ODYSSEY
Luxury home elevators

TECHNICAL TEAM -REIMBURSEMENT POLICY

Applicability:

This policy applies to all technical employees undertaking travel for installation, service, maintenance, inspections, breakdown support, or any other official company assignments.

1.Applicable Hierarchy

Designation	Level
Junior Technician	Level 1
Senior Technician	Level 2
Team Leader	Level 3
Technical Head	Level 4

2.Travel Reimbursement

Local Travel

Designation	Eligible Travel Mode
Junior Technician	Public transport / company-approved cab / two-wheeler reimbursement.
Senior FT / Team Leader	Public transport / Rapido / Ola / uber / Bike / Cab (with Tech head Approval not exceeding 100km) reimbursement.
Technical Head	Cab / own vehicle / company-approved travel

- Local travel must be supported by bills, tickets, ride receipts, or travel log.
- Own bike reimbursement shall be paid as per company-approved per km rate.
- Personal travel will not be reimbursed.

Outstation Travel

Designation	Eligible Travel Mode
Junior Technician	Bus / Train sleeper / 3AC with Tech head approval
Senior Technician / TL	Bus AC / Train 3AC / economy flight with Tech head approval
Technical Head	Bus AC / Train 3AC / Train2AC / Economy flight

- Outstation travel must be approved in advance.
- Flight travel or Train 2AC is allowed only with Director's approval

Any upgrade without approval shall be borne by the employee.

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Own Vehicle Travel Reimbursement

For local official travel, technicians may use their own vehicle, subject to company approval.

Travel Mode	Reimbursement Rate
Own Bike	₹3.50 per km
Own Car	₹8.50 per km
Rapido Bike / Auto / Cab	As per actual bill/receipt.

- Kilometers travelled must be recorded with the date, site name, purpose of visit, start location, end location, and total distance.
- Rapido claims must be supported by trip receipts/screenshots.
- Own vehicle reimbursement will be calculated only for official travel.
- Personal travel, route deviations, or unapproved trips will not be reimbursed.
- Parking and toll charges, if any, may be reimbursed separately against valid receipts.

3. Food Allowance

Food expenses will be reimbursed only during official site visits, outstation work, or work requiring extended hours.

Designation	Local Site Visit	Outstation Duty / Full-Day Duty
Junior Technician	Up to ₹150 / day	Up to ₹350 / day
Senior Technician	Up to ₹200 / day	Up to ₹450 / day
Team Leader	Up to ₹250 / day	Up to ₹500 / day
Technical Head	Up to ₹300 / day	Up to ₹600 / day

- Bills are preferred for reimbursement.
- Alcohol, cigarettes, and unrelated food expenses will not be reimbursed.
- Food allowance is applicable only when the employee is away from the regular office/work location for official duty.

4. Accommodation

Accommodation will be provided or reimbursed for approved outstation work requiring overnight stay.

Designation	Accommodation Eligibility
Junior Technician	Standard shared accommodation / budget hotel
Senior Technician / Team Leader	Standard hotel / single or shared room as approved
Technical Head	Standard business hotel / single room as approved

Designation	Maximum Limit Per Night (Excl. Gst)
Junior Technician	₹800 – ₹1100 (With Tech head Approval)
Senior Technician	₹900 – ₹1100 (With Tech head Approval)

Team Leader	₹1000 – ₹1100 (With Tech head Approval)
Technical Head	₹1200 – ₹1800 (With Director Approval)

- Accommodation must be pre-approved by the reporting manager/admin team.
- If accommodation is arranged by the company/client, no separate accommodation reimbursement shall be provided.

5. Tools, Equipment & Spare Parts

- Company-issued tools must be used for all technical work.
- Any purchase of tools, equipment, spare parts, consumables, or safety items must be approved in advance.
- Emergency purchases at site may be reimbursed only if:
  - The purchase was necessary to complete the work,
  - Prior verbal/WhatsApp approval was taken from the reporting manager,
  - Original bill/invoice is submitted in the ODYSSEY NAME & GST number mentioned below.

Company Name-ODYSSEY ELEVATORS PRIVATE LIMITED

GST Number - 33AAECO9087C1ZE

ADDRESS- Flat No.: 2/496 Road/Street: Natesan Colony Street, Kottivakkam, Chennai, Tamil Nadu-600041

Ownership

- Tools purchased by the company or reimbursed by the company shall remain company property.
- Employees must return company tools when requested or at the time of exit.
- Loss or damage due to negligence may be recovered from the employee.

6.Other Reimbursable Expenses

The following may be reimbursed if incurred for official work and approved:

- Parking charges
- Toll charges
- Courier charges for company material
- Loading/unloading charges
- Site entry charges
- Permit or access charges
- Printing/photocopying for official documents
- Emergency safety items such as gloves, helmets, masks, etc.

The following will not be reimbursed:

- Personal shopping
- Fines or penalties
- Personal mobile recharge unless approved
- Personal vehicle repair
- Alcohol/tobacco
- Expenses without official purpose
- Expenses without bills, unless specifically approved

7. Approval Process

All reimbursements must follow this hierarchy:

Employee	Approval Required From
Junior Technician / Senior Technician / Team leader	Technical Head
Technical Head	Director / Operations Head

- Outstation travel, accommodation, and tool purchases must be approved in advance.
- Emergency expenses must be reported immediately.

8. Claim Submission Process

Employees must submit reimbursement claims within **7 working days** from the date of expense.

- Date of expense
- Purpose of expense
- Client/site name
- Location
- Bill/receipt/invoice
- Approval proof, if applicable
- Travel details, if applicable

Claims submitted late may be rejected unless approved by management.

9. Payment Timeline

Approved reimbursements will be processed within **7–15 working days** from the date of submission, subject to verification of bills and approvals.

10. Misuse and False Claims

Any false, inflated, duplicate, or personal claim submitted as an official expense will be treated as misconduct.

The company may:

- Reject the claim
- Recover the amount
- Issue a warning
- Take disciplinary action depending on the seriousness of the case

11. Company Discretion

The company reserves the right to approve, reject, revise, or modify any reimbursement claim based on business need, site condition, client requirement, urgency, or management discretion.

Prepared by Verified by Approved by

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