

# T4G Impact Tech Foundation

## Advance Policy

Document Release Notice	
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## **1. Introduction:**

This Policy document provides guidelines for T4G Impact Tech Foundation staff members (i.e. regular employees, interns and consultants) on requesting for advance towards travel or other business expenditures.

## **2. Purpose:**

The Purpose of this policy is to ensure that staff members,

- a) have clear guidelines on policy on requesting advance.
- b) know lead time for crediting advance into their bank account.
- c) process of settlement of advances.

## **3. Process:**

- a. Staff member to apply for advance in a prescribed form, having business justifications. Generally, it would be towards travel or any business expenditures.
- b. Advance against salary can be approved on case-to-case basis.
- c. Any advance will need approval as per approval matrix. Basis merit of the case, request will be approved or rejected.
- d. Accounts team would need three clear days from the date of approval to process the advance.
- e. Employee to settle advances by submitting expense claims through reimbursement process.
- f. If employee fails to submit expense claims within reasonable time, unadjusted advance will be adjusted from his/her salary/fee.

## **4. Approval Matrix:**

- a. Advance upto Rs 50,000 – Operations Manager / Admin manager can approve.
- b. Advance more than Rs 50,000 – CFO to approve.

## **5. Exception to the Policy:**

- a. Any exception to the policy to be approved by CFO