

# Travel Reimbursement Policy

## 1. Introduction

Simpplr strives to support its employees in their business travel endeavors while ensuring responsible use of company resources. This Travel Reimbursement Policy outlines the guidelines and procedures for employees seeking reimbursement for travel expenses incurred on behalf of the organization. Compliance with this policy is essential to safeguard the company's financial resources and maintain transparency and fairness in expense reimbursement.

## 2. Scope

This policy applies to all employees, contractors, and consultants who are authorized to travel on behalf of Simpplr. It covers expenses incurred during travel for business purposes, including transportation, accommodation, meals, and incidental expenses.

## 3. Travel Approval

All travel must be pre-approved by the employee's supervisor or department head before any expenses incurred are eligible for reimbursement. Employees shall submit a travel request form at least 14 days in advance, providing detailed information regarding the purpose of the trip, anticipated expenses, and expected outcomes. Approval will be contingent upon the availability of funds and the relevance of travel to the employee's job responsibilities.

## 4. Travel Expenses

### 4.1 Transportation

Employees are expected to choose the most cost-effective and reasonable means of transportation for their specific travel requirements. Simpplr will reimburse employees for reasonable expenses incurred for airfare, train, bus, or car rentals, as per our predefined guidelines.

### 4.2 Accommodation

For overnight trips, employees are authorized to stay in standard, clean, and comfortable hotels or accommodations. Specific guidelines for acceptable accommodation expenses will be communicated to employees and should be adhered to.

### 4.3 Meals

Employees should exercise reasonable judgment when ordering meals during business travel. Expenses for meals will be reimbursed based on actual costs, within predetermined limits set by

the company. Employees are expected to adhere to the company's meal expense guidelines and provide itemized receipts for all meal expenses.

#### 4.4 Incidental Expenses

Incidental expenses, such as internet fees, parking fees, tolls, and baggage fees, will be reimbursed provided they are reasonable, necessary, and supported by receipts.

### 5. Submission of Expense Reports

#### 5.1 Timeliness

Employees must submit their travel expense reports within 14 days of completing their trip. Failure to submit expense reports within the specified timeframe may result in delayed reimbursement or rejection of expenses.

#### 5.2 Required Documentation

Expense reports must be submitted online through the company's designated expense management system. Each expense must be supported by appropriate documentation, including itemized receipts, invoices, or electronic copies. Expenses without proper documentation will not be eligible for reimbursement.

### 6. Approval and Reimbursement Process

#### 6.1 Approval

Expense reports will be reviewed by the employee's supervisor or department head to evaluate the appropriateness and compliance of expenses with company policies. Additional review, as deemed necessary, may be conducted by the finance department.

#### 6.2 Reimbursement

Approved expense reports will be processed for reimbursement within 14 days after receipt, subject to the availability of funds and adherence to policy guidelines. Reimbursement will be made via direct deposit into the employee's designated bank account or any other agreed-upon method.

### 7. Non-Reimbursable Expenses

Certain expenses are not eligible for reimbursement under this policy, including personal expenses, entertainment costs unrelated to business purposes, expenses incurred by non-employees, and any expenses that are in violation of company policy.

## 8. Policy Violations

Employees found to have violated this policy may be subject to disciplinary actions, up to and including termination of employment. Repeated or intentional violations may result in the loss of travel privileges or other appropriate administrative actions.

## 9. Policy Review

This Travel Reimbursement Policy will be reviewed periodically to ensure that it remains relevant and in compliance with current laws and industry best practices. Suggestions for improvement or policy revisions should be communicated to the Human Resources department.

## 10. Conclusion

Simplr expects all employees to exercise good judgment and fiscal responsibility when incurring and seeking reimbursement for travel expenses. Compliance with this Travel Reimbursement Policy is crucial to maintaining transparency, ensuring fair treatment for all employees, and preserving the financial integrity of the organization.