Finance Policies

# 1. Travel & Expense Policy

• Air travel allowed only for trips over 500 km  
• Daily food allowance: ₹500 (India), $30 (abroad)  
• Local transport reimbursed with receipt  
• Claims must be submitted within 15 working days

# 2. Invoice Policy

• Standard invoice template to be used (shared drive)  
• Invoices must include GST number & client PO number  
• Reminders for late payments sent every 15 days

# 3. Salary & Payroll Policy

• Salary credited on last working day of each month  
• PF, gratuity, and insurance as per statutory norms  
• Bonus payout in March based on performance review

# 4. Reimbursement Policy

• Employees can claim reimbursements for approved expenses  
• Bills must be original and submitted via Finance portal  
• Manager approval required  
• Reimbursements processed within 10 working days