

Expense Reimbursement & Travel Policy



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Table of Contents

1. Revision History	3
2. Document Number	3
3. Document Properties	3
4. Purpose	4
5. Scope	4
6. General Guidelines	4
7. Authorization Responsibilities	4
8. Documentations	4
9. Policy Exceptions	4
10. Types of Expenses:	4
Pre – Approved Expenses	4
Travel & Conveyance Expense Reimbursements	5
Accommodation Expenses Reimbursement & Daily Allowance on Tour	6
Meals & Mobile Expenses	7
Non-Approved Expenses	7
11. Process of Reimbursement	7

1. Revision History

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3. Document Properties

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4. Purpose

The purpose of this document is to promulgate the company policy relating to reimbursement of expenses which might arise because of performing duties and discharging responsibilities on official business for the company. It is Company's policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of its business.

This policy defines the upper limits of entitlements for Local Conveyance, Modes of Travel, Boarding and Lodging, Daily Allowance and Accommodation Allowance as well as the guidelines for authorization of local conveyance and business travel, and settlement of travel expense claims.

5. Scope

Expense Reimbursement Policy is applicable to all employees.

6. General Guidelines

- The basic principle governing expenses is that an individual should neither gain nor lose funds while conducting Company business.
- Company will only reimburse expenses incurred in connection with Company business that are appropriately documented by the employee.
- All qualified expense claims along with relevant receipts must be submitted within 14 days from the expense date.

7. Authorization Responsibilities

It is the responsibility of those approving reimbursement to ensure that:

- Expenses are incurred for the benefit of or are in the best interest of the company.
- Expenses are reasonable and incurred as outlined in this policy.
- Documentation is complete and original receipts are provided
- All eligible and duly filled claims are approved within 10 days from the date of submission.

8. Documentations

All claims for reimbursement of expenses are to be supported by evidentiary documentation such as original receipts and approved expense claim form.

9. Policy Exceptions

Any exception to this policy must have the prior written approval of the Professor In Charge (PIC). Requests for exceptions should document extenuating circumstances.

10. Types of Expenses:

1. Pre - Approved Expenses

2. Non-Approved Expense

Pre – Approved Expenses

These are the expenses which are already approved either by management or by the Manager. It includes expenses done on for conveyance/travel, accommodation/lodging, telephone & internet and meals.

Travel & Conveyance Expense Reimbursements

Travel expenses may include the following:

a.) Public transport expenses: It includes auto, city bus, rickshaw and metro train. Mode of transportation used should be the most economical one suitable for the purpose of the trip. Though all public transport doesn't provide receipts, but whoever provides, the same should be submitted to the Admin/Accounts department for reimbursement. Local travel for business purpose will be reimbursed as per actual.

b.) Air Travel/Train Travel: Travel through air or train, will be booked by Company itself. Travel entitlement outside the Country will be Economy class for all designations. Below is the table for all designations:

Travel Entitlements within the Country

Designation	Travel Entitlement
CEO/COO & CTO	Economy class by air or AC-I by train
All other Designations	Economy class by air or AC-II by train

c.) Cab fares: Cabs are to be used only when public transport or other transportation is more costly/unavailable, or unsuitable to only authorized employees or on the basis of pre-approval.

Employees will be allowed to rent a car while out of town provided that advance approval has been given by the management or the cost is less than the alternative methods of transport. The same rule will be applicable for employee who stay back in the office after 8 pm for official purpose. The request for working-late shall be permitted with prior approval from the Reporting manager, under intimation to the Admin department.

Employees who generally stay back to complete their daily tasks or activities will not be eligible to claim it. Reimbursement of cab fares will require a receipt.

d.) Fuel Expenses: Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law.

Mileage/fuel will be reimbursed at the allowable rate by the company. Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The rates for 2-wheeler & 4-wheeler are given below in the table.

S. No.	Vehicle	Reimbursable Amt.
1	4-wheeler	Rs. 24/km.
2	2-Wheeler	Rs. 12/km.

Commuting from home to place of work and vice-versa is not covered under the official duties and hence is not permissible for reimbursement. In the similar way, for employees working at Client site, commuting from home to client site directly or vice-versa will also not be permissible for reimbursement.

e.) Parking Fees, and Toll Charges: Tolls and reasonable parking costs shall be entitled for reimbursement.

f.) Travel Advance: An employee may request a travel advance to cover the anticipated expenses of travel. Advances will only be made after travel is approved and will be based on a reasonable estimate of expenses to be incurred.

Advances must be cleared within 14 days of return from travel. All travel advances must be cleared within the same fiscal year that the expense was incurred in, barring advances for travel done in the last month of the fiscal year which can be accounted for in the first month of the new fiscal year. **Advances not cleared within 60 days from the end of the trip will lead to recovery of travel advance with penal interest.**

Carry over of travel advance from one trip to the next are not allowed. All advances are to be reconciled with the travel report for each individual trip. Excess funds will not be held by the employee for the next trip.

Further advances will not be granted until the outstanding advance is cleared. In case of postponement or cancellation of trip, the employee is to refund any advance immediately.

Accommodation Expenses Reimbursement & Daily Allowance on Tour

Employees undertaking travel, to/from client locations and/or outstation client offices for business meeting, will stay at the designated hotels where corporate discount rates are availed of by Company.

Admin department will arrange for boarding and lodging for employees, traveling to/from client locations and/or client offices for business meeting, at the intimation from the person(s) undertaking the travel.

In case of non-availability of accommodation with the designated hotels, the Admin department will exercise discretion and good business judgment while deciding for other available options with respect to accommodation expenses. In case, when travel is planned at the last moment and accommodation couldn't be arranged by Admin department, travelling employee can book it as per their convenience but within the budget or given limits by the company. The limits are as follows:

Designation	Travel Entitlement
CEO/ COO & CTO	Boarding and Lodging Expenses upto Rs. 5000/ per day. AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city.
All other Designations	Boarding and Lodging Expenses upto Rs. 4500/ per day. AC taxi charges of up to 75 km per day for travel within the city

Reasonable expenses beyond the upper limit of entitlement need to be approved by the next level of management.

Business Meals (Client Entertainment), Gift for Clients and Team Outing Expenses:

Business meals are meals during which specific business discussion takes place. These will be reimbursed on a contingent basis and on actuals.

Recognizing that it is an appropriate use of Company's funds to purchase modest gifts for clients, reimbursement will be made for the purchase of reasonable items. Any gifts of merchandise for such purposes shall be modest and reasonable.

In each quarter, Managers or team leads are encouraged to take their teams out for lunch or dinner to keep them engaged & motivated. For this a manager or lead can spend the following on their team members:

S. No.	Reimbursable Amt.	For
1	Rs. 500 per employee	Per Quarter

Mobile Expenses: Any employee making calls for official purposes can claim mobile expenses of up to Rs.500/- per month, provided that the reporting manager approves it.

Non-Approved Expenses

These are the expenses which are not pre-approved by anyone (but need to be approved post-facto) and have been incurred due to a sudden unforeseen requirement that had to be fulfilled. It includes expenses done for travel, meals & gifts to the Client. These will be reimbursed on actuals on a contingent basis.

11. Process of Reimbursement

- All the expenses need to be filed into a reimbursement form and sent to the Manager for approval.
- Expense Claim Form must be duly approved by the Manager and submitted to Accounts department with original bills.