

Travel & Expense Reimbursement Policy

ABC Company - Internal Policy Document

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This document outlines company policies and procedures for ABC employees and contractors. It is intended for internal reference. If you have questions, contact the document owner.

1. Purpose & Scope

This policy defines reimbursable expenses, spending limits, required documentation, and approval workflow for ABC Company business expenses.

- Applies to: Employees and approved contractors incurring business expenses
- Reimbursement is subject to budget availability and compliance review
- Fraudulent claims may lead to disciplinary action

2. General Rules

- Spend company money as if it were your own and you will be asked to justify it
- Choose economical options that meet business needs (standard class travel, mid-range hotels)
- Always request itemized receipts; digital receipts are acceptable if legible
- Submit claims within 15 days of expense date (exceptions require Finance approval)

3. Spending Limits

Limits below apply unless a written exception is approved.

Category	Limit (INR)	Notes
Meals (domestic)	1,200 per day	Itemized receipt required; alcohol not reimbursable.
Meals (international)	As per travel memo	Limits set in trip approval memo.
Local transport	2,000 per day	Taxi/ride-share allowed for safety and time-critical travel.
Hotel (domestic)	6,000 per night	Exceptions require pre-approval by manager.
Mobile/Internet (monthly)	1,000 per month	For roles requiring frequent calls or WFH connectivity.
Client gifts	2,500 per item	Must comply with Code of Conduct; no cash equivalents.
Mileage (personal car)	12 per km	For client visits; include route and purpose.

4. Non-Reimbursable Expenses

- Alcohol, tobacco, recreational expenses

- Fines/penalties (traffic violations, late fees)
- Personal travel upgrades (business class, premium seating) without approval
- Personal items (toiletries, clothing) unless required for business safety or compliance
- Expenses without adequate documentation (unless exception approved)

5. Submission & Approval

Claims are submitted through the expense portal (or by email using the standard template). Finance may request additional documentation.

- Employee submits claim with receipts and business purpose
- Manager approves within 5 working days
- Finance reviews for compliance and processes payout in next payroll cycle
- Disputed items are returned with comments for correction

6. Audit & Compliance

Finance performs periodic audits. Maintain receipts for at least 12 months. Policy exceptions must be documented.