



EnterpriseDB Software India Private Limited

**Reimbursement Form for the Year 2015-2016**

**Name of Employee:**

I Would you like to participate to the reimbursement scheme:

☒ Telephone Reimbursement: Rs 2000 per month (Click ✓ or ✕)

Yes ☐ No ☒

☒ Sodexho Pass: (Click ✓) Not Required

Rs 1500

Rs 1800

Rs 2200

Employee Signature                     *Aty Kumar*                    

**How the Scheme works:**

If an employee chooses to be part of the Reimbursement schemes we would be deducting Rs 2000 per month from the employee's salary (Telephone 2000 ) this would reduce the employee's tax liability by Rs 24000 per year (Tax saved Rs 7200 approx if you are in the 30% tax bracket)

The withheld amount can be paid to the employee as and when receipts are submitted by them. Payment will be made up to a maximum of the amount withheld from an employee's salary. Any with held amount remaining in the month of March would be paid to the employee after deduction of applicable taxes. Employees would need to submit any of the following receipts for the reimbursement amounts to be paid to them.

- Telephone Reimbursement
- Fixed Line Telephone Bill
- Mobile Postpaid Bill
- Prepaid Voucher Receipt
- Broad Band Post Paid Bill