



# India Expense Reimbursement Procedure

This guide outlines the expenses that may be reimbursed in India, the conditions under which they can be reimbursed, and the required documentation. All reimbursements must be directly linked to business activities and supported by valid documentation, in accordance with local tax regulations.

## Eligible expenses

The following categories of expenses may be reimbursed:

- ◆ **Travel expenses** – flights, accommodations, per diems, and local transportation.
- ◆ **Work-from-home costs** – internet, utilities (if reimbursed as an actual expense).
- ◆ **Work-related purchases** – office supplies, tools, certification or exam fees.
- ◆ **Business entertainment** – business meals, meetings, events.
- ◆ **Other costs (if covered by policy)** – relocation, work-related medical expense.

## Reimbursement conditions



### 1. Travel expenses

- No statutory cap.
- Fully reimbursable with valid documentation.
- Internal per diem and mileage rates apply.
- Airfare receipts must show the passenger's name, date, ticket number, and travel class.



### 2. Home office costs

- Not taxable if submitted with receipts.
- If paid as a flat allowance, → treated as taxable income.
- No formal cap, must be reasonable and job-related.



### 3. Purchases

- Under ₹50,000 → expensed directly.
- Over ₹50,000 → treated as a company asset.
  - If company-owned → eligible for GST input tax credit;
  - If employee-owned → tax-free reimbursement, but ITC is not claimable.



## 4. Client & business entertainment

- There is no statutory limit for business entertainment expenses.
- However, only the business-related portion of the cost is reimbursable.
- Valid proof of expense and a clear business justification (e.g. client meeting details) are required.

### ! Documentation requirements

#### All receipts must include:

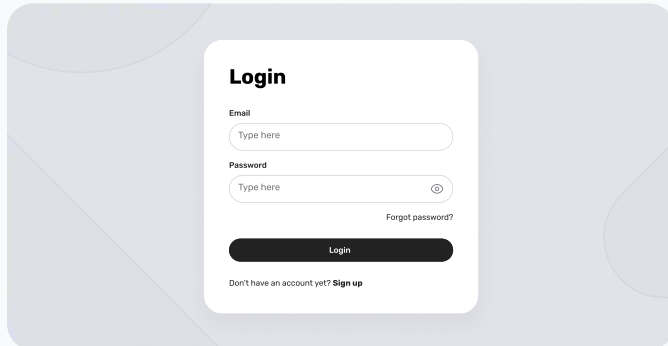
- Date of purchase or service.
- Vendor name and address.
- GST breakdown (for bills above ₹5,000).
- For foreign expenses, attach a currency conversion slip or bank/card statement.
- Receipts do not need to be issued in the company's name.

#### To process a reimbursement, submit:

- **Receipts/invoices** – with itemisation and GST (if applicable).
- **Expense justification** – clearly stating:
  - Business purpose;
  - Client or team names;
  - Date, time, and location of the meeting/travel;
  - Names and roles of attendees.
- **Travel documentation** – boarding passes or transport tickets.
- **Approval** – reviewed by your line manager or department head.
- **Retention** – digital (PDF/scan) copies are valid; maintain records in accordance with local tax policy.

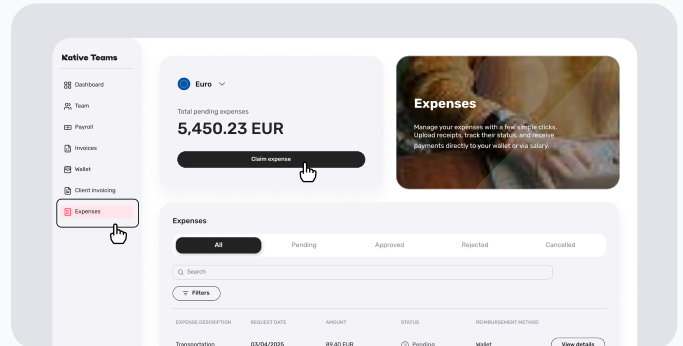
# Expense Submission Process

## Submitting via **Native Teams** Platform



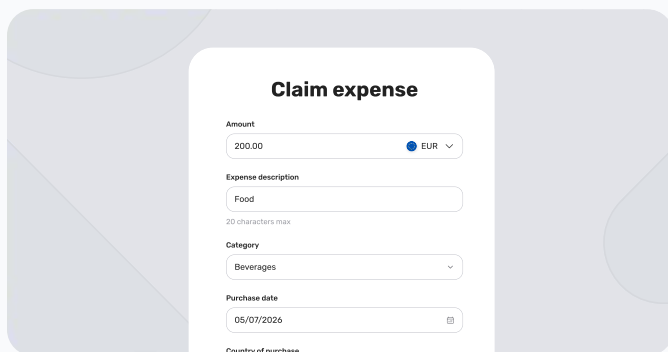
### STEP 1

Log in to your Native Teams account.



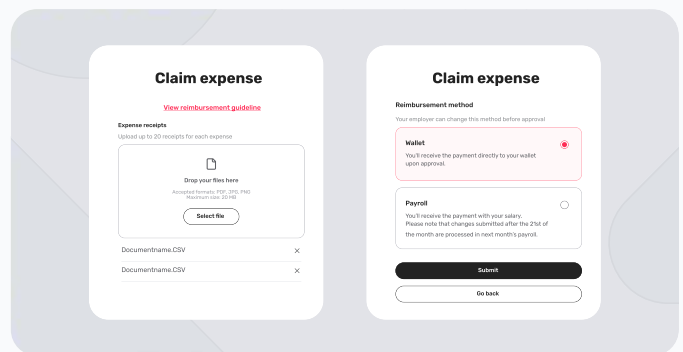
### STEP 2

Click on the **Expenses** section on the left side menu and then on the **Claim expense** button.



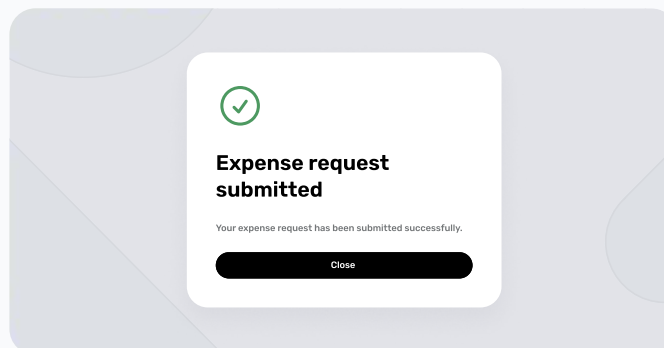
### STEP 3

Fill in the required fields for the amount, expense description, category, purchase date, and country of purchase.



### STEP 4

Attach a proof and select your reimbursement method: wallet or payroll.



### STEP 5

Submit the claim and wait for your employer's approval of the reimbursement.

### ⚠ Submission deadlines

- All expense claims must be submitted by the **10th of the month** to be processed in the same payroll cycle.
- Claims submitted after the 10th will be included in the following month's payroll.
- If the 10th falls on a weekend or public holiday, the deadline will be brought forward to the previous working day.

**Native Teams**

For any questions regarding expense reimbursements, please  
contact [customersuccess@nteam.com](mailto:customersuccess@nteam.com)