

Document Identification

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Author(s)	Rabindra
Approver(s)	Souvik
Releaser	MR
Confidentiality	Company Internal

REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/13	Initial Release	Rabindra	Souvik

 KREATIO MONETIZING CONTENT	Entertainment Expenses Claim Policy	HRPO2
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1. POLICY PURPOSE

To define and administer the entertainment claims in the Company

2. POLICY SCOPE

Applicable to company staff and Guest.

3. POLICY DESCRIPTION

Entertainment is defined as the reception of:

Guests on official Company Business including visitors from parent / affiliated companies, customers, bankers, auditors, vendors, etc who are significant to the Company's business

Company staff to promote goodwill within the Company.

Head of Department shall be as defined according Corporate Rule - Signature Authorization.

Entertainment of Exclusively Company Staff

In all cases, the employee must obtain prior approval from the respective Head of Department before entertaining. The Head of Department will also define the budget. Examples of claims include department get-togethers, farewell get-togethers for Heads of Department & above. Entertainment under this category must be indicated as Staff Welfare in the **Entertainment Claim Report**

Entertainment Claim Report

An employee has to make his/her claims using the **Entertainment Claim Report Form**, with all the original receipts attached. Substitute receipts will only be accepted for cases where receipts are not issued, and must be signed by both the employee and the Head of Department. Substitute receipts will not be accepted in place of lost receipts.

Name(s) of all the guests must be listed and the purpose of the entertainment must be stated on the Entertainment Claim Report.

All Entertainment Claim Reports must be approved and authorized in accordance to the Signature Authorization Matrix.

All claims must be made in Indian Rupees (INR). Items which are not in Indian Rupees must be converted to INR using the Finance Department's weekly exchange rate. That exchange rate published on Wednesday is applicable for the preceding Monday to Sunday.

Whenever possible, all claims should be cumulated in one Entertainment Claim Report and submitted for approval and authorization.

The entertainment claim must be submitted by the highest ranking employee present at the event.

An employee is requested to minimize entertainment claims. It is the responsibility of an employee to keep the actual spending within budget.

If an employee entertains during his/her business trip, he/she should submit the Entertainment Claim Report together with a copy of the Travel Expense Report.

	Entertainment Expenses Claim Policy	HRPO2
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Personal guests eg. Spouse must not be invited unless approved by the Head of Department.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.