Company Name: IAI Solution

Policy Title: Employee Reimbursement Policy Version: 1.0

# Purpose

The purpose of this policy is to outline the guidelines and procedures for the reimbursement of expenses incurred by employees while performing work-related duties. This policy ensures transparency and consistency in the reimbursement process.

# Scope

This policy applies to all employees of IAI Solution who incur expenses in the course of their work duties.

# Reimbursement Categories

The following categories of expenses are eligible for reimbursement under this policy:

* **Food and Beverages**
* **Travel Expenses**
* **Accommodations**

1. **General Guidelines**

* All reimbursements must be supported by original receipts and submitted within **30 days**

of the expense incurred.

* Employees must complete the reimbursement request form and submit it along with the required documentation to the HR department.

# Specific Expense Guidelines

* 1. **Food and Beverages**
     + **Eligibility**: Reimbursement for meals is allowed when traveling for work or attending business meetings.
     + **Limits**: We have set food allowances for food reimbursements of ₹200 per meal.
     + **Restrictions**: Alcoholic beverages are not reimbursable.

# Travel Expenses

* + - **Eligibility**: Travel expenses are reimbursable for work-related travel only.
    - **Limits**: We have set allowances for travel reimbursements of ₹2,000 per trip, depending on the location and the employee's level. The allowance for daily office cabs is ₹150.
    - **Restrictions**: Any travel-related expenses incurred for personal reasons will not be reimbursed.

# Accommodation

* + - **Eligibility**: Reimbursement for hotel stays is allowed for overnight business travel.
    - **Limits**: Up to ₹50 per night, excluding taxes and fees.
    - **Restrictions**: Employees must use company-approved hotels when available.

# Submission Process

1. Complete the reimbursement request form.
2. Attach all relevant receipts.
3. Submit to the HR department for approval.

# Review and Approval

HR will review submissions for compliance with this policy and will either approve or deny the request within 10 business days.

# Policy Amendments

This policy may be amended at any time with prior notice to employees.