

Inazuma.co Travel and Business Expense Reimbursement Policy

Version: 1.0

Effective Date: [Insert Date]

Reviewed By: Finance & HR Departments

Next Review Date: [Insert Date]

1. Purpose

The purpose of this Travel and Business Expense Reimbursement Policy is to provide comprehensive guidelines for employees of Inazuma.co regarding travel and related business expenses incurred while conducting official company activities. This policy is designed to ensure fair, consistent, and transparent processes that enable timely and appropriate reimbursements and encourage responsible spending.

- Conferences, business meetings, training programs, client visits, fieldwork, offsite sessions, and related activities.

3. Travel Authorization

Employees are required to obtain formal approval before initiating travel. The Travel Authorization Form (TAF) must be filled out and submitted to the respective approving authority.

Travel Type	Approval Authority	Lead Time
Domestic Travel	Reporting Manager	7 days in advance
International Travel	Department Head & CFO	21 days in advance
Executive Travel	CEO	30 days in advance

2. Scope

This policy applies to:

- All full-time, part-time, contractual, and temporary employees.
- Interns, consultants, and third-party contractors traveling on behalf of Inazuma.co.
- All modes of domestic and international travel related to company business.

Failure to obtain pre-approval may result in non-reimbursement of expenses.

4. Booking Guidelines

4.1 Transportation

Employees are encouraged to book the most cost-effective and time-efficient mode of travel. Preferred corporate vendors must be used.

Mode	Class	Preferred Booking Source	Notes
Air Travel	Economy (Domestic), Premium	Approved corporate travel portal	Business-class must be justified and approved
Train Travel	AC Tier 2 or AC Chair	Authorized agents/corporate app	Sleeper class allowed only if cost-sensitive
Car Rental	Mid-range sedan	App-based service/corporate vendor	Usage logs must be submitted

4.2 Accommodation

Hotel bookings must be made with consideration for safety, cost, and proximity to business venues.

Location	Hotel Category	Booking Restrictions
Tier-1 City	3 or 4-star business hotels	Max INR 7000/night

Tier-2/3 City	2 or 3-star hotels	Max INR 5000/night
International	4-star business hotels	USD 100–200/night (region-based)

Employees are advised to use in-room safes, verify amenities in advance, and avoid luxury upgrades unless pre-approved.

5. Per Diem and Allowances

Per diem rates are standardized across locations. Receipts are required unless stated.

Location	Per Diem Limit (INR)	Includes
Metro Cities	1500	Breakfast, lunch, dinner, snacks
Tier 1 Cities	1200	Same as above
Tier 2/3 Cities	1000	Same as above
International	USD 50–100	Based on regional COLA

Meal reimbursements without receipts are capped at 75% of per diem.

6. Reimbursable Expenses

Legitimate expenses incurred during official business travel are eligible for reimbursement. Examples include:

- Flight/train/car/bus tickets
- Visa fees and travel insurance (mandatory for international)
- Hotel and lodging (with GST-compliant invoices)
- Meals and non-alcoholic beverages
- Airport transfers and local travel
- Toll, parking, and fuel charges for business-use vehicles
- Roaming charges and Wi-Fi if work-related
- Client or partner meal expenses (with prior approval)
- Event registration (seminars, workshops, etc.)

The following expenses are not eligible for reimbursement:

Non-Reimbursable Item	Explanation
Alcoholic beverages	Not permitted under company policy
Entertainment (movies, games, etc.)	Non-business related
Personal purchases (gifts, clothes)	Irrelevant to business need
Mini-bar, spa, wellness charges	Considered luxury/personal
Late checkout/early check-in fees	Unless necessary and pre-approved
Fines (traffic violations, penalties)	Not borne by employer

7. Non-Reimbursable Expenses

8. Reimbursement Process

8.1 Submission Timeline

- Expense reports must be filed within 15 days of return.
- Reports filed after 30 days require additional justification and may be denied.

8.2 Expense Report Requirements

- Use the company's digital expense management platform.
- Upload original receipts with clear date, amount, and vendor details.
- Split multiple items on single invoices into separate expense lines.

8.3 Workflow

Role	Responsibility
Employee	File report with documents & bank details
Reporting Manager	Review and approve within 5 business days
Finance Team	Verify, audit, and initiate payment

9. Advances and Settlements

9.1 Travel Advance

- Must be requested via TAF and approved by Manager + Finance.
- Disbursed within 5 days of approval.

9.2 Settlement of Advances

- Must be reconciled within 10 working days of return.
- Excess funds must be returned immediately.
- Unsettled advances will be deducted from salary after two reminders.

10. Corporate Credit Cards

If issued, cards must be used only for business-related expenses. Misuse may result in:

- Immediate card suspension
- Recovery of funds
- Disciplinary action

Lost or stolen cards must be reported to the bank and Finance team within 24 hours.

11. Safety, Conduct & Compliance

All employees must:

- Ensure safety throughout the travel period.
- Follow the Code of Ethics and Travel Safety Guidelines.
- Maintain professionalism at all times.
- Avoid engaging in any behavior that could damage the company's image.

The Finance Department will audit expense reports every quarter. Findings will be documented and shared with HR for cross-functional compliance tracking.

Repeated violations may result in warnings, denial of reimbursements, and formal disciplinary action.

12. Training and Communication

Orientation and refresher programs on travel policy compliance will be held quarterly.

Quarter	Session Type	Target Audience
Q1	Onboarding Travel Policy Brief	New Joinees
Q2	Compliance and Documentation	Sales & Business Teams
Q3	International Travel Guidelines	Senior Leadership
Q4	Fraud Prevention Tips	All departments

13. Monitoring & Audit

14. Exceptions & Special Cases

All exceptions to this policy require prior written approval from:

- CFO for financial limits
- HR for individual needs or personal hardship
- Department Head for operational urgency

Each exception will be reviewed individually and not treated as precedent.

15. Review & Revision

The policy will be reviewed annually or in the event of:

- Business expansion into new geographies

- Legal or regulatory updates
- Budgetary reallocation

Employees will be notified of changes through official communication channels, including email and the HR portal.

16. Contact Information

Finance Department

Email: finance@inazuma.co
Helpdesk: +91-XXXXXXX

HR Helpdesk

Email: hr@inazuma.co
Support Portal: hr.inazuma.co/help



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17. Acknowledgment Form

I acknowledge that I have read and understood the Inazuma.co Travel and Business Expense Reimbursement Policy. I agree to abide by the guidelines and submit valid and truthful claims.

Name: _____

Employee ID: _____

Signature: _____

Date: _____