

1. Organization & Workplace	
1.7. Expense Claim Policy	
Owner	Finance & People & Organization
Approved By	CPO, CFO, CEO
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1.7. Expense Claim Policy

Features

1.7.1. Late Sitting

1.7.1.1. Late Sitting Meal Expense can be claimed for reimbursement through Jazz People App under 'Late sitting meal' option in case of late sittings after 08:30PM as per business requirements. A maximum amount of PKR 1500 can be claimed per instance per employee subject to approval from respective Manager (Direct Line Manager). Occasional work requirements on weekends would not be entailed in this.

1.7.2. Business Expenses

1.7.2.1 For business need based payments involving external vendors that involve cash transactions, like stamp papers, fuel or lubricants & oil filters (in case of absence of fuel card) stationery item, airtime card of any operator, the claims will be reimbursed through Jazz People App under 'Miscellaneous' expenses by attaching scanned receipts subject to approval from respective Manager (Direct Line Manager).

1.7.2.2 Expenses for WIFI dongles will be approved by respective HoD (Direct Report of CXO) on a need basis.

1.7.3. Travel Expenses

1.7.3.1 All travel related expenses will be approved on the basis of Approved TAF. For visa fee reimbursement paid by employee for business visits, please refer to Travel Policy.

1.7.4. Relocation

1.7.4.1. Claims pertaining to relocation will be approved on the basis of letter issued by People & Organization. Details available in Relocation Policy.

1.7.5. Events & Hospitality

1.7.5.1 All internal or external events related expenses can be claimed in accordance with Events & Hospitality Policy through Jazz People app under 'Events & Hospitality' option.

1.7.5.2 For hospitality related expenses that involve government representatives, please refer to Compliance Policy for Gifts and Hospitality. Such expenses will be raised using Jazz People App through "Government related expenses" under "Claim an Expense" tab.

1.7.5.3 All team events, which cost more than PKR 500,000 would follow approved PO process and would require additional approvals from respective Head of Department (Direct Report of CXO) and CXO. For more information, refer to the [Events & Hospitality Policy](#)

1.7.6. Claim Reimbursement

1.7.6.1. All claims will be reimbursed through Jazz People app under 'Claim an expense' option along with the receipts, subject to HOD's approval (Direct report of CXO). These claims will be processed by the Finance Team within 10 working days from receipt of approved claim.

1.7.6.2. All claims for expats (entitled as per their contracts) will be handled by the People Operations Team and will be paid through payroll. Routine travel or meal expenses will be processed through Jazz People.

1.7.6.3. For all other expenses not covered under this policy or the Events & Hospitality, policy (e.g. travel, meals, events etc.) shall also be subject to CPO validation for amount exceeding 500,000 PKR.

1.7.7. **Exception Clause:** Any unplanned/unforeseen expense for business purpose, not listed in policy will require approval by respective CXO (with reference to reason for exception/not following SCM process)

Useful Notes

- All employee expenses that exceed the **Group Authority Matrix (GAM)** threshold allowed for Jazz will follow the GAM process. This matrix is available on Veon Portal.
- All such claims that fall under GAM shall be pre-approved by local CPO and respective CXO before approval of HQ.
- Nature/reason of expense should be clearly mentioned on all expense claims.
- Any attempt to obtain double reimbursement / claim or claim not for business purpose, may be considered as fraud exposing the employee to disciplinary actions as per applicable policies / procedures.
- CEO expense claims will be approved by CFO.
- All corporate credit card holders will ensure to submit approved expense claim for settlement with Accounts Payable, as soon he/she receives the credit card statement within 90 days.
- Any unsettled billed amounts from the corporate credit card statement would be deducted from employee's salary in the subsequent month's payroll, if the employee doesn't submit the approved expense claim.
- Employees must attach expense receipts with his expense claim through Jazz People App.
- Line Manager's approval is required in case receipt of a business expense gets misplaced
- An expense should be claimed within 90 days from the date of expense. In case of expense claim submission beyond 90 days, HOD approval would be required.
- Professional membership fee would be reimbursed following expense claim process after approval from respective CXO