



Reliance Infrastructure Limited

Reimbursement Guidelines

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Reimbursement Guidelines
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	This document covers the policies and guidelines with respect to Reimbursement Guidelines
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Reimbursement Guidelines

1. Objective

1.1 The purpose of this document is to define and lay down rules and guidelines for claiming reimbursement of official expenses by employees.

2. Scope

2.1 This policy shall cover all employees on rolls of R-Infra and its Associate / Group Companies. This policy shall also cover any new company to be established within or amalgamated with R-Infra Group unless it is decided to have a separate policy for its purpose.

3. Policy and Procedure

3.1 Employees may have to incur certain official expenses while discharging their duties. Such official expenses incurred by employees shall be reimbursed on submission of necessary proofs / documents based on the nature of expenses being reimbursed. In case of MOUL employees, reimbursement shall be done via expense claim form.

3.2 Cadre-wise eligibility and limits of various types of reimbursements shall be as mentioned in the respective Policy document.

3.3 Employees shall claim reimbursement of expenses through ESS. At the time of request creation, employee shall also upload all necessary approvals / receipts / proofs.

3.4 On submission of the ESS request, the same shall be self-approved irrespective of the grade / cadre of the employee. Request shall be further sent to respective Finance executive for processing.

3.5 Reporting officer of the employee shall be informed through system generated mail regarding the nature of expenses and amount being claimed. Reporting officer is shall speak to the employee & finance team in case he feels there is some discrepancy / deviation.

3.6 The concerned Finance executive shall verify the claim details, process the request and make the payment to employee within 7 days from the date of submission of request.

3.7 On approval of the request from finance team, system generated mail shall be sent to employee for information.

3.8 In event that the claim submitted by an employee is incorrect or is not supported by necessary documents, excess amount reimbursed if any shall be recovered from subsequent salary of the employee. This may be recovered in suitable installments if required.

3.9 Following expenses shall be excluded for reimbursement:

- 3.9.1 Personal expenses of any nature including expenses incurred for family / friends
- 3.9.2 Fines, penalties or any charges of similar nature
- 3.9.3 Alcoholic beverages, cigarettes or any item of similar nature
- 3.9.4 Babysitter fee / Pet Care fee
- 3.9.5 Vehicle repair charges
- 3.9.6 International Roaming Charges for personal trip
- 3.9.7 Excess Baggage Fee

- 3.10 The above list is indicative. Business finance teams shall decide on the payment basis the nature of expenses on case to case basis.
- 3.11 In case of trips sponsored by the vendor or company wherein the travel, lodging and boarding expenses have been taken care of, the employee will not be entitled to any claim except out of pocket, transit expenses and local conveyance expenses.
- 3.12 Employees found claiming reimbursement of amounts in excess of actual expenses / personal expenses shall be subject to disciplinary action.

4. Exceptions

- 4.1 If necessary under special circumstances, any requirement stated in this Policy can be considered for exception on a case-to-case basis.
- 4.2 Such exception can be granted in the form of a written approval by Head – Corporate HR and Group CEO. However, it shall be ensured that such exemptions are in overall harmony with organizational policies and values.