



Claim Reimbursement Policy

QDEGREES | POLICY VER 7.0 | DATE: 19-Oct-2024

CORPORATE OFFICE

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DOCUMENT TIMELINE

DOCUMENT REVISION HISTORY

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V1.0	2-Feb-2017	Krati
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Document Sent To	Purpose
CB Rajesh (Project Lead)	For information and approval
Saurabh (Finance)	For information

TRAVEL POLICY

DEFINITION OF TERMS

Domestic Travel

Domestic travel is travel within India, its possessions and territories.

Local Travel

Local travel is travel performed within 100 Kilometers (100) of the primary place of employment.

Travel Cost

Travel cost includes travel, conveyance, lodging, meals, and any other costs incurred by employees while on official tour.

PROCESS/GUIDELINE FOR DOMESTIC TRAVEL

Domestic and International travel eligibility shall be as per provisions outlined in this policy. This policy document is subject to periodic review and amendments, as deemed fit by the management.

Travel advances will not be paid for out-of-pocket expenses expected to be incurred on a trip. However, this is subject to approvals of department head of the employee, finance department and management.

Following process needs to be followed for any Domestic Travel.

1. Prepare a "BUSINESS TRAVEL REQUEST" (BTR) and shared at least 14 working days prior to the date of travel, get it approved by Reporting Manager / Department Head and submit to the Admin / Finance department. request for hotel booking, if any, has to be specifically mentioned in the BTR format of which is enclosed in **Annexure 1**.
2. Admin / Finance department needs to validate the request and process the same based on this policy & entitlement of the employee.
3. On completion of the tour, the "TRAVEL EXPENSE STATEMENT" (TES) has to be filled by the employee, format of which is enclosed in **Annexure 2** and submitted to Finance department for settling dues. TES should be submitted along with the original supporting invoices/ bills to the HO Finance Department on or before Monday each week in order to process the payments in the payout cycle falling on immediately succeeding Wednesday. If statement is not received on or before Monday, then the claims will be processed in the payout cycle falling one cycle after the immediately succeeding payout cycle of Wednesday.
4. Finance team will then validate the statement & bills and process the same as per this policy & entitlement of the employee.

GUIDELINES REGARDING EMPLOYEE ENTITLEMENT

Lodging, fooding and consolidated expense entitlement has been categorized as per the location / type of city employees are traveling to. Following are the categorization of the cities:

"A" Class	All Metros
"B" Class	State Capitals
"C" Class	All others excluding the above

"A" Class	"B" Class		"C" Class
	State	Capital	
Delhi	Andhra Pradesh	Vishakhapatnam	All others
Mumbai	Arunachal Pradesh	Itanagar	
Kolkata	Assam	Dispur	
Chennai	Bihar	Patna	
Bangalore	Chhattisgarh	Raipur	
Hyderabad	Goa	Panaji	
Pune	Gujarat	Gandhinagar	
Ahmedabad	Haryana	Chandigarh	
---	Himachal Pradesh	Shimla	
---	Jharkhand	Ranchi	
---	Karnataka	Bengaluru	
---	Kerala	Thiruvananthapuram	
---	Madhya Pradesh	Bhopal	
---	Maharashtra	Mumbai	
---	Manipur	Imphal	
---	Meghalaya	Shillong	
---	Mizoram	Aizawl	
---	Nagaland	Kohima	
---	Odisha	Bhubaneswar	
---	Punjab	Chandigarh	
---	Rajasthan	Jaipur	
---	Sikkim	Gangtok	
---	Tamil Nadu	Chennai	
---	Telangana	Hyderabad	
---	Tripura	Agartala	
---	Uttar Pradesh	Lucknow	
---	Uttarakhand	Dehradun	
---	West Bengal	Kolkata	

While on tour, if employee makes his / her own arrangements, he / she is entitled to receive reimbursement of expenses incurred as per the consolidated expense entitlement. This will also cover the up and down conveyance from the place of stay to the place of work.

In case of two or more employees are accompanying each other on tour and are required to stay in a hotel, they should share a room. Similarly, in such cases, only one person should claim the common expenses. While submitting the Travel Expense Report, employee should give reference to the second person's expense report. In that case second person will be allowed to claim only food allowance as per his / her eligibility provided the first person has not claimed this amount in his / her claim reimbursement statement. Employees in grade PM and above may occupy separate room, if required.

If an employee exceeds his entitlement as per the travel rules on a tour, the exceptions have to be approved by the Reporting Manager with proper justifications about the excess, failing which either deductions will be made from salary or reimbursement amounts will be put on hold, as the case maybe.

<u>REIMBURSABLE EXPENSES</u>	<u>NON-REIMBURSABLE EXPENSES</u>
<p>Reimbursable expenses include but are not limited to the following:</p> <ul style="list-style-type: none"> • Baggage handling and storage expenses • Parking and tolls • Business office expenses (copy services, postage, etc.) • Business-related phone calls and faxes • Conference fees • Costs of obtaining required visas and passports • Currency conversion fees • Overseas Travel Insurance 	<p>Non-reimbursable expenses include but are not limited to the following:</p> <ul style="list-style-type: none"> • Clothing or toiletry items • Commuting between home and office • Magazines, newspapers, personal reading materials • Personal entertainment (including Cost of Alcohol, Liquor, Cigarette etc.) • Charge incurred for failure to cancel hotel / train / air reservation

RECEIPTS

Appropriate vouchers/receipts/documentation includes:

- Business purpose:
 - Written explanation of business purpose or conference/itinerary or schedule of events
- Transportation: (Original receipt / ticket required)
 - Air
 - Rail
 - Rental Car
 - Other Ground Transportation
- Lodging:
 - Hotel-Original bill/receipt (detailing all expenses)
- Meals:
 - Food Bill along with credit card or cash receipt
- Conference Fees:
 - Invoice along with receipt from conference organizer and copy of registration form
- Miscellaneous Charges:
 - Tips and other miscellaneous charges – do not require receipts provided the amounts are minimal

LOCAL CONVEYANCE / PETROL REIMBURSEMENT

In case of local travel towards official purpose including sales & marketing, the company may reimburse actual conveyance expenses limited to the employee's entitlement provided the chosen mode of transport is the best cost effective mode considering all factors including but not limited to employee designation, location, availability, cost, etc. Refer Domestic Travel Policy Break-up for eligible mode of transport. However, final approval is at the discretion of Finance Head and / or Management.

PROCESS / GUIDELINE FOR LOCAL CONVEYANCE / PETROL REIMBURSEMENT:

Following process needs to be followed for any Claim of Local Conveyance / Petrol Reimbursement-

1. Submission of such claims will be entertained only once per month i.e. employees should submit claims for the total month only at the end of the month.
2. A Cash Voucher duly filled and approved by the Departmental Head / Reporting manager and enclosed with all necessary vouchers needs to be submitted to Accounts Department.
3. Accounts Department needs to validate the claim basis this Policy & Entitlement of the Employee and should process the same if found in order in the immediately succeeding payout cycle.
4. Any anomaly should be reported to the employee along with a copy to HR / Admin Head.

DOMESTIC TRAVLE POLICY – BREAK UP

Reimbursements should be supported by original bills & Receipt of payment. Any deviation from the specified limits needs approval from the Finance.

CATEGORY	CITY TYPE	VP/ SER. MANAGERS / PROJECT MANAGERS / MANAGERS	DM / AM / BI / PC / TL / EQUIVALENT	SA / BA / SME / EQUIVALENT & BELOW
AIR	Overnight Journey / Travel Time Less Than 10 Hrs (Train / Bus Recommended)	Economy Class	Need Based - Approval from HR / Finance	N/A
TRAIN / BUS	---	AC 2/ AC 3 TIER CLASS / AC Bus	AC 3 TIER CLASS / AC BUS	3 AC / SLEEPER CLASS / NON-AC BUS
CONVEYANCE	Local travel	Taxi /Auto	Taxi / Auto	Auto /Local public transport
LODGING (Outstation)	A	3500	3000	1500
	B	3000	2500	1250
	C	2500	2000	1000
FOODING, MISC. (LESS THAN 24 HOURS)	A	800	700	600
	B	700	600	500
	C	600	500	400
CONSOLIDATE DEXPENSES	A	1600	1300	1000
	B	1300	1000	700
	C	1000	700	600
PETROL REIMBURSEMENT / CONVEYANCE (OUTSTATION)	Kilometer wise reimbursement will be done. For 2 wheelers @ Rs. 3.25/- per KM For 4 wheelers @ Rs. 7.5/- per KM			

***All charges for Lodging are per night of stay and exclusive of government or any other form of taxes.**

*** New Joiners Stay and food will be allowed for 7 days and one side travelling will be considered for reimbursement as per bills.**

*** Claims will not be considered after 1 months from date of travel.**

*** The limit for spending cash in a day is INR 1500/-only. (In cash expenditure includes all expenses like food, auto, cab etc.)**

CLAIM REIMBURSEMENT

- The employee seeking claim reimbursement must submit a soft copy of the excel sheet having all the details as per the format enclosed in **Annexure 2** with supporting bills. This has to be validated by the immediate manager or supervisor of the employee and must be submitted to the finance department along with copies of the bills as a record proof.
- The bills should have a clearly visible date and amount. Any torn, blurred or zoomed-out image will not be considered and the amount will be held back.
- The employee must make sure that ALL details specified in the claim sheet format are mentioned correctly and none of the fields is left blank.
- Approved claims should reach the finance department with copy to Finance head. latest by two days before from payout date of every fortnight i.e., twice a month.
- Any claim submitted after above time line will be processed in the next claim payout cycle.
- The information about the processed claims and held amount will be sent to the concerned employees post processing of the claims.
- Any issues or bills submitted (following the similar procedure as above) in concern of the held amount will be processed in the next cycle falling post submission of satisfactory documents to Finance department.

Annexure 1 (Sample only for reference)

Business Travel Request Form

Employee Code:	QD000						Date:	20.9.2018
Employee Name:	Abc							
Employee Department:	Capital first							
Contact Number:	Xxx				Contact email:	abc@qdegrees.com		
Travel Period	Start date:	21-Sep-18			End Date:	24-Sep-18		
Business Purpose:	Audit of 10 branches of CFL located in Mumbai, Pune							
City:	Mumbai, Pune			State:	Maharashtra		Country:	India
Expense Head	Through Self / Office	Date of booking	Start point	Start date	End Point	End date	Total days	Estimated cost for the duration
Hotel Reservation	Office	20-Sep-18	Mumbai	22-Sep-18	Mumbai	24-Sep-18	2	5000
Train Ticket	Self	20-Sep-18	Jaipur	21-Sep-18	Mumbai	25-Sep-18	NA	2500
Air Ticket	NA							0
Cab	Self	Based on Actuals						1000
Food	Self	Based on Actuals						1000
Visa	NA							0
Conveyance	Self	Based on Actuals						500
Any other item not specified above								
Estimated total expense for the trip								10000
Employee signature:								
Travel request approved by manager (Yes/No)								
Remark (if any):								
Manager signature								

- **Booking will not be considered without approval from management incase of BTR not received 14 days before from travelling.**

Annexure 2 (Sample only for reference)

Claim Reimbursement Form															
Period:	From: *		To: *		Department: *		Employee Code No. *		Name *						
					Expenses For (Project) *		Designation *		Project Manager: *						
Date	Base Location	From (City Name)	To (City Name)	Purpose of Travel	Mode of Travel	Expenses Type								Amount	Remark
						Travel (Flight/Bus/T rain)	Loadging (Hotel Rent or own arrangement)	Food (if travel for >100 kms from base location)	New Sim Purchased (As per project/M Approval)	Petrol (Travel If Bike or car) @Rs 3.25/Km or 7.5/km	Km (If Traveled By Bike or car)	AUTO/ TEMPO	Others		
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
														₹ 0.00	
						₹ 0.00	₹ 0.00	₹ 0.00				₹ 0.00		₹ 0.00	
Checked By						Sign Project manager				Signature & Date -					
Required															
* Period should be mentioned on claim sheet															
* Emp. Code and Name with Project manager															
* All bills should be attached date wise.															

CLAIM PAYOUT DATES AND PROCEDURE

S. No.	Description	Submission date to Finance	Payout Day	SPOC
1.	Projects related Claims, Travelling Claims	Fortnightly on or before 13 th and 28 th of every month	Payout will be on 15 th and 30 th of every month	Finance Head Finance Executive

1. All the employee related data in the claim sheet are to be verified with their attendance/process by Project Manager which will subsequently be checked and finalized by finance team as per policy.
2. No claims will be entertained / paid, after 30 days of the incurrence of the expense.
3. All payouts will be done one day earlier, in case of public holiday.
4. Any payouts will be done on prior information to finance team
5. New Joiners only Stay and food will be allowed for 7 days and one side travel bill will be considered in reimbursement.
6. Any exceptions would be considered, only with the approval of Mr. CB Rajesh.