

# Guidelines for Reimbursement Claims

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	General Guidelines	
1	Bills should be in original.	
2	Bills should of the current Financial Year. (For new joinees, bills should be after date of joining)	
3	Bills should have Name of the Shop, Full Address, Contact No., Bill number, Tax nos. (if charged separately), etc.	
4	Content / Particulars / Details in the bill should be relevant with the nature of the reimbursement. (for e.g., Fuel bills will not be accepted against entertainment reimbursement)	
5	Estimate / Quotation / Proforma / Challan will not be accepted as bills.	
6	Bills should be of reasonable amount and not altered at all.	
	Reimbursement	Bills will be Accepted
1	Books & Periodicals	Bills towards News papers, Magazine, Various books, subscription towards Magazine & Newspapers etc.
2	Fuel	Bills of Petrol, Diesel, CNG, LPG etc. Credit card receipts will not be accepted as bills.
3	Driver's Salary	Receipt of payment of Salary to driver.
4-a	Entertainment - HOH Employees	Purchase of any gift articles, Bills which are of Business Promotion / Corporate Gift in nature, Hotel accomodation / restaurants bills, Travelling, Club Membership etc. <b>Grocery Bills will NOT be accepted. As per latest TDS provision, any bill of Rs. 20,000/- or more shall not be accepted. So each bill amount should be less than 20,000/-</b>
4-b	Entertainment - HFS Employees	Hotel Bills (only Food), Online Food Order from Swiggy, Zomato etc, Take away are accepted. Apart from food bills no others bills are accepted.
5	Telephone	Telephone (Landline) Bill, Mobile Bill (Prepaid / Postpaid) , Data Card bill etc. (Cost of Instruments will not be accepted under this head. The same can be claim under Entertainment reimbursement)