

Reimbursement Policy

Company Name: BlueOrbit Technologies

Effective Date: 1 January 2026

1. What is the purpose of the Reimbursement Policy?

The Reimbursement Policy of BlueOrbit Technologies Pvt. Ltd. defines the rules, eligibility, limits, and procedures for reimbursing employees for official business-related expenses incurred while performing their job duties.

2. Who is eligible for reimbursement?

- All regular and confirmed employees are eligible for reimbursement.
- Trainees and probationary employees may claim reimbursements only with prior approval from their Reporting Manager and HR.
- Reimbursements are applicable only for expenses incurred for official business purposes.

3. What is the scope of this policy?

This policy applies to all eligible employees incurring expenses on behalf of the company while carrying out assigned duties.

4. What types of expenses are reimbursable?

Employees may claim reimbursement for the following categories:

Expense Type	Monthly / Per-Claim Limit
Travel (Local Conveyance)	₹3,000 per month
Travel (Outstation – Bus/Train) Actuals (Economy class)	
Travel (Flight)	Actuals (Economy class, prior approval required)

Expense Type	Monthly / Per-Claim Limit
Food & Meals	₹500 per day
Accommodation	₹2,500 per night
Mobile / Internet	₹1,000 per month
Client Entertainment	₹3,000 per event
Office Supplies	Actuals (approval required)
Training & Certification	Actuals (HR approval required)

5. What expenses are not reimbursable?

The following expenses are not eligible for reimbursement:

- Personal expenses
- Alcohol, tobacco, or non-business entertainment
- Traffic fines or penalties
- Expenses without valid bills or receipts
- Expenses incurred without prior approval where required

6. What are the general reimbursement guidelines?

- All expenses must be incurred solely for official business
- Original bills or digital invoices are mandatory
- Expenses must comply with the defined limits
- Claims must be accurate and truthful
- Any misuse may result in disciplinary action

7. Is prior approval required for reimbursement?

- Prior approval is mandatory for:
 - Outstation travel
 - Flight bookings

- Accommodation
- Training, courses, or certifications
- Local conveyance and mobile reimbursements do not require prior approval if within limits

8. What is the reimbursement claim submission timeline?

- Reimbursement claims must be submitted within **30 days** from the date of expense
- Claims submitted after 30 days may be rejected unless justified and approved by HR

9. How should employees submit reimbursement claims?

- Claims must be submitted through the HRMS or official reimbursement form
- Each claim must include:
 - Expense category
 - Date of expense
 - Amount
 - Purpose of expense
 - Valid supporting bills or receipts

10. What is the approval process for reimbursement?

- Reporting Manager reviews and approves the claim
- Approved claims are forwarded to HR and Finance
- Finance processes the reimbursement after verification

11. How long does reimbursement processing take?

- Approved reimbursements are processed within **7–10 working days**
- Reimbursement amount is credited along with salary or via bank transfer

12. What happens if a claim is rejected?

- Employees will be notified with the reason for rejection
- Claims may be resubmitted after correction if applicable
- HR's decision will be final in case of disputes

13. Is mobile and internet reimbursement mandatory every month?

No.

- Employees may claim mobile/internet reimbursement only for months where official usage occurs
- Maximum reimbursement allowed is ₹1,000 per month

14. Can multiple reimbursements be claimed in a single month?

Yes.

- Multiple claims are allowed provided they fall under approved categories and limits
- Total monthly reimbursement must comply with defined caps

15. What is the policy for travel reimbursement?

- Economy class travel is reimbursable
- Company-preferred vendors must be used when available
- Travel plans must be optimized for cost and efficiency

16. What happens in case of false or inflated claims?

- Submission of false claims is considered misconduct
- Disciplinary action may include:
 - Recovery of amount
 - Written warning
 - Suspension or termination in severe cases

17. Are taxes applicable on reimbursements?

- Reimbursements supported by valid bills are generally non-taxable
- Any taxable component will be handled as per applicable income tax laws

18. Can management revise reimbursement limits?

Yes.

Management reserves the right to revise reimbursement categories, limits, or procedures based on business needs or statutory requirements, with approval from the Head of HR and Finance.

19. Who should employees contact for reimbursement-related queries?

Employees may contact:

- Reporting Manager for approval-related queries
- HR or Finance team for processing and payment-related queries

20. Are exceptions allowed under this policy?

Exceptions may be granted only in genuine cases with written approval from the Head of HR and Finance.