

Travel & Expense Reimbursement Policy

Purpose

To establish uniform procedures for official travel and reimbursement of expenses incurred by employees for business purposes.

Scope

Applicable to all employees undertaking official travel, both domestic and international, on behalf of the organisation.

Key Elements

Travel Authorisation: All travel must be pre-approved by the reporting manager or designated authority.

Travel Bookings: Employees should use the approved travel desk/agency for booking flights, trains, and hotels, unless permitted otherwise.

Eligible Expenses: Air/rail/bus fare, hotel accommodation, local conveyance, meals during official travel, and incidental business expenses.

Non-Reimbursable Expenses: Personal entertainment, alcohol (unless client-hosted), family expenses, fines, and upgrades without approval.

Daily Allowance: Employees may claim per diem allowances for meals and incidental expenses, as prescribed.

Expense Submission: Claims must be supported with original receipts and submitted within 7 working days of completion of travel.

Mode of Reimbursement: Approved claims will be reimbursed via payroll or direct bank transfer.

Audit & Compliance: The finance/HR team reserves the right to review and reject non-compliant claims.