

Submission of Reimbursement Bills

All reimbursement bills should be uploaded on Payroll ESS portal on or before **21st of each month.**

Following component would be released in the monthly salary as taxable component unless bills are submitted for tax savings as per the guidelines mentioned below.

Books and Periodicals reimbursement: Bills should be related to professional development and in the name of employees only.

Telephone reimbursement: Telephone bills should be post-paid and in the name of employees. This would include both telephone and internet.

Car Fuel and Maintenance reim: Car should be in the name of employee only, if car not owned by employee, this reimbursement can not be claimed. Further bill should bear car registration no. of the employee. Please upload copy of the RC also to establish the ownership of the car one time on ESS.

Driver reimbursement: Payment receipt of salary to driver is required to be produced at the time of reimbursement claim.

LTA reimbursement: LTA bills to be uploaded on ESS and hard copies of bills are also required to be submitted to Payroll section with LTA claim form and Leave approval form/mail/other. Employees who are taking the LTA allowances in monthly salary, would not be entitled to submit LTA bill for tax exemption as per income tax act. Employees can opt the option as reimbursement or LTA allowance in salary. For More details please refer the LTA policy on ESS portal.