



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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