



Frequently Asked Questions Internet Expense

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Version History

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1.0	June 22, 2021	Document Creation
2.0	November 15, 2021	Updating of T&C

Frequently Asked Questions

1. Is the Internet Allowance Policy and OAAR salary Component-Remote Working Allowance same?

Internet allowance is reimbursement paid over and above your CTC for expenses incurred for internet usage. Remote working allowance is a component of OAAR and provides tax benefit against expenses incurred for landline, mobile phone, internet charges.

Please note any amount reimbursed from the organization cannot be claimed under tax benefits as well.

For tax benefits - 80% of the bill submitted under Remote working Allowance will be considered for tax benefits upto maximum limits defined under the OAAR Policy.

2. Can the same internet bill be used both for the Internet Allowance Policy and Remote Working Allowance Claim?

Any amount reimbursed from the company cannot be used to claim tax benefit.

3. Where can I find the process to raise internet allowance?

Please refer to T&E policy section 6 .

4. Will I get the full amount (INR 1,000) or 80% of the billed amount up to INR-1000 (as stated in the OAAR policy) ?

Yes, when a claim is submitted for internet allowance - 100% of the bill submitted upto INR 1000 will be reimbursed.

5. What will be considered as a valid invoice for reimbursement for internet expenses claims?



- The invoice to be in the employee's name
- Invoice should be proper digitally scanned commercial invoice/Tax invoice. Handwritten receipt will not be considered as a proper commercial invoice
- The invoice should be from an authorized service provider
- Invoice should have a number, date, vendor name, address and Vendor GST number (where ever applicable)

6. What is the limit of internet charges prior to May 2021? To mention specific policy wordings

The policy is effective from May 1, 2021. All charges prior to May 2021 are limited to INR 650.

7. Is there any specific template/format for the internet bill to be claimed (like we have for House rent)?

No additional template for format is needed for claiming reimbursement of the internet expenses reimbursement. The claim has to be submitted in the My Expenses tool for an amount not exceeding Rs 1000.

8. I do not see option to claim internet expenses for May 2021 in the expense tool, what option needs to be selected?

Expense type 'Data Card / USB Modem Usage' is available for claiming Internet allowance in MyExpense.

9. Is it mandatory to have the landline/internet bill in the name of employee?

Yes, the bill must be in the name of the employee. No exception is allowed.

10. How many internet bills can I submit?

You can claim reimbursement only for any one Internet connection which is in the name of the employee.

11. Mobile phone bill has other state address but in the employee's name. Can I still claim the mobile bill?

Yes, you can claim a mobile bill if it's in your name. However it has to be claimed under reimbursement of Mobile Phone expenses and the amount should be within the limits specified in the T&E policy clause. Please refer Section II – Non travel Expenses under the T&E Policy.

12. Can I claim the Internet Allowance if the internet bill is in spouse's name or in the name of parents, siblings?

The Internet bill has to be in employee's name to claim the same for reimbursement.

13. What are the project codes against which I can raise Internet Reimbursement?

Please select the relevant project code as per the project and entity alignment

S.N o	Project Code	PU Code	OU	Type	Project Name	Description	Entity Name(s)
1	100751974	1118	IN72	IDC	ABL AMS Internet cost	Internet Allowance claims 2021 - ABL Americas	ABL Americas
2	100751975	1073	IN72	IDC	ABL EUR Internet Cost	Internet Allowance claims 2021 - ABL Europe	ABL Europe
3	100751977	4011	IN03	IDC	I&D - Internet cost	Internet Allowance claims 2021 - I&D	I&D
4	100751980	1076	IN71	IDC	DCX - Internet cost	Internet Allowance claims 2021 - DCX	DCX
5	100751983	5051	IN03	IDC	Sogeti Internet cost	Internet Allowance claims 2021 - Sogeti	Sogeti Apps
6	100751991	3061	IN71	IDC	APAC - Internet cost	Internet Allowance claims 2021 - APAC	APAC Apps
7	100751981	3057	IN71	IDC	LBS - Internet cost	Internet Allowance claims 2021 - LBS	LBS Apps
8	100751984	7009	IN03	IDC	ER&D - Internet cost	Internet Allowance claims 2021 - DEMS/ER&D	DEMS/ER&D
9	100751987	1055	IN45	IDC	Invent Internet cost	Internet Allowance claims 2021 - Invent	Invent
10	100751990	2017	INB6	IDC	LHA - Internet cost	Internet Allowance claims 2021 - Liquid Hub Analytics	Liquid Hub Analytics
11	100751993	2017	INB4	IDC	LHI - Internet cost	Internet Allowance claims 2021 - Liquid Hub India	Liquid Hub India
12	100752707	1056	IN03	IDC	Internet Allow_Group IT	IN03_Internet Exp_Group IT	Group IT
13	100774544	6003	INA3	IDC	HR_Internet	INA3_HR_Internet	HR
14	100774545	6004	INA3	IDC	Recru_Internet Claims	INA3_Recru_Internet Claims	Recruitment
15	100774546	6001	INA3	IDC	Finance_Internet Claims	INA3_Finance_Internet Claims	Finance India Core
16	100774547	6005	INA3	IDC	L&D_Internet Claims	INA3_L&D_Internet Claims	L&D
17	100774548	6025	INA3	IDC	Fin_GSS_Internet Claims	INA3_Fin_GSS_Internet Claims	Finance GSS
18	Respective project codes	-	-	IDC	All Support Teams	Teams under Dedicated Support Team category (DSS)	All Support Teams

14. Are the codes BT/NBT?



All the project codes are NBT.

15. I pay annual / quarterly amount to the internet company instead of monthly, can I claim entire bill in one go?

Future dated bills cannot be claimed. If one has paid for a complete year or a quarter in advance- Following are the options:

- 1- Use the same bill to claim on a monthly basis for the month completed or
- 2- Use the bill to claim for all the months completed in one go at the end of the billing period.
- 3- For the first month the transaction date will be as per invoice date. For the following months, the date will remain same but month will be the month for which the claim is made.

E.g.: The plan is for 3 months i.e. Oct to Dec and the bill date is 03-Oct-2021. The itemization should be as follows:

October month charges- Transaction date should be selected as 03-Oct-2021.

November month charges- Transaction date should be selected as 03-Nov-2021.

December month charges- Transaction date should be selected as 03-Dec-2021.

Please do not forget to mention the details in comments section.

16. I am not able to submit bill for the present month. What is the reason for that? E.g. I have paid Internet cost for June but am not able to submit the same bill in June.

Future dated expenses cannot be claimed- E.g. - I can submit the bill for June after the completion of the month. The same needs to be submitted in July for the month of June.

17. Can I claim a combo plans (Internet and mobile bill under one plan)?

If the bill categorically calls out amount for internet usage, then it can be claimed.

18. Can multiple bills be combined for claims? E.g. secondary SIM card purchased for high speed 4G connectivity or secondary internet connection as a backup.

Reimbursement for Multiple connections (bills) can't be claimed. Only one connection will be reimbursed.

19. Are shadow resources or bench employees also eligible for claiming reimbursement of internet expenses?

Yes, shadow resources and bench employees can also claim reimbursement for internet expenses.

20. Subscription/Platform and instalment charges are included in the internet plan. Will this be reimbursable?



No, only internet usage charges are reimbursable.

21. I have used amex card for making payment of data charges amount of INR 1200 and want the reimbursement of INR 1000 only. How to itemize the claim in MyExpenses?

Please itemize the claim in two separate lines with amount of INR 1000 and INR 200 and select Non-reimbursable checkbox for the line where the excess INR 200 has been provided.

22. I have past due bills which is not submitted in MyExpenses. Can I claim those past due bills now?

23. Please note internet charges older than 3 months will not be processed. As per policy it is advisable to submit the claim within 30 days from expenditure date.

24. I have recently joined Capgemini. Is the installation of broadband or router/dongle charges being part of Internet Allowance policy? Will it be reimbursable?

Only the Internet usage charges are reimbursable. Any additional charges incurred will not be reimbursed.

25. I am unable to find the expense approver in the claim?

Within the expenses report, go to 'Details' > 'Approval Flow' > Select the text box and press '*' or '%' > Select the approver from the dropdown list > submit the claim.