



Reimbursement Policy



Disclaimer and confidentiality notice

The policy contained herein, which is applied in accordance with applicable regulations, has been adapted to the extent it is applicable by Bhavna Software India Private Limited (herein referred to as “Bhavna Corp”) in India and is being provided for information purpose(s) only. Unless otherwise specified in this policy, references to “we”, “our” or “organization “are references to Bhavna Corp. Bhavna Corp reserves the right to edit, modify, revise, discontinue or amend this procedure as may be deemed appropriate at any time in whole or in part, for any reason and without prior notice, consent or approval. As such policy pertains to the personnel of Bhavna Corp and has absolute discretion to make the sole and final decision of any and all issues arising out of this policy. This policy contains proprietary and confidential information about Bhavna Corp and is for internal use and distribution only.

Document History

Version No.	Create Date	Author	Reviewed By	Approved By	Release Date	Status
1	19 th Mar 2025	Swetha Seethiraju	Swati Pandey	CEO	March 2025	Released



Contents

1.0 Objective:	4
2.0 Applicability:	4
3.0 Reimbursable Expenses:	4
4.0 Reimbursement Procedure:	4
9.0 Policy Revision:	4
10.0 Exception Handling:	5



1.0 Objective:

Bhavna Corp is committed to providing for the work-related needs of its employees. Where applicable, Bhavna Corp will directly pay for items or services on behalf of employees. Employees who spend their own money on work-related items or services and can provide adequate proof of their spending within 30 days will be eligible for partial or full reimbursement.

2.0 Applicability:

This Policy applies to all full-time employees of Bhavna Corp.

3.0 Reimbursable Expenses:

Bhavna Corp will reimburse employee expenses that are related to:

- Business travel and accommodation
- Local transportation
- Conferences and training
- Approved work-related outings, meals, or entertainment

These expenses must be approved before purchase to guarantee reimbursement. CEO approval is mandatory, if it does not deem them appropriate or necessary for work, the expense will not be reimbursed.

Non-reimbursable expenses:

Bhavna Corp will not reimburse the following expenses:

- Any non-work-related personal purchases
- Lost personal property
- Unauthorized upgrade on a flight, accommodation, or other service
- Expenses incurred by spouses or other non-employees
- Meals or entertainment during unauthorized business meetings
- Fines incurred while driving a company vehicle

4.0 Reimbursement Procedure:

- Keep all original receipts for reimbursable expenses.
- Upload a clear copy of each receipt in the Adrenalin portal within thirty (30) days.
- Make sure the date of the expense is accurate.
- Select the appropriate category for the expenses claimed.
- Write any additional notes or details of the expense Failing to meet any of these requirements may delay your reimbursement.

9.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment /amendments and other social reasons which are in control of the organization.

10.0 Exception Handling:

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the business needs and priorities of the organization.