### 9. Reimbursable Expenses

Reimbursable expenses may include:

- Travel tickets (air, train, bus, taxi)
- Local conveyance
- Hotel accommodation
- Meals during official travel
- Toll charges and parking fees
- Official communication expenses (mobile, internet, roaming)
- Other expenses directly related to official work and approved in advance

### 10. Non-Reimbursable Expenses

The following shall **not** be reimbursed:

- Personal expenses
- Entertainment not related to business
- Expenses incurred without approval
- Penalties, fines, or traffic violations
- Expenses without valid supporting bills

### 11. How to Apply for Reimbursement

#### Reimbursement Procedure

1. Employees must submit a **Travel & Expense Reimbursement Claim** through:
  - The Company's reimbursement system, or
  - Prescribed reimbursement form (email/manual), where applicable.

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2. Claims must be submitted **within 15 days** of completion of travel.
3. All claims must be supported by:
  - Original bills/invoices
  - Boarding passes or tickets, where applicable
  - Purpose and dates of travel
4. Claims shall be reviewed and approved by the Reporting Manager and Finance/HR.

### **12. Reimbursement & Payment**

- Approved reimbursement claims shall be processed along with salary or as a separate payment.
- Reimbursement timelines may vary based on internal processing cycles.

### **13. Advances**

- Travel advances, if required, must be requested in advance and approved.
- Any unutilized advance amount must be settled within the prescribed timeline.

### **14. Responsibilities**

#### **Employee Responsibilities**

- Plan travel responsibly and economically
- Submit claims with accurate documentation
- Comply with approval and reporting requirements

#### **Management / Finance Responsibilities**

- Review and approve legitimate claims
- Ensure timely reimbursement
- Maintain records for audit and compliance

### **15. Misuse & False Claims**

- Submission of false, inflated, or misleading claims may result in disciplinary action.
- Recovery of excess amounts paid may be initiated.

### **16. Statutory & Tax Compliance**

- Reimbursements shall be governed by applicable **Income Tax Act provisions** and internal accounting policies.
- Any taxable components, if applicable, shall be treated as per law.

### **17. Policy Review & Amendment**

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The Company reserves the right to amend, modify, or withdraw this policy to align with business needs and statutory requirements.

### Employee–HR Communication on Travel & Reimbursement Policy

**Employee:** Do I need approval before booking official travel?

**HR Representative:** Yes. All official travel must be approved in advance to ensure alignment with business needs and budget.

**Employee:** What expenses can I claim for reimbursement?

**HR Representative:** Expenses directly related to official work such as travel, accommodation, meals during travel, and approved incidental expenses can be claimed, subject to valid bills.

**Employee:** What if I miss submitting bills on time?

**HR Representative:** Claims should be submitted within the specified timeline. Delayed or unsupported claims may not be reimbursed unless approved as an exception.

**Employee:** Thank you for the clarity.

**HR Representative:** You're welcome. Clear documentation helps ensure smooth and timely reimbursement.

Yours Sincerely,

For Spectron Engineers Pvt. Ltd.



### Authorised Signatory

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