

EMPLOYEE BUSINESS EXPENSE/ **REIMBURSEMENT POLICY**

Overview

As an employee of **Neoinfinit Multicons Pvt Ltd**, you may occasionally purchase items or services that are work-related. In many cases, the company will reimburse you in part or in full.

This Business Expense & Reimbursement Policy defines eligible expenses and outlines the procedure for receiving reimbursement.

Policy Statement

Neoinfinit Multicons Pvt Ltd is committed to supporting the legitimate work-related needs of its employees. Where appropriate, the company will directly pay for approved items or services on behalf of employees.

Employees who use personal funds for approved work-related expenses may be eligible for partial or full reimbursement, provided:

- The expense is work-related and authorized.
- Adequate proof of payment is provided.
- The reimbursement request is submitted within **thirty (30) days** of the expense date.

Scope

This policy applies to:

- All full-time employees
- All part-time employees
- Interns

Expenses incurred by independent contractors will be reviewed and approved on a case-by-case basis.

Reimbursable Expenses

Neoinfinit Multicons Pvt Ltd will reimburse reasonable and necessary expenses related to:

- Business travel and accommodation
- Local transportation
- Relocation costs (if approved)
- Conferences, professional education, and training
- Office supplies
- Approved work-related outings, meals, or entertainment*

*These expenses must be approved **prior to purchase** to guarantee reimbursement. If a manager or Human Resources determines that the expense was not appropriate or necessary for business purposes, reimbursement may be denied.

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If you are unsure whether an expense qualifies for reimbursement, consult your direct supervisor or Human Resources before incurring the cost.

Non-Reimbursable Expenses

Neoinfinit Multicons Pvt Ltd will not reimburse the following:

- Non-work-related personal purchases
- Lost or damaged personal property
- Unauthorized upgrades (flights, hotels, or other services)
- Expenses incurred by spouses, family members, or non-employees
- Meals or entertainment related to unauthorized meetings
- Traffic fines or penalties incurred while driving a company vehicle

This list is not exhaustive. When in doubt, always confirm eligibility with your supervisor or Human Resources.

Reimbursement Procedure

To ensure timely reimbursement, employees must follow these steps:

1. **Keep all original receipts** for reimbursable expenses.
2. **Upload a clear copy of each receipt** to the designated expense management system within thirty (30) days of the expense.
3. **Select the correct tax percentage (%)** applicable to your location.
4. **Ensure the expense date is accurate.**

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5. **Select the appropriate expense category** (e.g., advertising, IT, office supplies, travel, recruiting, or entertainment).
 - *Note: All meals must be categorized under “Entertainment.”*
6. **Provide clear notes or details** describing the business purpose of the expense.

Failure to comply with these requirements may result in delays or denial of reimbursement.

Neoinfinit Multicons Pvt Ltd reserves the right to review, approve, or deny any reimbursement request and to amend this policy at any time in accordance with business needs and applicable laws.