

## REIMBURSEMENT POLICY

### 1 Introduction

This policy is intended to set forth the guidelines and procedures for employees of SmartDocs who incur business-related expenses on behalf of the company.

### 2 Objective

This policy ensures that employees of SmartDocs get reimbursement of desirable expenses incurred during planned business trips.

### 3 Scope

- This policy applies to all Smartdocs employees.
- Employees based at client sites in India or at any of the subsidiaries.





### 4 Definitions

Term	Definition
Employee	Employee who performs their responsibilities while adhering terms & conditions mentioned in policy & employee agreement.
HR	Human Resource Department
SmartDocs	It defines the entity Smartdocs Business Solutions Pvt. Ltd
Unforeseen situations or Circumstances	It includes when Smartdocs CAB services is not working. It also covers any natural disaster situations.
CAB	Smartdocs Provided OLA & UBER

### 5 Policy Statement Guidelines

Following reimbursement would be covered under this policy.

#### Types of reimbursement:

-  Travel Expenses Reimbursement
-  Mobile Bill Reimbursement
-  Software Purchase
-  Other miscellaneous expenses incurred for business purpose.

## 5.1 Travel Expenses

- ✚ Employees are eligible to reimburse all travel expenses made during prior approved business trips.
- ✚ Before undertaking any business trip, an employee needs to share a travel request email with the accounts team ([ACCOUNTS@SMARTDOCS.AI](mailto:ACCOUNTS@SMARTDOCS.AI)) looping HR team ([HR@SMARTDOCS.AI](mailto:HR@SMARTDOCS.AI)) specifying purpose of visit, location, duration, & requested budget.
- ✚ Email should be shared prior to 14 days to the date of travel or as and when business requires.
- ✚ As per request Accounts or HR team will book the convenient mode of transportation (whether air, railways , road).
- ✚ Employees should use CAB services provided by the smartdocs for any intercity or intracity travel, which includes to & fro Airport, Railway station or any other similar local setup and only for Business purpose.
- ✚ During unforeseen situations when CAB services are not available or operating, in that case employees can use their personal vehicle & can apply for reimbursement.
- ✚ At client location it's mandatory to use CAB services provided by Smartdocs. In unforeseen circumstances, employees can use their personal account for booking or can use best local transportation options (like Taxi, Auto, Metro, Bus, Locals etc) & can apply for reimbursement.
- ✚ Virtual alternatives to travel, such as conference calls, web-conferencing and other collaboration technologies should be considered in lieu of travel, wherever possible.

### 5.1.1: Accommodation :

- ✚ Based on received travel request email, Accounts or HR team will book the best accommodation available.
- ✚ Bookings of accommodation decision will pertain to Accounts or HR team . Employee recommendations, choices or preferences would not be entertained.
- ✚ Travelers of the same gender will double-occupy hotel rooms unless an exception is granted.
- ✚ Accommodation booking (stay) would include breakfast. For lunch & dinner employees would be eligible for a sum of Rs.1250 per day/ employee.

- ✚ Expenses exceeding Rs. 1250 per day/ employee on Food & Beverages, would not be entitled for reimbursement.
- ✚ Expenses like laundry charges, extra cleaning charges, alcohol, Tips etc other than the Food & Non-alcoholic beverages would not be part of the reimbursement.
- ✚ In case employees stays for more than 3 days, they can opt for laundry services which should not cross CAP limit of Rs. 500.

#### 5.1.2: Non-Reimbursement:

- ✚ An unauthorized meeting with clients, partners or colleagues.
- ✚ Personal trips and expenses would not fall under reimbursement.
- ✚ A non-business subscription or training would not fall under reimbursement.

#### 5.2 Mobile Bill Reimbursement

- ✚ Employees who directly deals with clients would be eligible for Mobile bill reimbursement.
- ✚ Mobile bill expenses must not exceed the CAP limit entitled and Employee is eligible to claim only for one mobile number which is used for official purpose.
- ✚ Employees must provide a clear invoice while submitting the expense in keka.
- ✚ Employees must claim the expenses in the stipulated time period only i.e., in the same month and ensure that it doesn't gets transcended to next month.
- ✚ Employees are expected to submit the claims in a timely manner in keka, the company will not entertain any late claim submissions.
- ✚ Any case of fudging of bills will be treated as a violation of the company's policy and employees will be liable to strict disciplinary action.

#### 5.3 Software Purchase

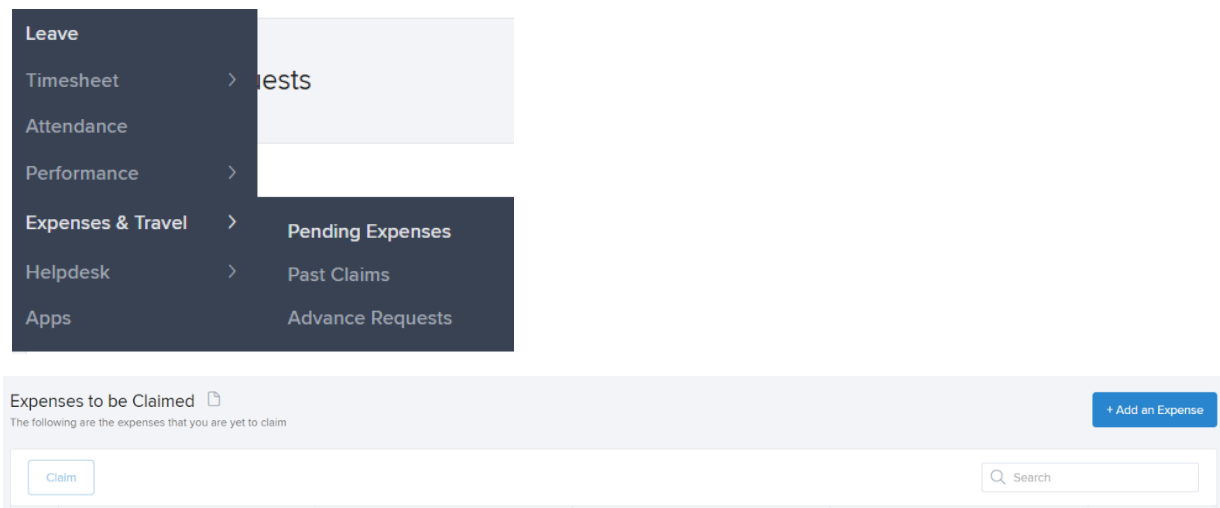
- ✚ In case employees need any new technology or software to be purchased, they need to share an email request with the HR department.
- ✚ Management will look into the same & as per business needs it would be processed.

## 5.4 Other miscellaneous expenses incurred on business trip.

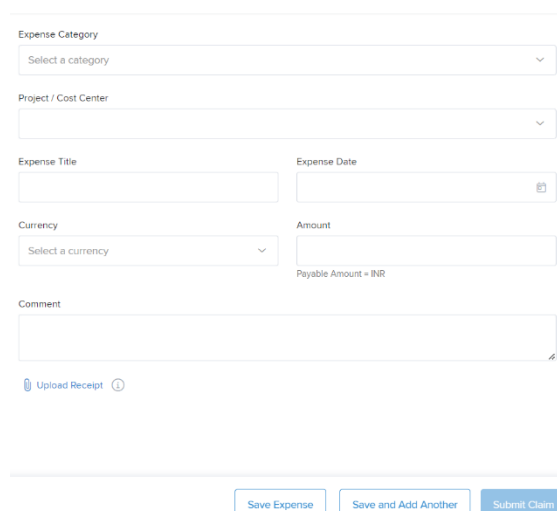
- ✚ Any expenses that are spent out of employee pockets on business purposes can be reimbursed with proper submission of proof.
- ✚ Examples of other, allowable miscellaneous expenses include taxi and shuttle fares to/from airport and parking fees.

## 6. Procedure to apply for Reimbursement

1. Please visit your keka account & kindly navigate as keka home page > Me>> Expenses & Travel. Kindly click on Past claims & Add Expenses.



2. Add all the expenses along with attachments & submit claim. In case of multiple expenses click on save and add another & then submit.



## 7 General Guidelines

- ✚ All the expenses should be under CAP limit.
- ✚ All claims should be made in the month when they have been incurred or current ongoing month.
- ✚ Postdated expenses (which crossed the current month) would not be considered for reimbursement.

## 8 Policy Management

- ✚ For clarification on this policy please contact Human Resource Department.
- ✚ This policy may be/will be updated in a prompt manner according to business needs.