# Travel & Expense Reimbursement Policy - India

## 1. Purpose

To define the rules and procedures for employee travel and expense reimbursements, ensuring transparency, cost control, and compliance with Indian laws.

## 2. Scope

This policy applies to all employees — permanent, probationary, contractual, interns — who incur travel or business expenses on behalf of the company.

## 3. Eligible Expenses

Reimbursable expenses include:  
- Travel costs (airfare, train, taxi, cab, mileage for personal car use)  
- Hotel/lodging expenses (within company-approved limits)  
- Meals and daily allowance during travel  
- Business-related communication costs (calls, internet, roaming charges)  
- Conference/workshop registration fees (if pre-approved)

## 4. Non-Eligible Expenses

The company will not reimburse:  
- Personal entertainment, alcohol, or leisure activities  
- Fines, penalties, or traffic challans  
- Family member expenses during business trips  
- Upgrades (business class travel, luxury hotels) unless pre-approved

## 5. Travel Advances

- Employees may request a travel advance with manager approval.  
- Advances must be settled within 7 working days of trip completion.

## 6. Reimbursement Process

- Employees must submit claims via the company’s expense reimbursement system or HR portal.  
- Claims must be supported by original receipts, invoices, or e-bills.  
- Reimbursement requests must be submitted within 30 days of travel.

## 7. Mileage Reimbursement

- Personal vehicle use for official travel will be reimbursed at company-approved mileage rates (e.g., ₹8/km for two-wheeler, ₹12/km for car).

## 8. Tax Compliance

- All reimbursements will comply with Indian Income Tax rules.  
- Employees must submit GST-compliant invoices wherever applicable.

## 9. Exceptions

Any exceptions to this policy must be approved in writing by the respective department head or HR.

## 10. Review & Amendments

This policy will be reviewed annually and updated in line with business needs, tax laws, and compliance requirements.