

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.
- **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".

