

Birlasoft Expense Policy

1. Purpose

- To define guidelines for employees incurring business-related expenses.
- To ensure reimbursement is **fair, transparent, and compliant** with company and client policies.
- To control costs while supporting employees in performing official duties.

2. General Principles

- Expenses must be **business-related, reasonable, and approved**.
- Only actual, documented expenses will be reimbursed.
- Employees must submit claims **within the specified timelines**.
- Personal expenses are strictly non-reimbursable.

3. Eligible Expenses

1. Travel Expenses

- a. Air/Rail/Bus travel as per grade eligibility.
- b. Taxi, car rental, or mileage reimbursement for official trips.
- c. Travel insurance (if applicable).

2. Accommodation

- a. Hotel stay within company-approved limits.
- b. Lodging based on city classification (metro, non-metro).

3. Meals & Daily Allowances

- a. Per diem allowance or reimbursement as per grade.
- b. Alcoholic beverages are not covered.

4. Communication & Office Supplies

- a. Mobile/internet bills (if work-related).
- b. Stationery and small office supplies.

5. Client Entertainment (if approved)

- a. Meals or hospitality expenses with prior manager approval.

4. Non-Reimbursable Expenses

- Personal entertainment, movies, sightseeing.
- Fines, penalties, or traffic violations.
- Upgrades (business class, luxury hotels) unless pre-approved.
- Family expenses during travel.

5. Claim Submission Process

- Submit expense reports via the **official expense management system**.
- Attach valid receipts for all claims above the defined threshold.
- Claims must be filed **within 30 days** of incurring expenses.
- Manager and Finance approval required before reimbursement.

6. Compliance & Audit

- Random audits will be conducted on expense claims.
- False claims or policy violations may lead to **disciplinary action**.
- All claims must comply with client-specific expense guidelines (if applicable).

7. Responsibility

- Employees: Submit accurate claims on time.
- Managers: Review and approve genuine expenses.
- Finance: Process reimbursements and ensure compliance.

