

IAI Solution - HR Reimbursement Policy (Simplified)

1. General Rules:

- Submit original receipts within 30 days.
- Reimbursement requests must be approved by HR.

2. Categories Covered:

- Food and Beverages
- Travel
- Accommodation

3. Food and Beverages:

- Reimbursed only during work travel or meetings.
- Max INR 200 per meal.
- Alcohol is not reimbursed.

4. Travel:

- Reimbursed only for work-related travel.
- Max INR 2,000 per trip.
- Max INR 150/day for local office cab.
- No personal travel expenses allowed.

5. Accommodation:

- Only for overnight business trips.
- Max INR 50/night (excluding taxes/fees).
- Prefer company-approved hotels.

6. Submission Process:

- Complete reimbursement form.
- Attach receipts.
- Submit to HR.
- HR will respond within 10 business days.

7. Notes:

- This policy may be updated with notice.