

TRAVEL AND EXPENSES REIMBURSEMENT POLICY

Objective:

Our travel policy aims to provide clear guidelines and procedures for all employees regarding business-related travel. By ensuring transparency, efficiency, and cost-effectiveness in travel arrangements, this policy aims to support our company's objectives while promoting employee comfort and safety during work-related journeys.

Its aim is to guarantee that employees undertake company-related travel safely, comfortably, and economically, in alignment with their role within the organization, while adhering to entitlements.

- Effective Date: This new reimbursement payout schedule will be effective from April'24.
- Prior Intimation and RM's Approval: Employees planning business travel are required to inform their respective Reporting Manager/s (RM) in advance and obtain approval. It is appreciated if employees provide an estimated expense amount along with their travel request to facilitate budget planning and bookings.
- Reimbursement Claim Form: Expenses Reimbursement Claim Form pasted for reference and action. Attached Editable Form for future reference too.
- **Documentation Requirements:** To streamline the reimbursement payout process, employees are required to provide detailed documentation for each expense, including receipts, invoices, and any other relevant documentation.

Empowering Enterprises

- Claim Approval: Fill in expense reimbursement details according to entitlements (Expense Category & Mode) and obtain RM's approval by copying HR in cc with the accompanying bills via email (convert files to PDF).
- Claim Submission Timelines: To ensure timely reimbursement processing, submit your reimbursement requests before or by the 6th and 16th of every month, before the payout dates.
- Reimbursement Payout Dates: Reimbursements will be processed on the scheduled payout dates i.e.10th and 20th of every month, against approved claims received before "Claim Submission Timelines".



Find Below Details about Expenses Category:-

Expenses Category	MODE	Travel Type		Description and Entitlements		
Local Conveyance	Car/Bike (Own Vehicle)	Local Travel	->	Two-Wheeler	Rs 5/- Per KM	
		Within City (Own Vehicle)	->	Four-Wheeler	Rs 10/- Per KM	
			->	KM to be mentioned (Fro Conveyance	m & To) in case of Local	
Travel Expenses	CAB/Hired Car /Auto Local Travel Within City Subject to RM Approval with prior intimation Expenses		vith prior intimation on Approx.			
	Air/CAB/Hired Car /Railway/Bus	Outstation Travel	->	Subject to RM Approval with prior intimation on Approx. Expenses		
Other	Accommodation/ Food/ IT asset procurementetc		->	Subject to RM Approval v	vith prior intimation	

Expenses Reimbursement Claim Form:

Roots Innovation Labs Pvt. Ltd. (AIQoD) A I Q O D EXPENSES REIMBURSEMENT CLAIM FORM									
		NAME:		Designation:	Claim For Month				
Date	Bill No	Expenses Category	MODE	Purpose	From	То	Km (Up/Down)	RATE Per KM	Amount
							+		
						+	+	-	
							_		
							+		
								TOTAL=	0
- 11			- cl		Submitted On				
Prepared by			Ch	Approved by Subm					
		Expenses Category	MODE			T			
F		Local Conveyance	Car/Auto/Bike (Own Vehicle)	(Local Travel within City)	->	* Two Wheeler	Rs 5/- Per KM		
2530 6011464		zoca. conveyance	(assertate mann		->	* Four Wheeler Rs 10/- Per KM			
					->	* KM to be mentione			Conveyance
Travel Expense		Travel Expenses	CAB/Hired Car /Auto (Local Travel within Cit		->	* Subject to RM Approval with prior intimation on Apprx Expenses			
			Air/CAB/Hired Car /Railway/Bus	(Outstaion Travel)	->	* Subject to RM Approval with prior intimation on Apprx Expense			
						,			
Other		Other	Accomodation/Food/IT asset procurement.	->	* Subject to RM Approval with prior intimation				
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Approved by	Anil Nair (CEO)		
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