

TRAVEL & EXPENSES POLICY

Scope

This policy defines which travel and other business-related expenses are reimbursable by Bharat Constructions (India) Private Limited, hereby referred to as the "Company" and applies to all Company directors and employees in all locations.

In the absence of alternative contractual arrangements, it should be used as policy for all contractors/consultants and other third parties requested to travel or incur personal business-related expenses on behalf of the Company.

Guiding principles

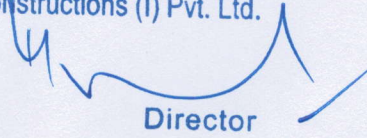
1. All reasonable and justified travel and other business-related expenses will be reimbursed. Expenses are paid by the employee and claimed back via expense report.
2. No gain, no loss. Expenses claimed should not include any element of personal gain.
3. Common sense and sound business judgement should always prevail while any purchases/transactions/ business-related expense made on behalf of the Company.
4. **All expense reports must be signed by the claimant and approved by the Head of the Department and thereafter by the Directors accordingly**, whose sign-off indicates agreement with the content of the claim and confirmation that it has been completed in accordance with this policy.
5. Expense reports must be completed within one week of incurring the expense or returning from a trip to ensure up to date accounting records.
6. **Corporate Cards shall be used by the employees availing such card facilities of the Company for payment of any travel or business-related expenses. Further, statement of accounts may be reviewed at any intervals of time as and when required by the Management.**
7. All expenses claimed on expense report must be justified by **original receipts** properly attached to the expense report.
8. Hotel bills must be properly broken down on expense reports and costs reported under the relevant natures (meal, laundry etc.) as these expense categories must be identified for tax purposes.





9. Contractors, Consultants and Other Third Parties claims for reimbursement must first be submitted for approval to the Directors on the appropriate expense form (including original receipts).

For Bharat Constructions (I) Pvt. Ltd.



Director

