

## # Finance & Budget Policy

### ## Expense Reimbursement

- Meals: ₹200 per day (field work only)
- Travel: Economy class airfare, AC-2 tier train
- Local conveyance: ₹500 maximum per day
- Receipts mandatory for all claims above ₹100

### ## Budget Approval Limits

- ₹0-50,000: Manager approval
- ₹50,001-5,00,000: Department Head
- Above ₹5,00,000: Finance Director

### ## Payment Terms

- Vendor payments: Net 30 days from invoice date
- Employee reimbursements: Within 7 working days of approval
- Petty cash: ₹5,000 maximum balance

Finance Team, Updated Q4 2025