

	Reimbursement of Office Expenses	HRPO34
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Document Identification

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Author(s)	Rabindra
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The purpose of this policy is to administer the reimbursements of expenses made by employees for

organization purpose

2. POLICY SCOPE

The policy is applicable to all categories of employees who are authorized to spend on behalf of the organization

3. POLICY DESCRIPTION

The organization allows employees of organization to spend small amounts as approved by HR for each grade and designation for company purposes, especially the marketing, books, entertainment, books etc.

The employee needs to inform the manager and take approval for the spending, if the amount exceeds the prescribed limit in written format.

All the expenses shall be submitted to HR in a prescribed reimbursement claim form supported by bills, receipts, otherwise, the expenses will not be reimbursed.

All employees need to spend the money from their pocket and need to claim the reimbursement.

4. POLICY DEPLOYMENT

The HR department in coordination with Business Heads need to implement the policy consistently

5. POLICY REVIEW

The policy need to be reviewed once in year by top management as part of quality management system review