

T4G Impact Tech Foundation

Staff Expense Reimbursement Policy

Document Release Notice	
Document Title	Reimbursement Policy
Version No.	1.0
Release Date	01/04/2024
Policy Owner	Operations and Admin Manager

1. Introduction:

T4G Impact Tech Foundation values your dedication and recognises the crucial role you play in driving positive change. This policy is a testament to our commitment to supporting your journey, ensuring you have the resources and backing needed to make a lasting impact. This policy outlines the guidelines for reimbursement of work-related expenses.

2. Purpose:

The purpose of this policy is to provide clear guidelines to employees for submitting work related expenses for reimbursement, timelines, forms that needs to be filled up, documents that need to be submitted to approver and payment cycle.

This policy is designed to:

- a) Empower you: We trust you to make responsible decisions when incurring expenses related to your work-related activities. This policy provides the framework for you to confidently claim reimbursements for eligible expenses, freeing you to focus on your impactful work.
- b) Promote transparency: Clear guidelines ensure staff members have a shared understanding of what expenses are covered and the process for claiming reimbursements. This transparency fosters trust and open communication.
- c) Minimise financial burden: This policy helps alleviate financial concerns by providing smooth reimbursement of work-related expenses, allowing you to concentrate on your mission without financial worries.

3. Reimbursement:

- a) Staff members (i.e. employees, interns and contracted individuals) shall be entitled for reimbursement of work-related expenses incurred in line with the policies of the Foundation.
- b) This includes travel expenses incurred as per Travel Policy and any work-related expenses incurred as per procurement policy.
- c) Expenses by employees towards any meeting expense on behalf of the Foundation will be covered.
- d) Any meeting expense of more than ₹5,000 requires prior approval by the operations manager or next level.
- e) All expense claims, including supporting documentation and invoices/bills/receipts should be submitted by the employee to his/her manager within 60 days of the date of such expense.
- f) Manager to approve / reject of the reimbursement requests within three working days from the date of submission by the staff member.

4. Low value Bills / receipts:

As a general practice, all staff members are required to submit scanned copies of all the bills, receipts and memos towards expenses that need to be reimbursed.

If in the normal course of business, staff members could not get / missed small size expenses bills / receipts (Up to Rs 300), a self-declaration is to be submitted to the manager for reimbursement.

5. Payment Cycle:

- a) Accounts will process payments twice a month i.e on 10th and the 25th of every month.
- b) A minimum 7 days time is needed for processing of the valid approved expense claims.

6. Exceptions to this Policy:

- a) All exceptions to the above are to be approved by the operations manager.
- b) All exceptions in the case of the operations manager must be approved by the CFO.
- c) All exceptions in the case of the CFO may be approved by one of the directors.