

Reimbursement Request Policy

Categories of Requests

1. **Travelling**
2. **Re-location**
3. **Tech Assets**

Amount Limits

- **Travelling:** Up to ₹15,000
- **Re-location:** Up to ₹20,000
- **Tech Assets:** Up to ₹5,000

Employees are not permitted to claim more than the specified amounts for each category.

Employees are requested to submit valid documents.