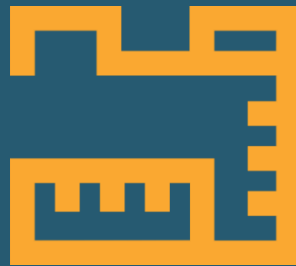




# **FEMALE TRAVEL REMIBURSEMENT POLICY**

Policy No: CUB/20 - 21/003

Version 1.1



[www.cubastion.com](http://www.cubastion.com)

Release Date: **August 4, 2022**

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## 1. PURPOSE

The purpose of this document to provide complete information about all rules and guidelines for one way travel reimbursement to all female employees working at Cubastion thereby ensuring their safety and security.

## 2. SCOPE

The policy shall be applicable to all female employees working with **Cubastion Consulting Private Limited** including its group company (ies) collectively called as "Company".

## 3. ELIGIBILITY

### 3.1 Eligibility

All **female** employees working at Cubastion's, Gurgaon office(s); including intern(s), and on probation are eligible to avail the benefit of this policy.

### 3.2 Applicability

1. If any female employee, due to business exigency, leaves Cubastion office:

In **winter** (November till February): **after 6:30 PM**

In **summer** (March till October): **after 7:00 PM**

2. The reimbursement shall be applicable to for travelling via cabs only (Uber/Ola/Blu Smart etc.)
3. The reimbursement shall be applicable to travel within Gurgaon OR from **office** premises to **nearest metro station** in Gurgaon.
4. Reimbursement for travelling using **own vehicle** shall not be applicable.

### 3.3 Effective from

The policy is effective from **1<sup>st</sup> July 2022** till further notice.

## 4. REIMBURSEMENT PROCESS

Here is the process to follow for availing the reimbursement benefit.

1. Employee need to enter all the reimbursement details on **xNet2.0 >> Expenses Section**.
2. All supporting document needs to be uploaded to **xNet2.0 HRMS system**.
3. All such expenses will follow two step approval process **L1 – Reporting Manager, L2 – HR Approval**.
4. All the reimbursement **documents/invoices** will be scrutinized as per the applicability/eligibility and authenticity of the supporting documents.

## 5. REIMBURSEMENT PAYOUT

Payout of all the reimbursement will be processed as per the company's reimbursement cycle\*.

All claims raised on or before last day of the month, will be considered for approval and payment in the consecutive month. Payment of all the **reimbursement(s)** shall be paid **on 15<sup>th</sup>** of the next consecutive month.

Reimbursement is subject to a maximum amount of **Rs.350/-** per day.

**Note:** Reimbursement cycle is subject to change(s).

## 6. DISCLAIMER

### Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before during or after the policy year is completed.

## 7. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	APPROVAL
V1.0	20210605	Dhananjay Kumar	Initial Release	CPO
V1.1	20220805	Rohit Kumar	Changes	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at [hr@cubastion.com](mailto:hr@cubastion.com).

# **F**requently **A**sked **Q**uestions

**Q1:**

Can i get reimbursement for cab from office to my home in Delhi, if am leaving late from office?

**A1:**

The reimbursement for a cab is applicable from office premises to nearest metro station in **Gurgaon**.

**F**requently**A**sked**Q**uestions