

# Expense Reimbursement Policy

## 1. Introduction

At simplr, we understand that employees may incur expenses while performing their job responsibilities. This Expense Reimbursement Policy outlines the guidelines and procedures for reimbursing employees for legitimate business expenses. It is crucial for all employees to familiarize themselves with this policy to ensure compliance and fair reimbursement practices.

## 2. Purpose

The purpose of this policy is to establish a consistent and fair process for employees to be reimbursed for eligible expenses incurred during the course of their employment with simplr. The policy aims to maintain transparency, minimize the likelihood of fraudulent claims, and align with relevant legal and tax regulations.

## 3. Policy Guidelines

### 3.1 Eligible Expenses

Eligible expenses are those that are reasonable, necessary, and directly related to the employee's job responsibilities and business objectives of simplr. This may include but is not limited to:

- Travel and accommodation expenses: including airfare, accommodation, transportation, meals, and other necessary travel-related expenses, subject to pre-approval as per company policy.
- Office supplies and equipment: office stationery, technology, software, and other supplies required to carry out job responsibilities.
- Communication expenses: mobile phone bills, internet connection charges, and other communication-related expenses, subject to reasonable usage and approval.
- Professional development: expenses related to job-related conferences, seminars, training programs, workshops, and certifications, subject to approval.

### 3.2 Submission of Expense Claims

Employees are required to submit expense claims within a reasonable timeframe, typically within 30 calendar days of incurring the expense. The expense claims must include appropriate documentation such as receipts, invoices, travel itineraries, or any other supporting documents as required by the company.

### 3.3 Approval Process

Expense claims must be approved by the employee's immediate supervisor or designated approver according to the company's expense approval hierarchy. Approvers should ensure that the expenses comply with the policy guidelines and accurately reflect the work-related nature of the incurred expenses.

### 3.4 Maximum Reimbursement Limits

To maintain cost control and prevent abuse, maximum reimbursement limits may be set for certain expense categories. These limits will be communicated to employees through the company's internal communication channels. Employees should adhere to these limits while incurring expenses and should seek approval for exceptions.

### 3.5 Prohibited Expenses

Certain expenses are not reimbursable by simpplr. These may include personal expenses unrelated to work, fines and penalties, unauthorized purchases, or any expenses that violate company policies or local regulations. It is the responsibility of the employee to ensure that only eligible expenses are claimed.

## 4. Reimbursement Process

### 4.1 Timely Reimbursement

simplr aims to reimburse employees for eligible expenses as quickly as possible after the submission and approval of expense claims. Reimbursements will be processed in the next payroll cycle or through the designated reimbursement process.

### 4.2 Currency and Exchange Rates

Expense claims should be submitted in the same currency as the original transaction. For expenses incurred in foreign currency, the reimbursement will be based on the exchange rate applicable on the date of the transaction.

### 4.3 Payment Methods

Reimbursements can be made through electronic fund transfers to the employee's designated bank account or any other approved payment method established by the company.

## 5. Compliance and Monitoring

simplr reserves the right to periodically audit expense claims to ensure compliance with this policy. Non-compliance or fraudulent claims may result in disciplinary action, including monetary reimbursement and potential termination of employment.

## 6. Policy Review and Updates

This Expense Reimbursement Policy will be reviewed and updated on a regular basis to ensure compliance with changing laws, regulations, and business requirements. Any updates or revisions to the policy will be communicated to all employees through the company's intranet, email, or other appropriate channels.

## Conclusion

simplr recognizes and appreciates the efforts made by employees to fulfill their job responsibilities. This Expense Reimbursement Policy establishes a framework for fair and consistent reimbursement of legitimate expenses, reinforcing simplr's commitment to maintaining transparency, fiscal responsibility, and compliance. By adhering to this policy, employees can ensure they are reimbursed for eligible expenses incurred during the course of their employment with simplr.

