### **Company Reimbursement Policy**

**Effective Date:** 09-02-2025  
**Last Revised:** 12-01-2025

#### **1. Purpose**

This policy outlines the guidelines for employee reimbursements to ensure transparency, consistency, and compliance with company regulations. Reimbursements are strictly limited to official business expenses incurred during work-related travel.

#### **2. Eligible Expenses**

Employees may request reimbursement for the following expense categories only when incurred as part of an official business trip:

##### **2.1 Food & Grocery**

* Employees can claim meal expenses incurred during business trips.
* Alcoholic beverages and non-business-related snacks are not eligible.
* Daily meal expenses should not exceed:
  + **Domestic Travel:** INR 1000/bill
  + **International Travel:** USD 10/bill
* Grocery expenses should not exceed :
  + **Domestic Travel:** INR1000/bill
  + **International Travel:** USD 5/bill

##### **2.2 Fuel Expenses**

* Employees using their personal vehicle for business travel can claim fuel reimbursement.
* Reimbursement is calculated based on actual fuel expenses supported by receipts.
* Petrol/Diesel/Gas costs will be reimbursed at only if the amount is below ₹3500 for personal vehicles.
* Ride-sharing or public transport or Cab services costs will not be covered under travel expenses.

##### **2.3 Stay & Travel**

* Hotel accommodations will be reimbursed based on actual costs, subject to the following limits:
  + **Domestic Travel:** INR 1500/night
  + **International Travel:** USD 30/night
* Airfare, train, or bus tickets must be booked through the company-approved travel desk or pre-approved by a manager.
* Economy class travel is mandatory unless an exception is granted for business class.

#### **3. Reimbursement Limitations**

* **Personal expenses (shopping, entertainment, alcohol, personal vehicle maintenance, etc.) are not eligible.**
* **Reimbursement claims must be submitted within 10 days of travel completion.**
* **All claims must be supported by original receipts/invoices.** Digital copies may be accepted.
* **Any non-compliant or fraudulent claims will be rejected, and disciplinary action may be taken.**
* **Advance approval from a reporting manager is required for expenses exceeding INR 20000.**

#### **4. Reimbursement Process**

1. Submit a reimbursement request via the company’s expense management portal or finance department.
2. Attach all required receipts, invoices, and necessary approvals.
3. The finance team will review claims within **3 business days** and approve/reject them based on policy compliance.
4. Approved reimbursements will be processed and credited to the employee’s bank account within **15 business days**.

#### **5. Exceptions & Dispute Resolution**

* Any exceptions to this policy require **written approval** from [Finance Manager/HR].
* Disputes regarding reimbursement denials can be escalated to the **Finance Head** within **5 days** of rejection.

#### **6. Compliance & Disciplinary Action**

* Employees must comply with this policy to ensure responsible spending.
* **Fraudulent claims or policy violations may result in disciplinary action, including termination.**

#### **7. Policy Review & Amendments**

* The company reserves the right to amend this policy as needed. Employees will be notified of changes in advance.