



Client Location Travel Reimbursement Policy - Bengaluru

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Client Location Allowance for Bengaluru Employees

- This policy applies to all employees whose base location is Impetus Bengaluru and who are traveling to client locations in Bengaluru.
- Client allowance will be paid based on actual expenses or INR 6000/- (Six Thousand only) per month, whichever is lower. It will be paid on a pro-rata basis according to the number of days for which the said employee has visited the client location.
- Submission of bills (fuel, tickets/online invoices, parking fees) is mandatory for all employees to claim reimbursement and tax exemption.
- Fuel reimbursement for two-wheelers will be paid at INR 5 per km and for four-wheelers at INR 10 per km, or INR 6000/- (Six Thousand only) per month, whichever is lower.
- Bills for reimbursement must be submitted to the Bengaluru admin team (bangalore-admin@impetus.com) on a monthly basis, no later than the 30th of each month. Payments will be made by the 25th of the following month. Backdated bills will not be acceptable. In case the bills are not submitted on time, the reimbursement will be delayed by a month.
- The admin team will review the bills with the assistance of data shared by the engineering team's point of contact (POC) for employee count and number of visit days. The admin team will then submit the bills to the finance team in the first week of every month for timely reimbursement.
- Employees may opt to avail a shared cab with the assistance of the admin team. In this case, they need to coordinate and suggest a minimum of 4 people for the same route and with common timings/days. If they choose to avail a shared cab, they will not be eligible for travel reimbursement.
- Employees availing any benefits covered under the client Allowance Policy will not be eligible for any other transport allowance.
- Employees working at client locations without subsidized or complimentary lunch provisions will be eligible to receive a meal allowance based on actual expenses or up to Rs 125, whichever amount is lower, upon submission of receipts to the admin team.

Change Record History

| Issue | Description of change | Authored by | Date of issue | Comments |
|-------|--------------------------|---|---------------|---------------|
| 10.0 | Release of new documents | Abhishek Singhal / Shivakumar Siddalingaiah / Anurag Trehan / Kunal Anand | Jun 2025 | First Release |

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