EXPENSE REIMBURSEMENT POLICY

Policy for Fractal India Pvt. Ltd & its India Subsidiaries

Document Name	Fractal India Business Expense Reimbursement Policy
Abstract	Fractal Analytics Policy to lay down the process and guidelines to be followed by employees & contract hires to claim all business-related reimbursement.
Security Classification	Internal
Location	India

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1.0	31st August, 2021	Arpita Karkhanis	Abhishek Rathi
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Scope & Purpose of Policy

This expense reimbursement policy applies to all employees and contractual hires (hereinafter referred to as 'employees') of Fractal Analytics Private Limited and its India subsidiaries i.e., Cuddle Artificial Intelligence Pvt. Ltd, Theremin AI Solutions Pvt. Ltd, Final Mile Consultants Pvt. Ltd, Eugenie Technologies Pvt. Ltd, Asper Ai Technologies Pvt. Ltd, Senseforth India Private Limited, Fractal Alpha Pvt Ltd ('Fractal India Group').

The purpose of the policy is to lay down the process and guidelines to be followed by employees to claim reimbursement of all business expenses.

Policy Objectives

- Employees to act in Fractal's best interest
- To be compliant with prevailing laws and audit requirements

Timelines to submit claims

Expense claims must be submitted immediately after expense has been incurred but **no later than 60 days** from the date of incurring the expense, post which the expense may not be paid.

Guidelines to submit claims

- The claims should be submitted through FMS portal only.
- All expense claims should specify the following wherever applicable:
  - ✓ FMS Project code (If different spends pertain to different project codes, the same needs to be specified accordingly).
  - ✓ List / Names of attendees if the expenses are made for multiple employees.
- To comply with Income Tax and audit requirements, all valid supporting documents or original receipts must be uploaded in FMS portal at the time of claim submission.
- As per Income Tax Act, transactions slip, or debit card or credit card statements will not be considered as valid supporting documentation.
- Attach approval email from Manager/Project Manager wherever applicable.
- Fractal finance team will verify the claims. Any fraudulent claims will lead to disciplinary action including termination in consultation with HC and legal team.

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Reimbursable Expenses

Expense Type	Limits (including Taxes)	Frequency	Approval required
Mobile bill	₹ 500	Monthly	No
Internet charges	₹ 1,000	Monthly	No
Internet Installation charges	₹ 2,000	One Time during the tenure of Fractal	No
Food expenses (Only if working from office)	No limit	Adhoc	Notification to project manager for approval.
Purchase of IT accessories	₹ 10,000	Adhoc	No
Relocation Expenses	As per HC policy	One Time	HC letter for relocation
Gifts to clients	USD 100	Adhoc	Yes

(Refer the notes below for more details on each expense type)

Mobile Bill

- Employees can claim individual mobile bill to the extent of business usage.
- Family packs and/or group packs should be pro-rated and the amount to an extent of employees' usage is reimbursable.
- Any late payment fees charged on mobile bill are disallowed.

Internet Charges

- Employees can claim one-time installation charge up to INR 2,000.
- Monthly reimbursement is allowed up to INR 1,000.
- In case of quarterly / half yearly / yearly subscription availed by the employees, they need to pro-rate the total amount into monthly charge and submit claim every month till the validity of the subscription. The same invoice may be submitted again specifying the month for which the claim is raised.

Food Expense

- Food expense is reimbursable if employee is working from office.
- If order is placed for more than one person, than attendee details should also be submitted.
- For any food expense claimed, there will be notification sent to project manager for approval. If the same is rejected by project manager any time, the amount reimbursed will be claimed from respective employees' salary.

Local travel/conveyance expense

- Employees who are working late from office are suggested to book cab through FMS for their travel.
- However, if employees are booking cab for late night travel or client travel, the employees can claim such amount without project manager approval.
- The notification of such travel claim will be sent to project manager for approval.

- If the project manager rejects such claim of employees at any stage including even after amount has been reimbursed, then the claim paid, if any, will be recovered through respective employees' salary.

Purchase of IT accessories

- Employees can claim reimbursement for IT accessories i.e., any device that can be connected to your laptop like keyboard, mouse, headset, EarPods, noise cancellation device, monitor, etc. up to INR 10,000 or actuals whichever is lower.
- Threshold defined for this expense type may be utilized once during the tenure with Fractal.

Relocation Expense

- Relocation can be claimed for self and number of family members relocating along with employee:(Employee needs to submit all relevant proof related to relocation)

  For single person- INR 25,000

  For family of two- INR 45,000

  For family of three or more persons- INR 60,000

- All relocation expense reimbursements are subject to approved relocation letter from Human Capital Team.
- The employee should submit the proper details and add name of all family members on the FMS portal for ease of claim.

Gift to clients

- Project Managers can claim Gift to Clients up to USD 100.
- Gift to clients should be in line with Anti Bribery Policy

Other Expenses

- Any other expenses incurred by employee (not covered in the 'Reimbursable Expense' table) to conduct fractal business can be claimed with prior approval of reporting manager.
- Relevant supporting in accordance with Income Tax laws should be attached to such claims.

Reimbursement timelines

- Claims that are fully compliant with reimbursement policy will be reimbursed within fifteen working days from the end of the week of submission.

Annexure - FAQs

Who is eligible to claim expense reimbursement?

- All full-time employees and contract hires (vendors) of Fractal Analytics and its India subsidiaries are eligible to claim expense reimbursements.

What types of expenses can I claim?

- You can claim all business-related expenses incurred as per the guidelines in "Reimbursable Expenses" section of this document.
- Types of expenses listed below:
  - Mobile Bill
  - Internet Bills
  - Late night food/Food charges
  - IT Accessories
  - Relocation Expenses subject to relocation letter from HC team
  - Any other expense incurred by an employee to conduct Fractal's business can be claimed with prior approval of Project manager /Reporting manager.

How can I claim reimbursement?

- You can claim reimbursement through FMS portal. Steps for raising a claim are:

  1. Log into FMS portal (FMS link - FMS - Fractal MIS System)

  2. Go to My Request Tab –
     - Click on Reimbursement Tab
     - Click on Create New Report
     - Give the report Name
     - Add New Expenses
     - Fill expense details (Claim Type, Expense type, Project Code/Name, After Selecting Project code – Sow code will appear automatically, Currency, Amount, Date and Description of expenses)
     - Upload the receipt
     - Verify the submission
     - Submit the expense.

  3. To understand the FMS claim submission process more effectively – copy paste below link in Microsoft Edge:
     Expense Reimbursement 04112020 - Final Version.mp4 (sharepoint.com)

  4. You can also download FMS app on mobile phone, create expenses and submit.

     Fractal Management System on the App Store (apple.com)

What are pre-requisites to submit claim?

- Original Hard copy of receipt of expense. During pandemic, PDF or JPG copy of receipt is acceptable.
- Submission of the claim on the FMS portal
- Project manager / Reporting manager approval, as applicable

Is food reimbursement claim is allowed during WFH?

- Food claim is allowed only for employees who visit office during COVID-19 situation to perform office task.

Can we claim food /meals expense?

- Employees who have incurred expenses on food /meals can raise their claim request on FMS.
- The employees can claim such amount without project manager approval.
- The notification of such travel claim will be sent to project manager for approval.
- If the project manager rejects such claim of employees at any stage including even after amount has been reimbursed, then the claim paid, if any, will be recovered through respective employees' salary.

Can we claim local travel /conveyance expense?

- Employees who are working late from office are suggested to book cab through FMS for their travel.
- However, if employees are booking cab for late night travel or client travel, the employees can claim such amount without project manager approval.
- The notification of such travel claim will be sent to project manager for approval.
- If the project manager rejects such claim of employees at any stage including even after amount has been reimbursed, then the claim paid, if any, will be recovered through respective employees' salary.

In how many days will I get reimbursed once I submit the claim?

- Claim that is submitted with sufficient and accurate information and support is paid within fifteen working days from the end of the week of submission.

How will I receive reimbursement amount?

- The reimbursement amount will be credited to the bank account used for salary transfers and the one which is updated in Namely portal.

Whom do I need to contact if I need to change my bank account details in Namely?

- If you need to change your bank account details, pls write an email to hchelpdesk@fractal.ai

Can the reimbursement be claimed in advance?

- Reimbursement can be claimed upon expense incurred by employees and submission of claim with valid supporting only.

What is the action taken if the claim is not in line with the Policy?

Claims will be audited by Finance Team at regular interval. Any claim not in line with Policy will be investigated and errors will be fixed. Claims that are deemed to be fraudulent will be subject to disciplinary action as per Fractals' code of conduct policy

Does this Policy include Travel Expense claims?

- No, the travel expense claims are governed by Business Travel Policy.
- Business Travel Policy includes official business visits & related expenses like visa, flights, hotels etc.
- Link to travel policy - Business Travel and Relocation (sharepoint.com)

Who can I contact if I have queries related to reimbursement?

- Employees may seek clarifications on Dexter for generic queries.
- If they still have further queries/clarifications is required, one can write email to p@fractal.ai

In how many days will my query be responded?

- Your queries will be responded with two working days

Who do I contact in case my query is not responded with stipulated TAT

- You can follow below escalation matrix in case your query is not responded within two working days:

Point of Escalation	Name	Email ID	Designation
1st Point	Rupali Akre (For India)	Rupali.akre@fractal.ai	Associates
	Nisha Gupta (US & ROW)	Nisha.gupta@fractal.ai	Project Intern
2nd Point	Jayesh Parmar / Deepak Yadav	Jayesh.parmar@fractal.ai / Deepak.yadav@fractal.ai	Manager
3rd Point	Manish Palav	Manish.palav@fractal.ai	Senior Manager

Thank You.

fractal

A strategic partner to the most admired Fortune 500 companies globally, we help power every human decision in the enterprise by bringing advanced analytics & AI, engineering and design.

www.fractal.ai