



EQUIPMENT	ELIGIBILITY (KCLL)	REIMBURSEMENT LIMIT PER MONTH	OTHER PROVISIONS
Mobile Phone (company funded / individually owned)	Marketing PG 13 – 16 ( Mobile Only)	INR 750/-	The bill submitted for reimbursement should be in the name of the employee claiming the reimbursement. Any additional charges incurred for special / extra services shall be borne by the employee. Employees are encouraged to use land lines at work place, whenever possible in order to minimize cost.  In case the amount claimed surpassed the reimbursement limit, the same needs to be approved by HR Director.  Any exceptions to this to be approved by HRD
	Marketing PG 11 - 12 ( Mobile + Landline *)	INR 1,500/-	
	Marketing PG 10 ( Mobile + Landline)	INR 2,500/-	
	Marketing PG9 and above ( Mobile + Landline *)	INR 5,000/-	
	Others PG 13 - 16 (Mobile Only)	INR 500/-	
	Others PG 11 – 12 (Mobile + Landline*)	INR 750/-	
	Others PG 10 (Mobile + Landline*)	INR 1,500/-	
	Others PG 9 and above (Mobile + Landline *)	INR 5,000/-	
	PG 5 and above	INR 10,000/-	

For Sales Employees (KCL+KCH)

Pay Grades	Reimbursement and/or Corporate Plan Limit (INR)
15 & 14	1,500
13	2,000
12 & 11	2,500
10 & above	3,000

International travel (calling) routed through Matrix cards. Please refer International Travel Policy.

Individual / Company funded Mobile or Smartphones (Voice Services)

**Handing over of company funded asset to the employee**

Any Company funded assets handed over to the employee would need to be acknowledged by the employee in writing at the time of handing over the asset.

**Mode of Payment / Reimbursement**

**KCLL**

**All grades** : Employees to pay individual bills  
reimbursement Claims to be logged online (Paysquare site) and bills submitted to the HR department for before 10<sup>th</sup> of every month.  
This is paid as a separate payment process every mon

**KCH**

**Company funded connections** : Bills to be paid directly by the accounts department. Amounts above the eligibility / not authorised are to be deducted from the employee's reimbursable expenses / employees salary.  
**Individually owned connections** : Bills to be submitted to the accounts department for reimbursement of the same. The allowance reimbursed will be lower of actual amount spent or the allowance eligible.

**In case the amount of the monthly bill exceeds the eligibility**

- Any bill amount exceeding the eligibility will be borne by the individual employees

The employee is responsible for the maintenance and safekeeping of the assets. If an employee's device is lost, stolen or damaged, the employee would need to pay the value of the asset

\* All the bills to be submitted by 10th of every month.