

Hashedin

by Deloitte



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[Version Data:](#) Not be more grateful for your commitment. To show our support and appreciation for all you do, we are making bold investments in you.

2. Reimbursement Process (Expense)

- Login to DTE ()

1. Go to the "Expense" tab and select "Manual Expense"
2. Choose the appropriate "Expense Type"
3. Enter the appropriate details and use the following WBS Codes
 - a. Delivery Function - GAA58616-01-01-01-3001
 - b. Enabling Teams (Non-client facing – HR/Marketing/ITS, etc) - GAA58617-01-01-01-3001
 - c. For covid vaccination reimbursement use WBS: LPE07731-01-01-01-0000(For both Delivery and Enabling Functions) under claim submission.

In addition to this, you can expense out the following as per HashedIn Employee policy:

- Courier charges reimbursement. (Under Delivery WBS)
- Project reimbursement (Under the use of Project WBS, which should be available with your PM).
- Certification course expense reimbursement (Under Delivery WBS)
- Vaccination reimbursement submission in GreytHR portal will be stopped and you are requested to submit the expense through DTE prospectively. (Under Delivery WBS).

NOTE: Duplication submission is considered as a serious matter of integrity. Any such case once identified and noted can lead to serious action.

3. Benefits Available

3.1. Productivity

We are here to help you do your best work by providing **INR 15,000** for productivity tools:

On November 1, 2021, the Hybrid Productivity Allowance (expense type) was activated in DTE to reimburse all USI professionals, staff to senior manager, 100% of the cost of qualifying technology items purchased between September 28, 2021 and May 28, 2022, up to a total of INR 15,000. **Exception:** The hybrid productivity allowance does NOT expire at the end of FY22 for new hires **who start after May 1 and anytime in FY23**. They will have all of FY23 to use their hybrid productivity allowance (note: name change for FY23 to hybrid technology allowance).

All reimbursement requests should be imported/entered into DTE choosing the expense type "Hybrid Productivity Allowance" and entering GAA58616-01-01-01-3001 (if you are from Delivery function or GAA58617-01-01-01-3001 (if you are from Enabling function), unless your leadership has specified otherwise.

Qualifying technology items covered by this allowance include:

- Webcam
- Speakerphone
- Headphones
- Light kit
- Laptop stands
- Keyboard and mouse

External monitor

- USB hub
- Other accessories* - Please refer the link for product list covered [Product List-Hybrid pWaterqacan@22roductivity Allowlowsance](#)
-

*Other Accessories – Above list are exhaustive no other product claim is allowed & covered as policy.

3.2. Commuter Benefits

Though commuting costs are typically a personal expense, we are making an exception for the remainder of FY22 (through May 28, 2022) to alleviate anxiety about public transportation and support being together with colleagues and clients in moments that matter.

Starting November 1, 2021, and for the remainder of FY22 (through May 28, 2022), we are **allowing for the reimbursement of commuting costs (e.g., taxi/rideshare, parking, and tolls) up to INR 20,000** that are not otherwise reimbursable. All Hashedin full-time professionals are eligible. **This is extended to FY23.**

Note: Please keep in mind that professionals should feel empowered to continue to work virtually while our virtual-first mode is in place through at least January 3, 2022- it is your personal choice to work within our offices, and we ask that no one pressures individuals to work in-person as options become available.

You can charge costs to GAA58616-01-01-01-3001 (if you are from Delivery function) or GAA58617-01-01-01-3001 (if you are from Enabling function).

Note: In cases where costs should be charged to client codes these expenses are not eligible for this reimbursement. If you are unsure, check with your project leadership.
commuting

If you have been issued a corporate charge card, this card must be used for all such expenses wherever it is accepted. Receipts are required for all expenses and for any manually entered expenses (i.e., if the Mandatory Import feature is not used).

3.3. Home Internet Benefits

The safety and security of our people is a priority for HashedIn by Deloitte. This is demonstrated in part by the organization's crisis management and business continuity management (BCM) program, which allows us to manage potential incidents and provide support to our people in the event of a disaster. In addition, the complexity and nature of our businesses makes it important for us to quickly recover our business operations following an incident, emergency, or crisis.

Considering the fast-paced and dynamic business environment that we work in, it is imperative that we stay connected to our businesses, work, and other colleagues, especially in the event of an emergency or unplanned interruption to the business when travelling to office may not be feasible.

Objective

The objective of the "Program" is to enable HashedIn employees to effectively Work from Home (WFH) by providing reimbursement of certain home Internet connection charges. This enables them to stay connected, access business applications and meet business commitments especially when accessing our offices may not be feasible. This also strengthens our crisis management and BCM program.

Eligibility

- All full-time HashedIn employees are eligible.
- Contractors, interns, and expatriates are not eligible under this program.
- This program is effective November 1, 2021

Enrollment process

Employees can choose one internet connection (wireline, wireless/wireless router connection/data card/USB dongle*) at their home office in the assigned Hashedin office location (Bengaluru) from any internet service provider (ISP) subject to meeting minimum ITS recommended connectivity requirements (per month/cycle) listed below:

- **Wireline/ Wireless/Wireless router** : A 100 Mbps connection speed with a 300 GB monthly download limit is preferred. In places/cities where this speed/download limit is not available, employees can choose the closest option available (not less than 50 Mbps speed within prescribed reimbursement limit).
- **Data card/USB dongle* connection**: 4 connection G/LTE connection and 300 GB download (per month/cycle)

***Note:** Airtel and Reliance/Reliance Jio MiFi (Hotspot router) are approved for use and reimbursement.

Considering the reliability, speed, capacity to meet business requirements, wireline/wireless/wireless router connections are recommended as home internet connections. Mobile phone connections (mobile hotspot) are not eligible for reimbursement

Expense claim process

- The program covers reimbursement of actual internet plan charges (including taxes and service charges) to a maximum of **INR 1500 per month for one connection only.**
- Installation charges, connection transfer charges, deposits, equipment cost, voice call charges, charges for excess downloads, late payment fees etc. are not reimbursable.
- Claims should be monthly via DTE under "BCP Internet Access Fee" expense head using code GAA58616-01-01-01-3001(if you are from Delivery function or GAA58617-01-01-01-3001 (if you are from Enabling function). If you are charging this to a project code, please seek prior approval from your project lead.
- Consolidated claims are subject to rejection.
- Home internet connection (wireline/wireless/wireless router connection) should be installed at the employee's home at the assigned Hashedin office location (Bengaluru). The invoice/bill should be on the name of the employee.
- If you are working from a different India location (other than assigned office city), you can claim reimbursements even if the invoice/bill is not in your name. This can be approved as an exception by your manager. The approval email must be included as supporting documentation in DTE.

- Expenses for quarterly/half yearly/annual/package plans should be claimed on monthly basis by charging the per month cost (i.e., Divide the total invoice/bill amount paid including the taxes and service charges by total number of months).
- Digital receipts can be submitted in the following ways.

You can use the [Expense mobile app](#) from the Deloitte App Center. This app allows you to click a picture and upload the image to the corresponding expense report on your DTE. Note- You can only upload from the app on your smart phone.

- You can take a photo of the receipt from your phone or select the receipts image from the phone photo gallery.
- Fill in details relating to the receipt (amount, business purpose, vendor, date, location) and click on Save. **Note-** This information is not mandatory but is encouraged.
- The receipt will be uploaded against the report.
- Once uploaded, certify that all receipts are attached and submit the report.

- Employees claiming internet connectivity charges through DTE (under this program) should not avail the Tax benefit ("My Reimbursement") on the same connection.
- Employees holding only one internet connection can either claim through DTE or avail tax benefit through "My Reimbursements" but not both. However, employees have the flexibility to choose between reimbursement or tax exemption at any point.

3.4. Smartphone Program

Hashers will be able to benefit from the Deloitte Smartphone program which will enable you to get up to INR 25,000 reimbursed towards a business phone.

As a reminder, your participation in the Hashedin Smartphone Program is entirely optional. If you would like to order a device, please follow the guidance below:

How to order a Smartphone Program device

Go to the [USI Smartphone](#) page

1. Select a device of your choice by clicking on the image of the device
2. Check the box to agree to the [terms and conditions](#) after reviewing them
3. Click the **Order Smartphone** button.
 - For Android/Samsung devices, login to the portal using your Deloitte email address.
 - For iOS/Apple devices, **select the vendor first** and then register on the portal using your address.

4. You can find step by step guidelines under **How to order** tab
5. Place your order using your Deloitte-issued American Express card or your personal banking card.
6. Once your order has been successfully submitted inside the vendor portal website, the National Mobility Team will follow up with an email notification indicating your order is approved within five business days.
7. Expense Type: Telephone > Smartphone, CellPhone, Aircard
8. Charge code GAA58616-01-01-01-3001(if you are from Delivery function or GAA58617-01-01-01-3001 (if you are from Enabling function).
9. Please review the
10. for all general information about the program and billing/reimbursement guidelines (Maximum reimbursement limit for smartphone is INR 25000. Excess cost will be considered as personal).

Smartphone delivery

Delivery of your new smartphone is subject to change, based on volume and availability. If you receive your smartphone in a tampered box, reject the parcel immediately and update the [National Mobility Team](#) by sharing a picture of the box. Following these steps is imperative to comply with the replacement and warranty policy.

Get started

Activate your smartphone and set up MFA within 5 business days of receiving it. Visit the [USI Smartphone](#) page for instructions on activating your device and connecting to Deloitte email. Select the device type and follow the steps given under 'configuration'. During this process, make sure to complete Intune enrolment to connect your device to Deloitte email.

- For Apple, please visit this [link](#) and follow the instructions.
- For Android, please visit this [link](#) and follow the instructions.

The email setup needs to be completed within 15 business days of receiving your smartphone.

Deloitte mobile apps

Once the Intune enrolment is complete, open a browser on your smartphone and install [App Center](#), Deloitte's mobile app store.

Selective wipe

A selective wipe of your existing (old) smartphone is required. Call the Contact Center at 1800 2582 2222 for assistance or submit an [Online Re quest](#) to perform this requirement when ready. The selective wipe must be completed before your existing smartphone can be disposed of or reused.

We're here to help:

Due to increased Contact Center and Chat support volume, the **preferred** support option is recommended at this time.

- **Preferred:** Email the [USI Smartphone Program mailbox](#)
- **Online:** Visit [SolveIt](#) or submit a non-urgent [support request](#) on Deloitte Net.

3.5. Introducing a well-being subsidy

3.5.1. Overview

Our distinctly HiD experience empowers and supports you throughout your journey toward thriving physically, mentally, and financially, and in living your purpose. The Well-being Subsidy ("Subsidy") is a benefit that provides eligible HiD professionals up to a maximum of INR 25,000 each fiscal year towards the purchase of one or a combination of qualifying items (e.g., club membership, personal fitness equipment, or any combination of qualifying purchases). In addition, tax, shipping, handling, delivery, and similar charges are reimbursable under the Subsidy.

3.5.2. Eligibility

Eligible Professionals able to apply for the Subsidy can include:

- All active full-time HiD professionals and HiD managing directors.

- Active professionals on reduced work-load schedule who work a minimum 60% workload
- Any of the above professionals who are on an approved paid leave of absence.

The following professionals are not eligible to apply for the Subsidy:

- Spouses or domestic partners, their dependents, or any other family members
- Interns/intern analyst, fixed term hires, and contract staff
- Professionals who are on an unpaid personal leave of absence

3.5.3. Qualifying items

The Subsidy is meant to empower and support your journey toward thriving mentally, physically, and financially and in living your purpose. To be eligible for the Subsidy, qualifying purchases must be well-being focused.

Covered categories and examples of qualifying items include:

1. Sports equipment and accessories: Items such as athletic braces, bicycles, camping tents, fishing equipment, sports equipment including those related to tennis, hockey, cricket etc., free weights, golf clubs, skates, helmets, indoor/outdoor cycling shoes, kayaks, life jackets, shin guards, stand up paddle boards, swimming goggles, treadmills, wetsuits, yoga mats, backpacks (excluding backpacks for work, school, or other general-use bags) and running shoes (excluding fashion sneakers).
2. Health and fitness related technology (excluding cell phones, laptops, tablets, and desktop computers): Items such as fitness trackers/rings, gaming consoles (including the Nintendo Switch, PlayStation, etc.) and well-being-related games, mobile well-being apps, pedometers, smart watches, virtual reality systems, headphones and ear buds such as Air Pods or other wired or wireless earphones (excluding headsets already available via ITS or otherwise reimbursable through another internal benefit or program).
3. Memberships and online subscriptions: Items such as sports club / fitness club memberships, gym membership fees, fitness apps, meditation apps, and delivery/subscription memberships including Zomato Gold, Uber Eats Pass, etc. (excluding the cost of food, car/van rides, or any other personal expense delivered through these memberships).
4. Personalized fitness instruction, coaching and group classes: Items such as dancing, zumba, pilates, aerobics, indoor rock climbing, meditation, mindfulness, mixed martial arts, boxing, cricket, tennis, swimming and other similar fitness classes.
5. Recreational classes, activities, **and related materials**: Items such as acupuncture, boxing, **cooking**, gardening, language, music, painting, climbing, boating, diving, tennis, fencing, golf, dancing, hockey, and musical instruments.
6. Sports and well-being activities: Items such as court rentals, for-charity fitness events, hiking trail fees, sport league fees for the individual, horseback riding, massage, sauna, scuba diving, races, triathlons, and walks/runs.

7. Other well-being products: Items such as aromatherapy diffusers, hammocks, hand/foot massagers, well-being books, interactive home gym mirrors, board games, binoculars, white noise devices, and mattresses.
8. Weight management programs (excluding the cost of food and supplements): Items such as a nutritionist, weight management coach, and weight management membership programs.
9. Office furniture for working from home (excluding general home furniture such as bar stools, kitchen tables, recliners, bean bags, and couches and items covered under other programs, including those provided as accommodations or technology equipment covered by ITS): Items such as desks, standing desks, desk chairs, chair mats, , back cushions, neck pillows, and file cabinets.
10. Sustainability/societal well-being: Items such as commuter/recreational bike shares, composting equipment, electric vehicle charging equipment, gardening supplies, rain barrels, sustainability education memberships, solar equipment, water purifier and air purifier.

Only items falling into the categories listed above (or very similar items) qualify for the Subsidy. Items that are reimbursable through other benefits or programs are not eligible for the Subsidy.

3.5.4. Items that do not qualify for the Well-being Subsidy

The Well-being Subsidy is meant to cover a broad range of products and experiences to support your well-being. However, the Subsidy is not a clothing allowance. Nor is it meant to cover food/supplements or **kitchen appliances**. It also does not cover technology that can be used for purposes other than those specific to well-being, including cameras, cell phones, laptops, tablets, and desktop computers.

Health care services, procedures, and medically related items are ineligible for the Well-being Subsidy. Professional fees and other expenses for health care services, including medically necessary and medically related items, treatments, procedures, and supplies are not eligible for reimbursement under the Subsidy. Examples of ineligible expenses may include, but are not limited to, medical co-pays, chiropractic services, physical therapy, doula and related birth coach, counseling and postpartum services, COVID-19 home test kits or any other viral test kits, blood pressure monitors, CPAP machines, nebulizers, and similar devices, etc.

If you have a medical or other health care related expense you should submit the expense under the HiD Medical Insurance Program.

3.5.5. How to submit

When to claim the Subsidy

Eligible professionals should claim the Subsidy in Deloitte Time and Expense (DTE) as per [APR 520—Expense Reimbursement](#). No more than INR 25,000 per fiscal year may be submitted for reimbursement.

Professionals who separate from HiD must claim the Subsidy prior to their last day performing services or forfeit the Subsidy. Note: HiD has the absolute discretion to make the sole and final determination of any, and all issues relating to the Subsidy. This includes, without limitation, the eligibility of any Subsidy claimed just prior to separation, and whether such Subsidy must be reimbursed in part or in full.

How to submit reimbursement request(s)

When the cost of a qualifying membership, participation fee or equipment, or any combination thereof is incurred, all eligible professionals must follow this guidance:

1. For all reimbursement requests, irrespective of the bill amount, you must provide a legible copy of proof of payment receipt(s) and/or related invoice(s) in your name for the qualifying membership/participation/purchase, including the total amount paid, identification of the particular service or product purchased, and name and GST number of the merchant establishment. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/alterd documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment. If you are issued an Amex corporate card, use of the corporate card is required where accepted for qualifying purchases. To the extent you use a personal credit/debit card, Internet banking, UPI, etc., to make your purchase, proof of payment, such as copy of card/bank statement (masking PII) along with GST bill receipt must be submitted.

2. All reimbursement requests should be submitted in DTE under the expense type “Well-being Subsidy”, entering the charge code entering the charge code GAA58616-01-01-01-3001 (Delivery) OR GAA58617-01-01-01-3001 (Enabling Team).

Reimbursements will be processed in the same manner as other expenses submitted through DTE (i.e., they will be reflected in your reimbursement statement). However, keep in mind that your reimbursement is considered a taxable benefit (which will not be grossed-up), and taxes will be adjusted and deducted from your payroll as applicable. These reimbursements as processed through monthly payroll will appear in your pay statement as well as IT Computations.

If your reimbursements in any fiscal year total less than INR 25,000, the remaining balance MAY NOT be carried over into the next fiscal year and your right to request reimbursement is forfeited.

Disclaimers

Repayment obligation

Eligible professionals who resign from or whose employment is terminated for cause by HiD have an obligation to reimburse the portion of the Subsidy received for a period not worked, as determined by HiD.

Administration

Talent Rewards, Recognition & Well-being (RRWB) has absolute discretion to make the final determination of any and all issues relating to the Subsidy. This includes, without limitation, the interpretation and application of these guidelines to all matters affecting reimbursement eligibility and/or repayment obligations.

Well-being Subsidy Disclaimer

The Subsidy and the related guidelines outlined above are not intended to nor do they constitute or create a contract or an enforceable promise of any kind with HiD. These guidelines and the Subsidy program itself may be modified, revised, discontinued, or amended at any time, in whole or in part, for any reason or no reason, and with or without prior notice or discipline.

Questions

Please contact the Deloitte Contact Center at +1 800 2582 2222 or x2222 in the office and select option 1 for Talent. Talent Support Analysts are available Monday through Friday from 9 a.m. to 11 p.m. IST.

Disclaimer

If a discrepancy exists between any part of this message and any benefit to which you are actually entitled under the terms of the HiD Well-Being Subsidy Program, the official Program document (as interpreted by the Deloitte U.S. Firms in its sole discretion) and laws that govern the Program will be followed in determining your rights and benefits under the Program. Deloitte reserves the right to amend, modify, suspend, or terminate the Program, in whole or in part, at any time without prior notice, to the extent allowed by law. This means the Deloitte U.S. Firms have the right to change Program terms (including eligibility for benefits) or to discontinue any part or all of the benefits described herein at any time.

Nothing contained in the Program, or this message is to be construed as an express or implied contract of employment for any definite or continuing period of time or for any benefits associated with employment.

4. Reference Links

1. [Solveit](#)
2. [DTE -Resource Centre](#)
3. [DTE-Dashboard -Expenses submission](#)
4. [USI Smartphone Page](#)
5. [Employee Handbook](#)

6. Appendix

The FAQ's have been copied from references for ease of Hashers

6.1. FAQ's on Hybrid Productivity Allowance

Q: I wanted to know if there are any affiliate links from which we can make the purchases – maybe a set catalogue to choose from?

A: You can make a purchase from online/offline stores and get the bills reimbursed in DTE (**For products under “Hybrid Productivity Allowance”**).

The purchases of Smartphone should only be made from Deloitte approved [My Smartphone \(deloitte.com\)](#) USI Smartphone Program and not outside vendor (For Smart phone)

Q: Are internet expenses reimbursement also covered as part of “Hybrid Productivity Allowance”?

A: No, this is covered under a different category i.e. Home Internet Benefits program which is also being parallelly rolled-out.

Q: How can I claim for items under “Hybrid Productivity Allowance” in the DTE Tool?

A: Please refer the below steps:

- Open the DTE link in your browser
<https://dte.deloitte.com/te/ExpenseSummary.aspx>
- Goto the “Expense” tab and select “Manual Expense”
- Enter the details related to the “Hybrid Productivity Allowance” expenses as mentioned in the screen-shot below.

expense.deloitte.com/app/reports/

Expense Reports

Manual Expense Entry

Expense Type: Hybrid Productivity Allowance [Learn More](#)

Apply Preference (OPTIONAL): Select a preference

Receipt Date: 11/10/2021

Amount: INR 0.00

You have INR 15000.00 left to spend for the year ending on 05/28/2022

Vendor:

Charge Code: Start typing to find a charge code [Split](#)

Charge Code is required.

Substantiation: Productivity Allowance for <eligible accessory type> [Clear](#)

Productivity Allowance for <eligible accessory type>

Cancel This week's report Save To Report

Q: Is the allowance INR 15,000, regardless of the cost of the purchase?

A: Yes, the program offers a total allowance of up to INR 15,000 towards one or a combination of qualifying technology purchases.

Q: What period does this program cover?

A: The program is effective for the period September 28, 2021 through May 28, 2022, offering eligible participants reimbursement on 100% of the cost of qualifying technology items with a purchase date between September 28, 2021 and May 28, 2022 up to a total of INR 15,000. Reimbursement of these expenses reflect an interim FY22 decision and will be re-evaluated annually.

Exception: The hybrid productivity allowance does NOT expire at the end of FY22 for new hires **who start after May 1 and anytime in FY23**. They will have all of FY23 to use their hybrid productivity allowance (note: name change for FY23 to hybrid technology allowance).

Q: When can I begin submitting qualifying purchases for reimbursement?

A: Beginning on November 1, 2021, eligible professionals who have purchased qualifying items between September 28, 2021 and May 28, 2022 may submit these expenses into Deloitte Time and Expense (DTE) utilizing the new Hybrid Productivity Allowance expense category for reimbursement, following expense reimbursement guidelines in [APR 520.017B \(IND\)](#) "Computer Software, Hardware and Accessories". **These expenses should NOT be submitted for reimbursement prior to the November 1st date.** Receipts must be provided for all expenses.

Q: Is the cost of tax and shipping covered by the allowance?

A: Yes, the cost of tax, shipping, handling, delivery, and like-charges are eligible for the allowance.

Q: I recently joined Hashedin. Am I eligible for the full INR 15,000 allowance, or is the amount prorated based on my start date?

A: There is no proration from your start date. You are eligible for the full INR 15,000 allowance once you are onboard as an eligible professional as defined in the Hybrid Productivity Allowance Program Guidance document.

Q: If I purchase a product whose value is more than Rs.15,000. What will be the return policy in case I leave Hashedin?

A: As per the current update Employee need not return the reimbursed product on his exit. However, if there is a change update & revision in policy around the same. It will be communicated prospectively to all Hashers.

Q: How can I access my allowance balance for this year?

A: Your available allowance balance will show up in DTE when selecting the Hybrid Productivity Allowance expense type.

Q: How do I know what purchases qualify for this allowance?

A: Qualifying technology items covered by this allowance include webcam, speakerphone, headset, light kit, laptop stand, keyboard, mouse, external monitor, USB hub, portable UPS, laptop cooling pad, power bank, cord organizer, surge protector, webcam privacy cover, laptop privacy screen, and laptop cleaning kit. Only items supporting falling into the categories listed above qualify for the allowance. These items are to your individual work needs and not intended for personal use.

Q: What if the total cost of the qualifying items I want to purchase exceeds INR 15,000?

A: Eligible professionals will be reimbursed on qualifying items submitted up to a maximum of INR 15,000 total for purchases made during the period September 28, 2021 and May 28, 2022. If costs submitted into DTE exceeds your available remaining balance will need to be cleared as a personal expense.

Q: What if the total cost of the qualifying items I want to purchase is lower than INR 15,000?

A: Once the claim for the current item is cleared, the balance amount will show up when you select "Hybrid Productivity Allowance" in the DTE tool.

Q: What if I already have what I need from qualifying items list but need other items not on the list to support working in a hybrid environment?

A: Currently eligible items under the Hybrid Productivity Allowance program include specific qualifying items that you will need to have the optimal hybrid experience from wherever you are. Only the technology items listed will qualify for this allowance.

However, we realize that you may have other needs to support hybrid work – some of the most frequently asked about include:

- **Desks/Chairs:** will be covered under the Well-being Subsidy* when launched.
- **Earbuds/headphones:** While speakerphones and headsets are eligible technology under the Hybrid Productivity Allowance, earbuds/headphones are not eligible for the allowance but will be covered items under the Well-being Subsidy* when launched.
- All other items **not covered** by the allowance should follow already existing purchasing policies including computer accessories such as adaptors, cables, client / project specific technology needs, etc. which are available from ITS walk-up, via standard procurement channels per [APR 520.017B \(IND\)](#), or via My Technology on [DeloitteNet](#).
- Commuting costs (e.g., taxi/rideshare, parking, tolls) covered under the Hybrid Commuting Expense Reimbursement program see [APR 520.013A \(IND\)](#) for details.
- More information to come on the Well-being Subsidy when it is launched.
-

Q: If I purchased qualifying items before the effective start date of this program, can I still submit them for reimbursement under this allowance?

A: Reimbursement is available under this allowance only for the cost of qualifying technology items purchased on or after the effective date of this program. Purchases dated before September 28, 2021 or after May 28, 2022 are not reimbursable under this allowance.

Q: Am I required to purchase from the specific manufacturers and product models included in the of recommended products list?

A: No. The choice of the specific products you purchase within the qualifying technology categories is up to you, but we want to make sure you have the right information to help you make your purchasing decisions.

Before purchasing, we encourage you to review the recommended products in the list shared above.

- Find out more about the products we recommend for meeting our standards around quality, functionality, and portability.
- Learn what we have identified as minimum product specifications for webcams, audio, light kits, and monitors to provide the right quality standards. If you choose another manufacturer/product model, we hope you will consider these specifications to ensure you get the same level of quality as the recommended products.
- [Prohibited and Controlled Software and Technology \(deloitte.com\)](https://deloitte.com): Make sure any manufacturer you choose that is not already on the recommended products list does not pose a risk to the US Firms.

Q: What if I can't find recommended products in stock?

A: We know the global supply chain is particularly challenging at the moment, and while we did take into consideration product availability when making our recommendations, fluctuations in availability do occur and specific products may be out of stock or backordered from time to time. To accommodate for this, we have provided minimum product quality specifications to guide you if you want to look for other products – or you may also choose to wait for recommended product stock to become available (if within the timeframe of this program).

Q: I bought the product using my parent/spouse/flat-mate's personal card, so invoice has their name. Can I still submit that invoice to claim reimbursement on DTE?

A: No. For reimbursement of cost of one of the specified technology items, the invoice and other supporting documents need to be in your name. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/altered documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment.

Q: Is there a preferred vendor or can I select any vendor of my choice?

A: To provide you with more flexibility and the opportunity to search across multiple vendors for in-stock products (if needed), you may purchase qualifying items from any vendor of your choosing.

Q: E-commerce vendors don't service my location. Can I purchase these items from a local shop and pay cash?

A: No. Cash payment for purchasing the qualifying technology items is not eligible for reimbursement. To be eligible for reimbursement, you will need to make the purchase using your personal card or one of the many mobile payment applications.

While submitting your reimbursement claim in DTE, you will be required to upload proof of payment (bank statement, credit card statement, transaction receipt from the mobile payment applications) and the receipt/invoice from the seller with the name of the merchant establishment and their GST number clearly legible.

Q: if I don't use my full allowance by May 28, 2022, can I carry the remaining balance forward?

A: No. If your reimbursements submitted for the period September 28, 2021 through May 28, 2022 totals less than INR 15,000, the remaining balance WILL NOT be carried over into the next fiscal year.

Q: If someone is serving their notice period, will he/she be eligible to claim any benefits for expenses incurred under the allowance?

A: No, professionals serving their notice period are not eligible.

Professionals eligible for this allowance include:

- Full-time professionals of HashedIn, working a minimum 24 or more hours per week.
- Professionals on an approved leave of absence, except for a personal leave.

Professionals not eligible for this allowance include:

- Interns, Fixed-term employees, temporary or contract professionals, or professionals on salary continuation.
- Professionals who are on a personal leave of absence

- Professionals serving in their notice period

6.2 FAQ's on Commuting Benefits

Q: Who is eligible for the Hybrid Commuting Reimbursement?

Eligible Personnel include Full-time professionals, including managing directors, of the Deloitte U.S. India ("USI") entities, working a minimum 24 or more hours per week

The following individuals are not eligible to apply for the allowance

- Interns, Fixed-term employees, temporary professionals, contractors, or professionals on salary continuation
- Professionals who are on leave of absence

Q: When can I begin expensing commuting costs?

Starting June 4th, 2023 Hybrid Commuting Reimbursement (expense type) will be activated in DTE to reimburse all Eligible Personnel for normal commuting costs (e.g., taxi/rideshare, parking, tolls, mileage (cost of gas is accounted for in mileage when using your personal car, metro), or transportation of your choice) up to INR 20,000 incurred between June 4th, 2023 and October 2023 that are not otherwise reimbursable. This is extended for FY23 also.

If you are a corporate card holder, expenses should be incurred using the corporate charge card where accepted. As a reminder, you are responsible for ensuring that your corporate card is paid in full by the monthly due date. If you have incurred expenses on your corporate card that qualify for reimbursement under the subsidy, please pay your American Express balance by the deadline, then submit a manual expense for reimbursement of these charges once the new expense type is available in DTE.

Q: How do I expense commuting costs?

Costs can be charged to the expense type category, Hybrid Commuting Reimbursement, in DTE to GAAxxxxx-01-01-01-yyyy (where xxxxx represents your home RC and yyyy is 0000) unless your leadership has specified otherwise. Deloitte Consulting must charge to LPX03697-01-01-01-COMM.

Receipts are required for all expenses (except for mileage) and the activity should reflect an expense you alone incurred. For example, if there is a shared taxi the individual that incurs the costs would submit the reimbursement. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/altered documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment.

Q: What period does this program cover?

The program is effective for the period September 28, 2021 through May 28, 2022, offering Eligible Personnel reimbursement on 100% of the cost up to a total of INR 20,000. Reimbursement of these expenses will be re-evaluated for FY23.

Q5: How do I know what is considered my normal commute?

Your “normal commute” is the distance and expenses related to the commute from your primary residence (your residence that is a reasonable commutable distance from your assigned office location) to your primary work location (the location you are expected to work from if not at home) including, but not limited to, mileage, transportation, parking, and tolls. Your primary work location may be your assigned Deloitte office, closest Deloitte office (if different from assigned office), or engagement/project location if the intent is you consistently work at that location. “Home” is not considered a primary work location.

Q: How do I calculate mileage expense?

The cost of mileage is the total miles travelled multiplied by the applicable rate below.

- Two Wheeled: INR 6/KM
- Four Wheeled: INR 12/KM

Details on where you traveled from/to and the number of miles used in your calculation should be included in the comment field of your DTE submission.

Q: How can I claim for “Hybrid Commuting Reimbursement” in the DTE Tool?

A: Please refer the below steps:

- Open the DTE link in your browser

<https://dte.deloitte.com/te/ExpenseSummary.aspx>

- Go to the “Expense” tab and select “Manual Expense”
- Enter the details related to the “Hybrid Commuting Reimbursement”

expenses as mentioned in the screen-shot below.

Time & Expense

T&E Home Expense Reports

Manual Expense Entry

Expense Type: Hybrid Commuting Reimbursement [Learn More](#)

Apply Preference (OPTIONAL): Select a preference

Receipt Date: 11/10/2021

Amount: INR 0.00

You have INR 20000.00 left to spend for the year ending on 05/28/2022

Vendor:

Charge Code: Start typing to find a charge code [Split](#)

Location: Start typing to find a location

Substantiation: Commuting costs for <mode of transportation e.g., mileage, tolls, rideshare/taxi, public transportation>. If mileage, please enter <from> and <to>. [Clear](#)

Commuting costs for <mode of transportation e.g., mileage, tolls, rideshare/taxi, public transportation>. If mileage, please enter <from> and <to>.

Cancel This week's report Save To Report

Q: I utilize Deloitte provided transportation. How does this apply?

Deloitte provided transportation does not create a cost to the individual, so it is not a reimbursable expense.

Q: I recently joined Deloitte. Am I eligible for the full INR 20,000 or is the amount prorated based on my start date?

There is no proration from your start date. You are eligible for the full INR 20,000 through May 28, 2022.

Q: Can I use my corporate card to pay for my commuting costs?

If applicable, use of the corporate card is required, where accepted, for qualifying purchases. The related charges should be imported from your corporate card into DTE, not to exceed INR 20,000. If you do not have a corporate card, please use your personal card to take advantage of the allowance.

Q: How can I access my balance for this year?

Your available allowance balance will show up in DTE when selecting the Hybrid Commuting Reimbursement expense type.

Q: I claim tax exemption for my gas expenses, can I take advantage of this program?

No, if you submit for mileage reimbursement in DTE through this program, you should not submit your gas expenses for tax exemption.

Q: Is reimbursement under this program taxable to me?

Yes, this is a taxable reimbursement.

Questions

If you still have questions, contact the CoRe Contact Center at +1 800 DELOITTE (x2222 in the office).

Q: Who is eligible for the Hybrid Commuting Reimbursement?

A: Eligible Personnel include HashedIn Full-time professionals.

The following individuals are **not** eligible to apply for the allowance:

- Interns, Fixed-term employees, temporary professionals, contractors, or professionals on salary continuation.
- Professionals who are on leave of absence.

Q: When can I begin expensing commuting costs?

A: Starting November 1, 2021, Hybrid Commuting Reimbursement (expense type) will be activated in DTE to reimburse all Eligible Personnel for normal commuting costs (e.g., taxi/rideshare, parking, tolls, mileage (cost of gas is accounted for in mileage when using your personal car), or transportation of your choice) up to INR 20,000 incurred between September 28, 2021 and May 28, 2022 that are not otherwise reimbursable. While costs are eligible beginning September 28, 2021, expenses should NOT be submitted for reimbursement prior to November 1, 2021.

If you are a corporate card holder, expenses should be incurred using the corporate charge card where accepted. As a reminder, you are responsible for ensuring that your corporate card is paid in full by the monthly due date. If you have incurred expenses on your corporate card that qualify for reimbursement under the subsidy, please pay your American Express balance by the deadline, then submit a manual expense for reimbursement of these charges once the new expense type is available in DTE.

Q: How do I expense commuting costs?

A: Once the new expense type, Hybrid Commuting Reimbursement, is activated in DTE, costs can be charged to GAA58616-01-01-01-3001 (if you are from Delivery function or GAA58617-01-01-01-3001 (if you are from Enabling function) unless your leadership has specified otherwise. Receipts are required for all expenses and the activity should reflect

an expense you alone incurred. For example, if there is a shared taxi the individual that incurs the costs would submit the reimbursement. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/altered documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment.

Q: What period does this program cover?

A: The program is effective for the period September 28, 2021 through May 28, 2022, offering Eligible Personnel reimbursement on 100% of the cost up to a total of INR 20,000. Reimbursement of these expenses will be re-evaluated for FY23.

Q: How do I know what is considered my normal commute?

A: Your “normal commute” is the distance and expenses related to the commute from your primary residence (your residence that is a reasonable commutable distance from your assigned office location) to your primary work location (the location you are expected to work from if not at home) including, but not limited to, mileage, transportation, parking, and tolls. Your primary work location may be your assigned Hashedin office or engagement/project location if the intent is you consistently work at that location. “Home” is not considered a primary work location. Expenses to return to your primary residence from another location if you temporarily relocated are not eligible for reimbursement under this program.

Q: How do I calculate mileage expense?

A: The cost of mileage is the total miles travelled multiplied by the applicable rate below.

- Two Wheeled: INR 6/KM
- Four Wheeled: INR 12/KM
- Details on where you travelled from/to and the number of miles used in your calculation should be included in the comment field of your DTE submission.

Q: I recently joined HashedIn. Am I eligible for the full INR 20,000 or is the amount prorated based on my start date?

A: There is no proration from your start date. You are eligible for the full INR 20,000 through May 28, 2022.

Q: How can I access my balance for this year?

A: Your available allowance balance will show up in DTE when selecting the Hybrid Commuting Reimbursement expense type.

6.3. FAQ's on Home Internet Connectivity

Q: What is the effective date of this program claim?

A: November 1, 2021

Q: What is the maximum amount that can be claimed under this program?

A: INR 1500 per month (including taxes and charges). Refer to the [Enrolment process](#) for details.

Q: Can I claim reimbursement for multiple connections within INR 1500?

A: No. Only one connection is eligible. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: What DTE charge code should I use for claiming reimbursement?

A: GAA58616-01-01-01-3001(if you are from Delivery function or GAA58617-01-01-01-3001 (if you are from Enabling function). If you are charging this to a project code, please seek prior approval from your project lead.

Q: Should the connection be from a specific Internet Service Provider?

A: No. You can choose any one internet connection subject to meeting requirements. Refer to the [Enrolment process](#) for details, **Note:** Huawei products (wireless routers/data card/USB dongle models) are not approved for use and are ineligible for use and reimbursement.

Q: I have an existing internet connection, can I claim reimbursement for the same?

A: Yes, subject to the connection meeting the prescribed requirements. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: I have a 500 Mbps internet connection with higher download limit and I am paying INR 2000 per month. Can I claim INR 1500 through DTE reimbursement and claim remaining amount as tax reimbursement (through “My Reimbursements”)?

A: You can claim INR 1500 as reimbursement through DTE. The remaining amount cannot be claimed as tax reimbursement. Alternatively, you can claim tax exemption on INR 2000 if this is not being claimed in DTE. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: I will be going on a short/medium/long-term rotation outside India. Can I continue to claim reimbursement under this program?

A: No. Reimbursement cannot be claimed while on assignment outside India.

Q: I have opted for an annual/semi-annual plan. How do I claim?

A: You can claim the expense on a monthly basis by charging the per month cost. Refer to the [expense claim process](#) for details.

Q: Can I claim reimbursement for USB dongle/Internet data card connection?

A: You can claim reimbursement. Refer to the [Enrolment process](#) for details. ***Note:** Huawei products (wireless routers/data card/USB dongle models) are not approved to be used and hence not eligible for use or reimbursement under this program.

Q: I use my mobile hotspot for work, can the data charges on the mobile bill be reimbursed?

A: No. Mobile hotspots cannot be used as a regular internet connection. Refer to the [Enrolment process](#) for details

Q: Will the amount reimbursed to my salary account be taxed?

A: No. This is similar to any other DTE reimbursement.

Q: My office location is Bengaluru, but I am working out of my hometown in Madhya Pradesh. My internet connection bill is in the name of my parent/spouse/relative. With HashedIn operating virtually, can I claim reimbursement for my Madhya Pradesh internet connection?

A: Considering that HashedIn is currently operating virtually, reimbursement can be claimed for your internet connection (at your hometown/any other city in India). If you are working from a different India location other than Bengaluru, you can claim reimbursement of your internet charges even if the invoice/bill is not in your name. This should be approved as an exception by your manager. The approval email must be included as supporting documentation in DTE. Note that international telecommuting is

prohibited as per [Time Reporting \(Time, Travel & Expense Policy\) Administrative Policy Release - 510 \(IND\)](#).

Q: My friend/roommate/spouse/partner/significant other are HashedIn employees and share the internet bandwidth. Can both of us claim?

A: No. The same bill/connection cannot be used to claim reimbursement by two people. Note that you can only choose one benefit i.e. reimbursement or tax exemption.

Q: I am on extended leave of Absence (LOA)/Maternity. Can I claim?

A: No.

Q: My Intennection is meeting minimum ITS recommended speed and within the approved limits, can I claim reimbursement for INR 1400?

A: No. Reimbursement is for Internet connectivity charges only. Expense for Netflix package should be treated as personal expense. Refer to the [expense claim process](#) for details.

Q: Is my internet expense reimbursement submission audited?

A: No. All reimbursement submissions are subject to verification consistent with our expense reporting policies. Any fraudulent submissions will lead to disciplinary action, up to and including termination.

6.4. FAQ's on Well-being Subsidy

1. **Is the Subsidy maximum up to INR 25,000, regardless of the cost of the**

purchase?

The program offers a total Subsidy of up to INR 25,000 each fiscal year towards one or a combination of qualifying purchases. For expenses dated and entered in Deloitte Time & Expense (DTE) on or after January 1, 2022, 100% of the cost of the qualifying purchase is eligible, up to INR 25,000 each fiscal year. For example, if you purchase a treadmill for INR 15,000 and a gym membership of INR 10,000, then you are eligible to be reimbursed for the entire INR 25,000 for expenses incurred.

2. What period or year does the program follow?

The Subsidy program follows the Deloitte *fiscal* year (generally, June through May). All qualifying expenses incurred in a fiscal year can be reimbursed providing it does not exceed the maximum allowable reimbursement of INR 25,000. New hires can claim reimbursement for expenses incurred post their effective date of joining.

3. Since the program will launch in January 2022 (mid-FY22), am I eligible for the full annual Subsidy of INR 25,000?

Yes, professionals can avail the Well-being Subsidy up to a maximum of INR 25,000 every fiscal year. With the program launch on January 1, 2022 (middle of FY22), professionals can claim the full Subsidy (up to INR 25,000) for qualifying expense(s) incurred from January 1, 2022 through May 28, 2022. Note that any qualifying purchases before the policy launch are not eligible for reimbursement under the Subsidy.

4. I am currently tagged to the Delhi location and have been utilizing the Delhi Gym Reimbursement program. Am I eligible for the Subsidy?

All active HiD full-time professionals, regardless of their office location, will be eligible for a maximum reimbursement of up to INR 25,000 per fiscal year.

5. I am a HiD rotator (long-term, medium-term and short-term) to the US. Am I eligible for the Subsidy?

Yes, all HiD to US rotators (long-, medium- and short-term) will be entitled to the US Well-being Subsidy. If they return to India during the fiscal year and have not made any claims or their claims in the host country are less than INR 25,000 overall in that fiscal, they will be eligible to claim under the HiD program to the extent maximum allowed in HiD (i.e., INR 25,000).

6. Can I use my corporate card to pay for my membership/purchase?

Yes, in fact, the corporate card is the preferred way to pay for your membership/purchase covered under the Subsidy. The related charge should be imported from your corporate card into DTE, not to exceed INR 25,000 in a fiscal year. If you are issued an Amex corporate card, use of the corporate card is required, where accepted, for qualifying purchases. If you do not have a corporate card, please use your personal credit/debit card, internet banking, UPI etc. to take advantage of the Well-being Subsidy. Please note that for all reimbursement requests, irrespective of the bill amount, you

must provide a legible copy of proof of payment receipt(s) and/or related invoice(s) in your name for the qualifying membership/ participation/ purchase, including the total amount paid, identification of the particular service or product purchased, and name and GST number of the merchant establishment. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/altered documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment.

-
7. **My gym membership is automatically deducted each month from my bank account. What can I provide as proof of payment in accordance with the Subsidy?**
In this case, a copy of your bank statement can serve as appropriate proof of payment, so long as you also provide a valid GST invoice documenting the total cost of your membership. Simply redact all personal or irrelevant information when you submit it.
 8. **I have a joint membership with my spouse. How much can I submit for Subsidy reimbursement?**
You can submit the cost of only your share of a joint or family membership, (i.e., the cost of a single adult membership billed in your name). Spouses, domestic partners, and dependents of professionals are not eligible for the Subsidy.
 9. **Why is the Subsidy taxed?**
The Subsidy reimbursement is considered a taxable benefit (which is not grossed-up), and therefore, is subject to applicable taxes (which will be reflected in your pay statement following reimbursement).
 10. **Is the cost of tax and shipping covered by the Subsidy?**
The cost of tax, shipping, handling, delivery, and like charges are eligible for the Subsidy.
 11. **I recently joined HiD. Am I eligible for the full INR 25,000, or is that amount prorated based on my start date?**
No, there is no proration from your start date. You are eligible for the full INR 25,000 reimbursement per fiscal year for qualifying purchases incurred once you are on board as an Eligible Professional as defined in the Subsidy Program document.
 12. **My spouse and I both work for HiD and we made a qualifying purchase together. Can we each claim that purchase?**
The Subsidy covers an Eligible Professional's share of a qualifying membership/purchase. In the event that an item has been purchased together, you and your spouse can each claim 50% of the total cost of the item, or only one of you can claim 100% of the total cost. Both of you are eligible for a total Subsidy of up to INR 25,000 per professional.

For any additional questions, please contact the Deloitte Contact Center at

+1 800 2582 2222 or x2222 in the office and select option 1 for Talent.
Talent Support Analysts are available Monday through Friday from 9 a.m.
– 11 p.m. IST.

7. DTE Reimbursement Links

Expense Resources

Go through the expense resource training module [DTE training material](#) before getting started with Expense submission.

Expense Submission portal

After completing the training modules, Please submit the expense with valid supporting in the shared link [DTE portal for Expense submission](#)

FAQ

Answers to the frequently asked questions regarding Expense Reimbursements, can be found here [DTE FAQ](#)