

TechVision Solutions - Expense Reimbursement Policy

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Version: 2.0

Document Owner: Finance Department

Section 1: General Guidelines

1.1 Purpose

This Expense Reimbursement Policy establishes guidelines for employees of TechVision Solutions regarding business-related expenses. All employees must comply with this policy to ensure proper financial controls and timely reimbursement.

1.2 Scope

This policy applies to all full-time employees, contractors, and consultants of TechVision Solutions who incur business expenses on behalf of the company.

1.3 Expense Submission Requirements

- All expenses must be submitted within 30 days of the transaction date
 - Original receipts are mandatory for expenses over 500
 - Expenses must be submitted through the company's expense management system
 - Manager approval is required for all reimbursements
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Section 2: Travel Expenses

2.1 Domestic Air Travel

- **Maximum Limit:** 15,000 per one-way ticket
- **Booking Requirements:** Economy class only for flights under 3 hours
- **Advance Booking:** Must be booked at least 7 days in advance when possible
- **Approval:** Travel over 25,000 requires Finance Head approval

2.2 International Travel

- **Maximum Limit:** 75,000 per one-way ticket (Economy class)
- **Business Class:** Allowed only for flights over 6 hours with CFO approval
- **Visa Fees:** Reimbursable with original receipts

- **Travel Insurance:** Mandatory for trips over 7 days, reimbursable up to 3,000

2.3 Hotel Accommodation

- **Tier 1 Cities (Mumbai, Delhi, Bangalore):** Maximum 8,000 per night
- **Tier 2 Cities:** Maximum 5,000 per night
- **International:** Maximum \$150 per night (12,500 approx)
- **Receipt Requirement:** Mandatory for all hotel stays
- **Extended Stays:** Stays over 7 nights require monthly apartment rental consideration

2.4 Local Transportation

- **Taxi/Cab Services:** Reimbursable up to 1,500 per day within city limits
- **Rental Cars:** Requires prior approval for trips over 3 days
- **Parking Fees:** Fully reimbursable with receipts
- **Toll Charges:** Fully reimbursable with receipts
- **Personal Vehicle:** 8 per kilometer mileage reimbursement

Section 3: Meal & Entertainment Expenses

3.1 Business Meals

- **Solo Meals (while traveling):** Maximum 800 per meal, 2,000 per day
- **Client Meals:** Maximum 3,000 per person with prior approval
- **Team Meals (5+ people):** Maximum 1,500 per person
- **Receipt Requirement:** Mandatory for all meals over 300
- **Alcohol:** Not reimbursable unless specifically approved for client entertainment

3.2 Entertainment Expenses

- **Client Entertainment:** Maximum 5,000 per event with manager approval
- **Team Building Activities:** Pre-approved budget events only
- **Conference Dinners:** Covered under conference registration when included

Section 4: Office & Equipment Expenses

4.1 Computer Equipment

- **Laptops:** Maximum 80,000 once every 3 years

- **Monitors:** Maximum 25,000 per unit
- **Keyboards/Mouse:** Maximum 5,000 combined
- **Approval:** IT Head approval required for all equipment purchases

4.2 Office Supplies

- **Individual Supplies:** Maximum 2,000 per month without approval
- **Bulk Orders:** Require Office Manager approval
- **Software Licenses:** Must be approved by IT Department

4.3 Mobile & Communication

- **Mobile Phone:** Reimbursable up to 3,000 per month for work usage
- **Internet (Home Office):** Reimbursable up to 2,000 per month with proof of remote work arrangement
- **International Calls:** Requires justification and manager approval

Section 5: Conference & Training Expenses

5.1 Conference Attendance

- **Registration Fees:** Up to 50,000 with manager approval
- **Travel & Accommodation:** Covered under standard travel policy
- **Early Bird Discounts:** Employees encouraged to book early
- **Approval Timeline:** Submit requests 60 days before event

5.2 Professional Development

- **Online Courses:** Maximum 30,000 per year per employee
- **Certification Exams:** Reimbursable up to 25,000 per certification
- **Books & Learning Materials:** Maximum 5,000 per quarter
- **Workshop Fees:** Maximum 15,000 per event

Section 6: Prohibited Expenses

The following expenses are **NOT reimbursable** under any circumstances:

- Personal entertainment (movies, gym memberships, personal shopping)
- Alcoholic beverages purchased for personal consumption
- Traffic fines and parking violations
- Personal grooming services (haircuts, spa treatments)
- Minibar charges from hotels
- Upgrade fees for personal comfort (airline seats, hotel rooms)
- Pet care or childcare expenses
- Personal insurance premiums

- Loss or theft of personal items
- Late payment fees or finance charges due to employee negligence

Section 7: Approval Matrix

Expense Amount	Approver
Below 5,000	Direct Manager
5,000 - 25,000	Department Head
25,000 - 100,000	Finance Head
Above 100,000	CFO

Section 8: Violation & Compliance

8.1 Policy Violations

- **First Violation:** Written warning and expense rejection
- **Second Violation:** Suspension of reimbursement privileges for 30 days
- **Third Violation:** Disciplinary action up to termination

8.2 Fraudulent Claims

Any attempt to submit fraudulent expenses will result in: - Immediate termination of employment - Legal action to recover funds - Reporting to appropriate authorities

8.3 Audit Rights

The Finance Department reserves the right to audit any expense claim at any time within 3 years of submission.

Section 9: Reimbursement Timeline

- **Standard Processing:** 10-15 business days after approval
 - **Urgent Requests:** 5 business days with manager escalation
 - **Payment Method:** Direct deposit to employee's registered bank account
 - **Currency Conversion:** Applied at company's standard rates for international expenses
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Section 10: Special Circumstances

10.1 Emergency Travel

In case of genuine emergencies (family crisis, urgent client situations): - Policy limits may be waived with CFO approval - Documentation of emergency circumstances required - Retroactive approval must be sought within 48 hours

10.2 Extended Business Trips

For business trips exceeding 14 days: - Weekly allowance of 5,000 for incidentals - Monthly apartment rental considered instead of hotels - Family visit reimbursement (one round-trip) for trips over 30 days

Contact Information

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