

## **ENTERTAINMENT EXPENSE POLICY**

(Effective immediately)

<b>Objective</b>	To provide clarity on claiming Entertainment Expenses, to be incurred in relation to Business Promotion.
<b>Eligibility</b>	Applicable for Senior Manager & above Grade of employees (All Divisions)
<b>Applicable Rule</b>	<ul style="list-style-type: none"> <li>➤ Business entertainment is limited to the cost of meals and beverages furnished in a hotel dining room or a restaurant.</li> <li>➤ It is generally necessary to demonstrate that such expenses are associated with the active conduct of Company's business.</li> <li>➤ Therefore, such entertainment must have either directly preceded or followed a bona fide business discussion.</li> <li>➤ Since the company must be prepared to substantiate this expense, the following information is required for claiming expenses: <ul style="list-style-type: none"> <li>a. Date and place of entertainment</li> <li>b. The party's name, title and Company/Govt . Authority/firm must be stated on claim.</li> </ul> </li> <li>➤ Pre- approval is also required, according to approval process.</li> </ul>
<b>Approving Authority</b>	<p>One time expenses upto Rs 10,000/- , Approve by Divisional Director &amp; CFO.</p> <p>One time expenses above Rs 10,000/-, Approve by Divisional Director, CFO and President &amp; CEO.</p>
<b>Deviations/ Exceptions</b>	Management reserves the right to modify or terminate this policy without prior notice.