

# Policy: Reimbursement Claims

PL No – 5

Issued On – 12/10/2020

Revised On – 16/07/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

If you are doing any expenses for which you are eligible to take reimbursements from the company, in that case all expenses done by you shall be claimed by the end of that month, in which expense were done. At the max it shall be covered in next month. If you fail to do so, no arrear can be claimed afterwards. Hence no employee is supposed to send any expenses for more than 2 months, as it leads to loss of production time of other staffs in tracking the trail of it.

*Ok Approved*

Written By

Head – HR



*Approved*

Approved By

Management