**CLIENT MASTER**

**CLIENT DETAILS**

Client short name

Client Name

Client Location

Client Master Agreement Reference

Client Master Agreement Expires on

Upload Master Agreement

Upload Client Logo

Applicable SOW Type multiselect Cost+; Fixed; Permanent etc

Client Group ADD

Client Group Agreement Reference

Client Group Agreement Expires on

Upload Group Agreement

Budget Owner

Timesheet Approver

Type of Client Group Timesheet Manual/Automated

Timesheet Due On

Client Sub Group ADD

Client Sub Group Agreement Reference

Client Sub Group Agreement Expires on

Upload Sub Group Agreement

Budget Owner

Timesheet Approver

Type of Client Sub Group Timesheet Manual/Automated

Timesheet Due On

**PAYMENT POLILCY**

Billing Address

Address1

Address2

City

State

Pin code

Country

Client Invoicing

Contact Name

Phone

Email

Upload terms and conditions Upload

**LEAVE POLICY**

Same as Helius Leave Policy

Annual Leave

Medical Leave

Casual Leave

Maternity Leave

Paternity Leave

Compensatory Off Leave Allowed (Yes/No)

Leave Encashments

**REIMBURSEMENT POLICY**

Same as Helius Reimbursement Policy

Categories

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Allowed | Limit | Limit Amount | Requires supporting proofs | Approver Limit |
| Taxi Claims – Domestic | yes | yes |  |  |  |
| Meal Claims – Domestic | no | no |  |  |  |
| Taxi Claims -International |  |  |  |  |  |
| Meal Claims – International |  |  |  |  |  |
| Intracity Travel |  |  |  |  |  |
| Visa Charges |  |  |  |  |  |
| Flight Ticket Fare |  |  |  |  |  |
| Hotel Accommodation |  |  |  |  |  |