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Glossary

Term	Definition
COA	Chart of Authority (Authority Matrix for the respective employee)
COCP	Company Owned Company Paid (for mobile and internet connections)
Q2T	Quest 2 Travel portal

Class of Cities

Class A: Bangalore, Chennai, Kolkata, Delhi (NCR), Hyderabad, Mumbai, Pune, Shillong, Guwahati, Agartala, Aizawl, Imphal, Dimapur, Itanagar, Vashi, Thane, Navi Mumbai
(NCR - Faridabad, Mohali, Haryana, Gurgaon, Noida, Ghaziabad)

Class B: Ahmedabad, Agra, Bhopal, Baroda, Calicut, Chandigarh, Kochi, Coimbatore, Gwalior, Gandhinagar, Hubli, Indore, Jaipur, Jodhpur, Kanpur, Khajurao, Lucknow, Mangalore, Madurai, Mysore, Nagpur, Nainital, Patna, Panjim (Goa), Shimla, Surat, Trivandrum, Udaipur, Vijayawada, Vizag, Rajkot, Jalandhar, Ludhiana, Bhubaneswar, Dehradun, Siliguri, and Jammu & Kashmir, Jabalpur and Gwalior.

Class C: All other cities / towns not covered under A and B above.

Domestic Travel

Definition: Domestic Travel expenses are expenses incurred while travelling within the country.

Policy:

1. Employees can claim for their travel, accommodation, food, conveyance, car hire, and laundry charges incurred during their domestic travel as per their eligibility indicated below.
2. Type of Expenses
 - a. Travel - By Air/ Road/ Rail
 - b. Room Rent – Hotel Accommodation Expenses
 - c. Food - Breakfast, lunch, dinner and snacks expenses during travel
 - d. Car Hire - Local transport expenses during travel
 - e. Laundry Expenses – permitted only if the stay exceeds 3 days.
 - f. Arrangement of accommodation, food and laundry - applicable for overnight stay only. In case claims are made for 'own arrangement', separate claims for accommodation, food and laundry is not allowed.
3. Employees can book their Air / Rail / Bus tickets as per their eligibility criteria, through the Q2T portal, which will be paid by the company. All other travel expenses, if any, will have to be first incurred by the employee, and subsequently reimbursement claimed as per the policy.
4. Employees can book their hotel accommodation through the Q2T Portal as per their eligibility. They need to incur the expenses first & subsequently claim reimbursements at the portal. It is mandatory to submit the original GST invoice of the hotel in all cases.
5. Expenses such as haircuts, cigarette/s, liquor, luggage, purchase of briefcases, traffic fines, hotel room movies, toiletries, and any other personal entertainment expenses are not reimbursable
6. Where employees use their own four-wheeler / two-wheeler for upcountry travel, the reimbursement shall be made at Rs. 10/- per km for four-wheeler and Rs.6/- per km for two-wheeler. The location and distance travelled (kms) should be mentioned on the Q2T Portal.
7. Eligibility is based on the "Class of Cities" to which the employee is travelling.
8. Any expense claim exceeding entitlement will require exceptional approval from the second level manager of their immediate superior as per COA.
9. Female colleagues at M5 level can stay as per M4 level eligibility.
10. In case of North East region (Assam, Arunachal Pradesh, Tripura, Meghalaya, Nagaland, Manipur and Mizoram), employees of M5 Grade can also travel by Air-Economy Class
11. Exceptions to Air travel eligibility i.e. M5 travelling by Air-Economy Class, will require additional approval of M2.

Domestic Travel Eligibility Matrix (maximum limit):

Grade	Travel Mode	Room (per day)	Food (per day)	Car Hire	Laundry Expenses (per day)	Own Arrangement (per day)
M0 (CEO)	Air-Business Class	On Actual	On Actual	A/C car – Honda Accord or equivalent	On Actual	₹2,500
M1	Air- Economy Class	On Actual	On Actual	A/C car – Honda Accord or equivalent	₹500	₹2,000
M2	Air- Economy Class	₹10,000	₹3,000	Taxi Fares (A/C)	₹500	₹2,000
M3	Air-Economy Class or Train 1st AC	₹7,500	₹2,000	Taxi Fares (A/C)	₹500	Cities: Class A: ₹1,500 Class B: ₹1,200 Class C: ₹1,000
M4	Air-Economy Class or Train 1st AC	Cities: Class A: ₹5,500 Class B: ₹4,200 Class C: ₹3,200	Cities: Class A: ₹1,500 Class B: ₹1,000 Class C: ₹800	Taxi Fares (Non-A/C)	₹300	Cities: Class A: ₹1,500 Class B: ₹1,000 Class C: ₹800
M5	Train-2nd AC	Cities: Class A: ₹3,800 Class B: ₹3,500 Class C: ₹2,800	Cities: Class A: ₹1,200 Class B: ₹800 Class C: ₹600	Taxi Fares (Non-A/C)	₹200	Cities: Class A: ₹1,000 Class B: ₹800 Class C: ₹600

Procedure:

- The Travel Requisition (TR) needs to be raised through the Q2T portal on Tata Play-Universe
 - TR needs to be approved by Reporting Manager as per COA.
- Raising of Travel Request:
 - Select "Travel" - "Travel Requisition" – "Domestic"
 - Fill in proposed travel itinerary for travel and accommodation as required and submit for Approval
 - Post approval - For airline and/or hotel booking - "View My Request" – "Travel"
- Claim Expenses post Travel: (Travel settlement)
 - Select "Manage Expenses" - "Travel Expense Claims" – "Fill Expenses"
 - All the expenses incurred needs to be filled and submitted for approval as per COA
 - Soft copy of the bills needs to be uploaded compulsorily along with the claim
- Submission of supporting documents:
 - Upload supporting bills and documents on the Q2T Portal to validate the claims mandatorily.
 - After verification of the documents, Employee claims team will approve for further processing.
 - No need to send hardcopy of the expenses to Osourc anymore.
 - For Hotel Accommodation Original hard copy of the GST invoice is required to be submitted along with the claim form, duly printed and signed by the employee

5. Payment Cycle: Weekly
6. For portal related queries, please mail "helpdesk@quest2travel.com"
7. For processing related queries, please mail "employeeclaims.tataplay@osourceglobal.com"
 - a. In case of discrepancy in claims, queries will be raised to the employee within three days of receipt of the claim and supporting documents (soft copies).
 - b. It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Points to Note:

1. **Air Travel**
 - a. It is recommended that air travel is booked 15 days ahead of travel.
 - b. If air tickets are booked within 7 days from travel date, an additional approval of second level manager of the immediate superior will be required
 - c. TR is self-approved for M0 and M1 Grades
 - d. It is recommended that Employees should make their air travel bookings based on the LOWEST LOGICAL AIRFARE available on the Q2T Portal for the day and time selected.
2. **Car Hire** (For M0 & M1)
 - a. Car Hire arrangement can be done by the employee directly through Q2T Portal or can also be arranged by the employee through the Facilities Team, in which case direct payment shall be done by company
 - b. Car Hire can also be arranged out of Q2T Portal, in which case charges needs to be paid by Employee directly and then claimed through Q2T portal
3. **Car Hire** (For Grade M2 & Below)
 - a. Employees should use Ola/Uber/Prepaid cars etc. preferably in large cities
 - b. Car hire charges needs to be paid by Employee directly and then claimed through Q2T portal.
 - c. Bills need to be produced for any amount higher than Rs. 400 for any single trip
 - d. Details of location from/to and kms travelled should be updated on the Q2T Portal
 - e. Outstation Car travel more than 300 kms/day needs exceptional approval (M2) along with reason
4. **Hotel Accommodation**
 - a. Employees should insist for original and valid GST invoices for hotel accommodation.
 - b. TataPlay GST details are available with the hotels which are booked through Q2T Portal.
 - c. In case hotel accommodation is booked out of Q2T Portal, employees are advised to submit the correct Tata Play GST number and GST registered office address of the respective destination State before or at the time of checking at the Hotel.
5. Expense claims submitted after 90 days of the incurring the expense will require exceptional approval from the second level manager as per COA.
6. Here it is important to note, that amount directly paid by the Company for travel and car services, stands as an advance against the respective employee, who has travelled. The advance gets adjusted only when the employee

submits the expense statement in the Q2T portal. The Company reserves the right to recover such unsettled advance outstanding for more than 60 days from salary of respective employees.

Overseas Travel

Definition: Overseas travel expenses are expenses incurred on a Business Visit to an international location

Policy:

1. Any international visit needs the approval of the Chief of Function and then the CEO
2. The Travel Requisition (TR) for international travel needs to be raised on the Q2T portal. This includes request for Air Travel, Visa, Insurance, Forex & Accommodation.
3. Travel advances will be given to the requester in foreign currencies and all expenses would need to be settled against these advances. (Forex advances)
4. After TR approval, employee can book their airline tickets and accommodation and also arrange for Visa, Insurance and Forex advance, through the Q2T portal.
5. The Company will directly pay for the air tickets, visa, insurance and the forex vendor, which is booked through the Q2T Portal. All other travel expenses booked by the employee will have to be first incurred by the employee, and subsequently reimbursement claimed as per the policy.
6. All overseas travel expenditure has to be within RBI guidelines
7. Types of Expenses
 - a. Travel - Flight Tickets
 - b. Room Rent - Accommodation Expenses
 - c. Daily Expenses - Food & Laundry
 - d. Taxi / Conveyance
 - e. Other Misc. Expenses (Visa charges, Insurance, currency conversion charges etc.)
8. All expenses to be claimed on as per the eligibility mentioned below.

Eligibility Matrix (Max Limit Per Day)

Grade	Travel Mode	Room Rent (per day)	Daily Expenses – Food / Laundry Charges	Taxi fare / conveyance	Other Misc. exp
M0 (CEO)	Air - Business Class	Actual	Actual	Actual	Actual
M1/M2	Air -Economy Class	Actual (limited to USD 250 per day)	Actual (limited to USD 100 per day)	Actual	Actual

M3	Air -Economy Class	Actual (limited to USD 200 per day)	Actual (limited to USD 75 per day)	Actual	Actual
M4	Air -Economy Class	Actual (limited to USD 150 per day)	Actual (limited to USD 75 per day)	Actual	Actual
M5	Air -Economy Class	Actual (limited to USD 150 per day)	Actual (limited to USD 50 per day)	Actual	Actual

Procedure:

- Raising of Travel Request:
 - Employee logs in through the "Quest2Travel" portal on Tata Play universe.
 - Select "Travel" - "Travel Requisition" – "International"
 - Fill in proposed travel itinerary and select the services required – Airline, Accommodation, Visa, Forex, Insurance and submit for approval.
 - The TR needs to be approved by the Chief of Function and CEO
 - Post approval - For airline and/or hotel booking - "View My Request" – "Travel"
- Claim Expenses post Travel
 - Select "Manage Expenses" - "Travel Expense Claims" – "Fill Expenses"
 - All expenses incurred needs to be filled and submitted for approval as per COA
 - Soft copy of the bills needs to be uploaded compulsorily along with the claim
- Submission of supporting documents:
 - Upload supporting bills and documents on the Q2T Portal to validate the claims.
 - After verification of the documents, Employee claims team will approve for further processing.
- Payment Cycle: Weekly
- For portal related queries, please mail ""helpdesk@quest2travel.com""
- For processing related queries, please mail ""employeeclaims.tataplay@osourceglobal.com""
 - In case of discrepancy in claims, queries will be raised it to the employee within three days of receipt of the claim and supporting documents.
 - It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Points to Note:

- Air Travel:**
 - It is recommended that air travel is booked at least 15 days ahead of travel.
 - Only M0 grade is eligible to travel by Air -Business Class.
 - M1 & M2 grade employees are eligible to travel by Business class only where the travel time (scheduled departure time / arrival time) exceeds six hours. This includes the time between connecting flights.
 - Exceptions to the above will require approval by CEO with reasons.
 - TR is self-approved for M0 and M1 Grades

2. Forex Advance:

- a. Travel advances will be made in approved foreign currencies as per request submitted through the Q2T portal.
- b. Forex advance needs to be approved by the Finance Controller
- c. All expenses should be paid from the Travel Advance or Corporate Credit Card given to the employee
- d. Expense claims to be submitted within 25 days of return from the international travel, failing which forex advance will be recovered from salary.
- e. Unutilized Foreign Currency must be returned to the Forex Vendor (NIUM Forex India Pvt Ltd), within 25 working days of return from travel, failing which forex advance will be recovered from salary
- f. Under Indian exchange control regulations, reimbursements are not permitted in foreign currency.

3. Insurance: It is mandatory that employees must obtain an Insurance Policy for Overseas Travel.

4. Employees travelling overseas must be aware of approved currencies accepted back in the Indian forex market, while submitting balance unutilized foreign exchange.
5. Taxi Fares for travel from airport to office/hotel and back and other conveyance expenses incurred on official work can be claimed on actual basis. Employees are encouraged to use local public transportation. Hiring of private cars is discouraged unless approved by CEO/CFO.
6. Expense claims submitted after 90 days of the incurring the expense will require exceptional approval from the second level manager as per COA.
7. Cost for excess baggage. Excess baggage charges for items such as course material, equipment and any other items necessary may be allowed with prior management approval. Costs of excess personal baggage cannot be claimed.
8. Expenses must be submitted in currency used with mention of conversion rates.
9. Expenses such as haircuts, cigarettes, liquor, purchase of briefcases/luggage, traffic fines, hotels room movies, toiletries, and any other personal entertainment expenses are not allowed.
10. Official telephone calls can be claimed against Travel Advance or Corporate Credit Cards. Claims for three brief personal telephone calls per week during long trips. It is recommended that employees use calling cards during overseas travel for official purposes instead of using telephone from their hotel rooms.
11. Any expense claim exceeding entitlement will require exceptional approval from the second level manager of their immediate superior as per COA.

Mobile Phone and Internet Expenses**a) Mobile Phone Expenses – Call Charges****Policy:**

1. The Company has engaged the services of a mobile service provider for COCP (Company Owned Company Paid) mobile plan.
 - a. Employees under COCP plan should not claim mobile expenses as their mobile bills would be processed directly by the company.
 - b. Employees not opting for the COCP Plan would need to settle their personal bills directly with their own service provider and claim their bills as per their limits through the employee portal.
 - c. Employees can retain COCP number after separation by obtaining NOC from the Company, post approval from reporting manager
2. Eligible employees will be reimbursed monthly expenses on official calls against original bills or E-bills as per the limits indicated in the table below. Employees will be reimbursed only for one sim card.
3. 10% of the bill amount will be deducted towards personal calls.
4. Expense claims submitted after 90 days of the incurring the expense will require exceptional approval from the second level manager as per COA.

Eligibility:

Grade	Eligibility Limits Per month
M0/M1/M2	Actual expenses incurred
M3/M4	Actual expenses upto Rs. 1,500
M5	Actual expenses upto Rs. 1,000

b) Mobile Phone Expenses – Mobile Handset**Policy:**

1. The company does not provide mobile handsets to Employees / Consultants / Freelancers.
2. The company will not be responsible for the theft/loss/breakdown of the mobile phone and any maintenance thereof.
3. Mobile handset purchase allowance has been withdrawn for all Grades.

c) Internet Expenses (Broadband connection)**Policy: (effective from 1st July 2020)**

1. The Company has engaged the services of following internet service providers (ISP) for COCP (Company Owned Company Paid) broadband connection. For the COCP internet connection, relevant information will be collected and shared to the ISP in a standard format. For COCP connection, employees will be allocated ISP, basis the feasibility, as per the priority shared below:
 - i. Tata Play Broadband - First Priority
 - ii. Airtel - Second Priority (if access to First is not available)
 - iii. ACT - Third Priority (if access to First and Second is not available)
- a. Employees under COCP plan should not claim internet expenses as their internet bills would be processed directly by the company.
- b. Option of IOIP connection will be available to employees **only** if the above mentioned COCP operators are unable to provide service in their location. In such cases employees are permitted to settle their internet bill with their respective service provider and claim their expenses through the employee portal.
- c. In case employees already have an IOIP Broadband connection and has paid in advance on annual, half year or quarterly basis, such employees are permitted to settle their internet bill on pro rata basis, effective from 1st July till the validity date. Employees should move to COCP connection after the validity of IOIP as per the policy.
- d. Employees who have IOIP Broadband connection with our shortlisted COCP operators, will have flexibility to move to COCP connection with the same operator.
- e. Management Trainees can claim the internet expenses on IOIP basis during their training period. Once the training period is over, Management Trainees can enroll themselves under COCP connection.
- f. In event of employee-initiated relocation, installation charges for the new connection at the new location will be borne by the employee
- g. The COCP broadband connection will be terminated on separation by the employee.
2. Employees eligible to claim expenses on IOIP basis will be reimbursed monthly internet expenses against original bills or E-bills subject to a maximum limit of Rs. 1,000 per month (excluding GST).
3. Expense claims submitted after 90 days of the incurring the expense will require exceptional approval from the second level manager as per COA.

Procedure:

1. Submission of Expenses:
 - a. Employee logs in through the "Quest2Travel" portal on Tata Play universe.
 - b. Select "Manage Expenses" - "Voucher Claims" - "Category-Mobile Charges/ Internet charges"
 - c. Fill in expense details and submit for Approval
 - d. For call/ internet charges, correct billing period should be submitted, and period cannot be less than 28 days.
2. Approval:

The Expense needs to be approved by the reporting Manager as per COA.
3. Submission of Supporting Documents:

Upload the scan copy of mobile bill/ internet bill on the portal.
4. Payment Cycle: Weekly

5. For portal related queries, please mail "helpdesk@quest2travel.com"
6. For processing related queries, please mail "employeeclaims.tataplay@osourceglobal.com"
 - a. In case of discrepancy in claims, queries will be raised it to the employee within three days of receipt of the claim and supporting documents.
 - b. It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Local Conveyance

Definition:

Local Conveyance refers to reimbursement of expenses incurred on commuting for official purposes in the city where the employee is based

Policy:

1. Employees are eligible to claim local conveyance reimbursements
 - a. For official travel in their base city.
 - b. Working late hours beyond 9.00 p.m. and on holidays
2. Types of Expense
 - a. Local Conveyance (Public Transport)
 - b. Four-wheeler / Two-wheeler (Personal Vehicle)
 - c. Food Expenses
3. In case of public transport, bills need to be produced for any claim exceeding Rs. 400 for any single trip.
4. For all employees using their personal vehicles for official travel, reimbursements will be made on a per km basis, subject to the limits stated below.
 - a. Two-wheeler : Rs 6 per km
 - b. Four-wheeler (Car) : Rs 10 per km
5. Location from/ to cities and the distance travelled in kms should be mentioned in the Q2T portal.
6. Local conveyance through public transport and food expenses will be reimbursed to all employees as per actual expenses incurred by them, except in case of field employees of Sales and Service Department, at M4 and M5 Grades, which is subject to their eligibility limits indicated below:

Eligibility Matrix – Field employees (Sales and Service Department)

Grade	Local Conveyance (Daily Limit)	Food expenses (Daily Limit)
M1/M2/M3	Actual Expenses incurred	Actual Expenses incurred
M4	Cities: Class A: Lower of Actuals or Rs. 400 /- Rest of India: Lower of Actuals or Rs. 300 /-	Lower of Actuals or Rs. 150/-*

M5	Cities: Class A: Lower of Actuals or Rs. 200 /- Rest of India: Lower of Actuals or Rs. 150 /-	Lower of Actuals or Rs. 125/-*
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*** Supporting Not Required. Please note that this is reimbursement and not an allowance. Any fraudulent claim will be dealt with in a serious manner**

Procedure:

- Submission of Expenses
 - Employee logs in through the "Quest2Travel" portal on Tata Play- universe.
 - Select "Manage Expenses" - "Voucher Claims" – "Category – Other"
 - Voucher Details – "Voucher Category" – "Local Conveyance"
 - Fill in expense details and submit for Approval
- Approval - The Expense needs to be approved by the Reporting Manager as per COA
- Submission of supporting documents:
 - Upload supporting bills and documents on the Q2T Portal to validate the claims.
 - After verification of the documents, Employee claims team will approve for further processing.
- Payment Cycle: Weekly
- For portal related queries, please mail "helpdesk@quest2travel.com"
- For processing related queries, please mail ""employeeclaims.tataplay@osourceglobal.com"".
 - In case of discrepancy in claims, queries will be raised it to the employee within three days of receipt of the claim and supporting documents.
 - It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Staff Welfare Expenses

Definition: Staff welfare expenses are expenses incurred on refreshments / snacks by employees

Policy: Employees are eligible to claim staff welfare expenses:

- During late sittings (beyond 8PM)
- Working on holidays
- Team Meetings (Snacks / Food).

Eligibility Matrix:

- Actual expenses incurred, subject to bills submitted
- M5 Grade is not eligible to claim Staff welfare expenses

Procedure:

- Submission of Expenses

- a. Employee logins through the “Quest2Travel” portal on Tata Play universe.
 - b. Select “Manage Expenses” - “Voucher Claims” – “Category – Other”
 - c. Voucher Details – “Voucher Category” – Type of expense – “Staff Welfare”
 - d. Fill in expense details and submit for Approval
2. Approval: Expense needs to be approved by the Reporting Manager as per COA
 3. Submission of supporting documents:
 - a. Upload supporting bills and documents on the Q2T Portal to validate the claims.
 - b. After verification of the documents, Employee claims team will approve for further processing.
 4. Payment Cycle: Weekly
 5. For portal related queries, please mail “helpdesk@quest2travel.com”
 6. For processing related queries, please mail “employeeclaims.tataplay@osourceglobal.com”.
 - a. In case of discrepancy in claims, queries will be raised it to the employee within three days of receipt of the claim and supporting documents.
 - b. It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Points to Note:

It is mandatory to submit the list of participants, in case employee has incurred the expense for more than one person.

Entertainment Expenses**Definition:**

Entertainment expenses are defined as expenses on Food & Beverages including alcoholic beverages incurred for business purposes.

Policy:

1. If more than one employee is present, then the senior most employee should undertake and claim the expenses. The name of the person/s entertained and their organization must be mentioned.
2. Also includes Bouquets to Tata Play employees given on marriage or child birth

Eligibility:

1. Food & Beverages
 - a. Actual expenses incurred, subject to bills submitted
 - b. Only employees of Grade M0, M1, M2, M3 & M4 are eligible to claim reimbursement of entertainment expenses.
 - c. M5 Grade employees will require exceptional approval from the second level manager of their immediate superior as per COA, for claiming of Entertainment expenses.
2. Bouquets
 - a. Employees of all Grades are eligible
 - b. Limit is Lower of Actuals or Rs. 300 /-

Procedure:

2. Submission of Expenses
 - a. Employee logs in through the "Quest2Travel" portal on Tata Play universe.
 - b. Under "Manage Expenses" - "Voucher Claims" – "Category – Other"
 - c. Voucher Details – "Voucher Category" – Type of expense – "Entertainment Expense"
 - d. Fill in expense details and submit for Approval
3. Approval: Expense needs to be approved by the reporting Manager as per COA
4. Submission of supporting documents:
 - c. Upload supporting bills and documents on the Q2T Portal to validate the claims.
 - d. After verification of the documents, Employee claims team will approve for further processing.
5. Payment Cycle: Weekly
6. For portal related queries, please mail "helpdesk@quest2travel.com"
7. For processing related queries, please mail ""employeeclaims.tataplay@osourceglobal.com"".
 - a. In case of discrepancy in claims, queries will be raised it to the employee within three days of receipt of the claim and supporting documents.
 - b. It should be responded to within two days of the query, otherwise the claims will be returned to the employee.

Points to Note:

Any expense claim exceeding entitlement will require exceptional approval from the second level manager of their immediate superior as per COA

Buddy lunch expenses

Definition: Lunch expenses with new joiners

Policy:

Employees of M2, M3, M4 and M5 Grade can claim one-time lunch expenses with new joiners

Eligibility: M2, M3, M4 & M5 Grade – Limit is Lower of Actuals or Rs. 1000 /-

Gifts and Rewards

Definition: Expenses for gift to other than Tata Play Employee

Policy: Gift expenses are subject to exceptional approval from second level manager

Eligibility:

- a. Employees of all Grades are eligible
- b. Eligible for actual expense incurred, subject to bills submitted

Administrative expenses

Definition: Office expenses incurred by Facility department

Policy: Office expenses are subject to approval from Corporate Facility Head

Eligibility:

- a. Employees of Grades M4 and M5 are eligible
- b. Eligible for actual expense incurred, subject to bills submitted

Training expenses (Field employees)

Definition: Expenses incurred for Food, Refreshment expenses for training program by Field employees

Policy:

- a. Expense needs to be approved by the Reporting Manager as per COA
- b. List of participants is mandatory

Eligibility:

- a. Employees of all Grades (M1 to M5) are eligible
- b. Eligible for actual expense incurred, subject to bills submitted

Conference expenses

Definition:

Expenses incurred for Food, Refreshment, Conference room and Hall rent expenses for conference program and Monthly meetings etc.

Policy:

- a. Expense needs to be approved by the Reporting Manager as per COA
- b. List of participants is mandatory

Eligibility:

- a. Employees of all Grades (M1 to M5) are eligible
- b. Eligible for actual expense incurred, subject to bills submitted

Festival celebration expenses

Definition: Festival celebration expenses at office premises

Policy:

- a. Expense needs to be approved by the Reporting Manager as per COA
- b. It is mandatory to specify the advance amount given towards festival expenses while submitting the claim on Q2T portal

Other Miscellaneous expenses

Definition: Expenses incurred for Courier, Printing & Stationery, Franking & Stamp paper purchase etc.

Policy:

- a. Expense needs to be approved by the Reporting Manager as per COA
- b. List of participants is mandatory

Eligibility:

- a. Employees of all Grades (M1 to M5) are eligible
- b. Eligible for actual expense incurred, subject to bills submitted

Credit Card Policy

Policy:

1. M0, M1 and M2 levels are eligible for corporate credit cards. Issuances of corporate credit card below M2 to be approved by Head of Function and HR.
2. For Corporate Credit Cards, the Company has tied up with selected credit card companies. Issue of credit cards is subject to the approval of credit card companies.
3. Corporate credit cards must be used only for official purposes. The liability of the company on the corporate card is limited to the extent of amounts spent for official purposes.
4. Settlement of expense claims:
 - a. Amount paid by the Company stands as an advance against the respective employee
 - b. All expenses would still need to be submitted through "Quest2Travel" through Tata Play universe
 - c. The advance gets adjusted only when the employee submits the Expense claim
 - d. Employees must attach the charge-slips along with the original bills to the expense claim forms.

Eligibility:

Grade M0/ M1/ M2

Points to Note:

1. The Company pays directly to Credit Card Company for expenses incurred on Corporate Credit Cards.

- a. Here it is important to note, that amount paid by the Company stands as an advance against the respective employee, who has incurred the expense.
 - b. The advance gets adjusted only when the employee submits the Expense claim on Q2T portal.
 - c. The Company reserves the right to recover such unsettled advance outstanding for more than 60 days from salary of respective employees.
2. Expenses submitted to Finance should be approved by Reporting Manager as per COA.
 3. Personal Purchases - Corporate Credit Cards
 - a. Card can be used only for official purposes.
 - b. Two defaults for personal usage will make the card liable for cancellation.
 4. Employees, who do not have corporate credit cards, should settle their dues directly with their Credit Card Companies.

Imprest / Travel Advance Policy

Policy:

1. Travel Advances in cash shall be issued to Sales and Field employees as a one-time advance as per eligibility limits indicated below:

Grade M3 - ₹30,000
Grade M4 - ₹25,000
Grade M5 - ₹20,000
2. For employees other than Field staff, where requirement for travel is very high, advances will be given subject to the following:
 - a. The Request for Travel Advance must be approved by Chief of Function with reason for advance and send to Finance department.
 - b. The Trip request number against which advance is required should be mentioned on the Q2T Portal
 - c. The Employee should have no outstanding prior travel advance balances past due.
 - d. The advance gets adjusted only when the employee submits the Expense claim on Q2T portal and submits reference of the advance amount taken.
 - e. If any field employee (Sales Department /Field Service Department) gets transferred to other departments, he must refund the rolling travel advance to Tata Play Ltd, within 30 days of the transfer, failing which the advance will be recovered from his salary.
3. Festival and advances for other exigencies:
 - a. The Request for Festival and other advances must be approved by Chief of Function with reason for advance and send to Finance department.
 - b. The advance gets adjusted only when the employee submits the Expense claim on Q2T portal and submits reference of the advance amount taken.

Important Notification

- a. Employees are required to restrict the count of local expense claims to a maximum of four claims in a month. This restriction is not applicable for outstation travel claims which could be need based.
- b. It is mandatory to upload scan copies of all the supporting documents while submitting expense claims.