



Corporate
Renaissance
Group

Local Reimbursement Policy

Ref: CRG-HR/POL/006
Version: 2.0
Wef : 1-Jan-2016

Purpose

This document defines the reimbursement limits applicable to the employees of CRG Solutions Pvt. Ltd., India (called CRG India henceforth), and the respective reimbursement procedure of the same.

Scope

This policy applies to all the employees of CRG India.

Categories of Resources & Allowances

Following group of people have been identified based on the nature of work being conducted within CRG India.

- a. Sales, Pre-Sales
- b. Delivery Managers & Services Team

International Travel

The below table mentions the applicable allowances for the Sales & Pre-Sales.

| Expense Type | Maximum Limit | Comments |
|------------------|--------------------------|---|
| Local Conveyance | Metro: Rs 6000 per month | Travel within the jurisdiction of the home station. This full amount is payable when one is on field sales visits for more than 50% of working days in a month. For travel less than 50%, the amounts are determined, considering distance from office & travel cost. In all cases, details of travel undertaken (including mileage as determined from the respective office address in the corresponding city) shall be fed into the CRG Portal by the concerned person & details of days travelled for local meetings shall be available to make payments as authorized. See below. |
| | Urban: Rs 3000 per month | |
| Phone | Rs. 1750 per month | If the employee is part of a Corporate Negotiated plan, no separate reimbursement will apply. As a rule, all employees are expected to be part of the Corporate negotiated plan. |
| Internet | Rs. 750 per month | |

Local Conveyance – Supporting & Claim Procedure

The employees are supposed to update their customer visit status on the CRG Portal on a daily basis. End of month, the report generated will be the basis for the application of the appropriate amount payable to the individual. It is expected that employees are diligent in their field visits & can justify the rationale, as part of any review.

End of month, the employee will submit his report to his approving authority no later than 5th working day after the end of the month & the payment shall be made, once approved. The expense voucher shall be filled, & submitted with the supporting report. If the report is not delivered on the 5th day, payment will not be made for that month – no exceptions. In such cases the amount will be released as reimbursement in the following month.

In all cases, the final payment shall be subject to management approval. The timelines for the claims and reimbursements will be followed based on the current guideline which would be reviewed by the Admin department on time to time basis.

Please refer to the "**Reimbursement Procedure**" section in the CRG Travel Policy document for the format of the expense voucher to be used and reimbursement procedure.

Delivery Manager & Services People

The below table mentions the applicable expense reimbursements/allowances for the Services people deputed at client site

1. Local - within the jurisdiction of the home station

| Expense Type | Maximum Limit | Comments |
|--------------------------------|---|---|
| Customer Visit For Onsite Work | Fixed per services client. Paid Pro rata for days visited | The amounts are determined, considering distance from office & travel cost. This list shall be published separately & updated time to time. |
| Phone | Leaders Group Rs. 1750 per month | If part of a Corporate Negotiated plan, no separate reimbursement will apply |
| | Non Leaders Group Rs 500 per month | |
| Internet | Leaders Group Rs. 750 per month | If part of a Corporate Negotiated plan, no separate reimbursement will apply. |

The Services team will maintain the list of people in Leaders group and Non Leaders group, which will be submitted to the Admin department.

2. Claim Procedure

For Phone & Internet, the expense voucher needs to be filled in with the amount as mentioned above in the table, and sent to the respective manager within five working days after the end of the month. Upon approval by the manager, the amount would be released as reimbursement. Even after being covered under Corporate Plan, the expense voucher shall be submitted.

For local travel (when applicable), the employee is expected to fill in the expense voucher with the details of the customer & the amount fixed for the travel to that customer. All expenses vouchers in the month must be submitted within 5 working days at the end of the month. The respective manager must send an approval in writing to the Admin department for the same. The respective supporting documents / reports with the details of the travel must also be attached along with the expense voucher.

Please refer to the "**Reimbursement Procedure**" section in the Travel Policy document for the format of the expense voucher to be used and reimbursement procedure.

The timelines for the claims and reimbursements will be followed based on the current guideline which is intimated by the Admin department on time to time basis.

NOTE :

- The reimbursements mentioned above will be applicable on a pro rata basis.
- In circumstances where the employees would need to spend a significant amount from their pockets, advance payments towards the expected expenditures would be considered to be paid to them by CRG India.