

## **Mobile Reimbursement Policy - India**

HR-PO715 Ver.1.8

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## 1. OBJECTIVE

The document outlines the provisions pertaining to mobile phone usage for official purpose and reimbursement of expenses incurred for the same by eligible associates.

## 2. APPLICABILITY

The provisions of this policy are applicable to all associates in India on regular rolls including associates deputed to India. The benefit will cease to be applicable for associates on long term overseas deputation to another country or upon termination of service with the Company.

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period. Associates on direct contract are also not eligible.

## 3. ACRONYMS

Term/ Acronym	Explanation
IBU/IBG	Integrated Business Unit/Group
CDU/CDG	Competency Delivery Unit/Group
CS	Corporate Services
TIM	Technical Infrastructure Management Group
PACE FIN	Platform for Agile connected enterprise - Finance

## 4. SCHEME

The Company will reimburse mobile usage charges for official use as per the band specific eligibility

Coordination with the service provider to get GPRS enabled on the handset is associate's responsibility and will not be facilitated by the Company. The Company will also not provide support in case of any hardware / OS failure on the devices.

## 5. ELIGIBILITY FOR REIMBURSEMENT

The applicable limits for reimbursement, (inclusive of taxes) would be:

Band	Reimbursement Limit (INR)
Up to P2	500
E1 & RG1	1250
E2	2500
E3 & RG2	3000
EVP & above	Actuals

- Reimbursement is inclusive of both mobile and data card/internet usage. Associates can claim for mobile and data with 2 different connections so long as both connections are in name of the associate and the amount reimbursed is within specified limits.

E.g.: associates up to band P2 are entitled to a reimbursement limit of INR 500. This amount can be claimed for mobile (INR 300) and for data (INR 200) separately provided the total amount does not exceed INR 500.

- It is suggested that International roaming facility should be used sparingly. It is recommended that local telephone facilities with ISD access be used.

## 6. APPROVAL OF ELIGIBILITY

Associates at Bands P2 & above (or equivalent) are by default covered for reimbursement of mobile expenses.

The facility may be selectively extended to associates in other bands based on project needs or requirements of the role, subject to approval of the IBG Head (or equivalent). Approval of the facility should be done through PACE FIN and is valid for 6 months from the date of approval. The approval request has to be re-submitted every 6 months to continue to avail the benefit.

Mobile eligibility should be approved afresh in case of change of role, project, IBU etc. For the purpose of reimbursement of claims, the limits as applicable to the associate on the date of submitting the reimbursement claim will be applicable..

## 7. CLAIMS

Payment to the service provider is the responsibility of associate. Claims for reimbursement may be submitted by the associate through the self service module in PACE FIN along with a copy of the tax invoice. .

Invoice should be in the name of the associate and the mobile number mentioned on the invoice should match with the mobile number updated on PACE. It is the responsibility of associate to ensure the correct mobile number is updated on PACE.

Associates should submit the claim for reimbursement (either post-paid/pre-paid) within 2 months from the date of invoice. Claims submitted after the defined timeline will be processed basis approval of the IBG/CDG/CSG/SSU head (as applicable).

Each unit/department shall make necessary budgetary provisions to accommodate expenses on mobile reimbursements.

## 8. DEVIATION APPROVAL

Any deviation from the terms in the policy may suitably be approved as per the below table.

Approving Authority	Designated Approver/Reporting Manager	IBG Head / CDG Head/CSG Head	SBU D&O / SBU Head	COO/CPO
Policy Description	As per the policy guidelines	Deviation %	Deviation %	Deviation %
Mobile reimbursements	As per the policy guidelines	<=30%	> 30% <=100%	> 100%

## 9. WHAT/WHEN/HOW

Who	What / When / How
Associate	<ol style="list-style-type: none"> <li>1. Ensure correct mobile number is updated on PACE</li> <li>2. Obtain eligibility approved in PACE, prior to availing the benefit.</li> <li>3. Submit the reimbursement claim along with supporting documents</li> <li>4. Exercise necessary caution and avoid unauthorized use or claims.</li> </ol>

Who	What / When / How
<b>FINANCE</b>	1. Ensure eligibility before processing of the claim. 2. Approve the reimbursement claims of the associates and facilitate timely payment.

## 10. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved By	Nature of changes
I1.0	13 Aug 2013	HR	Function Head	Function Head	First Integrated Issue. The policy will be applicable for bill dates effective 15 <sup>th</sup> Aug' 13
I1.1	4 <sup>th</sup> April 2014	Process Owner	Function Owner	Function Head (Benefits)	Deviation approval clause updated.
I1.2	22-Dec-2014	Process Owner	Function Owner	Function Head (Benefits)	P Sub Bands Merged (Clause 5, 6)
I1.3	04 June-2015	Process Owner	Function Owner	Function Head (Benefits)	PS updated to PACE.
I1.4	14 Sept-2015	Process Owner	Function Owner	Function Head (Benefits)	Document Formatting
I1.5	07 July-2016	Process Owner	Function Owner	Function Head (Benefits)	Updated Section 7: Clause on Claims
I1.6	02-March-2017	Process Owner	Function Owner	Function Head (Benefits)	Updated Applicability (Section 2)
I1.7	15-June--2017	Process Owner	Function Owner	Function Head (Benefits)	Revised limits for reimbursement claims. Revised exception approval matrix. Revised policy will be effective 01 <sup>st</sup> July, 2017.
I1.8	09-Aug-2017	Process Owner	Function Owner	Function Head (Benefits)	Updated section on Eligibility for Reimbursement (Section 5).