



Reimbursement Policy

Version – 1.0

Revision History

Version	Date	Author	Major Changes
1.0	01/11/2019	Kruti Shah	Initial Version
1.1	01/12/2022	Kruti Shah	Change in Reimbursement process

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Reimbursement Policy (Effective from: 01/11/2019, Version 1.0)

Eligibility Criteria

- Employee may be required to work after office hours or on weekends as per the project urgency and company needs.
- In such cases if employees are not eligible to get a benefit of "Compensatory Off Leave", they **may** entitle for any food or any other allowances with their Project Leaders prior approval.
- Contractor/Consultants will also be eligible to get such benefits with PM/ TL's approval.

❖ **Food:**

- Employee is eligible to get Rs 150 per head for food expense. If the food bill will be more than Rs 150/person, rest amount will be bear by an employee.
- When PM/TL is taking project Team out for any lunch/ Dinner in term of Employees Appreciation activities, they will have to take prior approval on email from CEO.

❖ **Travel:**

- If any employee have to visit any client or have to go out for official purpose, they can claim the transportation expense. This also need PM/ TL's prior approval on email.
- Employee is eligible to get transportation reimbursement of Rs. 12/ kilometer.

❖ **Mobile Phone Usage:**

- If any employee have to use their mobile phones to make international calls (for any emergency) to client with their personal phones, they can claim the call expenses from the company.
- They can share mobile usage history to PM/PL on email with the explanation of emergency usage of their personal phones to claim the reimbursement.

Reimbursement Process:

- When employee is getting benefit of such expenses i.e., Food allowances or transportation allowances, they will have to get prior approval from their PM/TL on an email.
- HR must be there in email chain regarding approval.
- The approval request should be in proper manner and with brief description
- To get expense reimbursement, employee will have to raise a support ticket on Helpdesk portal, to Account Department and have to submit all original bills or payment receipts to Admin.
- Keep your PM/TL in CC while raising a helpdesk ticket.

Validity:

- Original bills of food or transportation needs to be submitted to Admin. Xerox copy of bill will not be considered for any expense reimbursement.
- For mobile usage – Employee will have to show case original bill for reimbursement.
- Amount of equal to or less than Rs 1000/- will be paid in cash, higher amount will be paid in that month's salary cycle under expense reimbursement component.
- For Team Lunch/ Dinner, where bill amount will be on higher side where the reimbursement will be done along with salary process.
- Non approved bills will not get reimbursed in any case.