



## **Going to School Reimbursement, Payments and Financial Policies**

### **1) Purpose**

This policy is to provide all employees with information on financial policies, benefits and other pay-related details available to them.

### **2) Applicability**

1. This policy covers all permanent employees of **Going to School**. It does not apply to interns or project-based consultants who have specific employment-related conditions.
2. The same band of reimbursement applies irrespective of your position at the organisation.

### **3) Benefits available to all employees**

#### **1. General rules**

1. These benefits can be availed by an employee under the circumstances defined for different policies.
2. If the employee avails of these benefits and leaves before completing a year of work at **Going to School**, these benefits will be deducted against their final payments.
3. Benefit requests have to be pre-approved by the CEO before a claim can be raised.

#### **2. Medical benefits**

1. Each employee is covered by health insurance benefits. Our current insurance partners are ICICI Lombard Health Care.
2. Details of each of this is available on the team member's respective Health Insurance Card.
3. If you are facing any issues accessing your insurance, please reach out to us at [mail@goingtoschool.com](mailto:mail@goingtoschool.com).

### **4) Salaries and payment policies**

1. All salaries are processed by the end of the month for the same month.
2. Salaries for the previous month will be processed on a pro-rata basis and after any other deductions.
3. Salaries are processed on the basis of an invoice submitted by consultants at the end of each month.
4. TDS is deducted for every consultant.

### **5) Reimbursement Policy**

The reimbursement policy is meant to ensure that employees do not have to incur personal expenses at work. The policy is drafted keeping in mind that we are a small and young organisation and work with limited resources.



### 1. **General**

- For any reimbursement, bills are a mandatory requirement. Please ensure that you keep all bills necessary.
- You can raise reimbursement requests as per what is allowed in this policy by taking the CEO's Approval on email.
- You need to submit reimbursements in the given format on the portal with attached bills between 25<sup>th</sup> to 28<sup>th</sup> of each month.
- Any vouchers that come in after the given time period of any month will not be reimbursed. If you are on leave on that day or the days before that, send your voucher before you go on leave.
- In case of any payment-related queries, please email [mail@goingtoschool.com](mailto:mail@goingtoschool.com).

### 2. **Advance instead of reimbursement**

If you need an advance before an expense has occurred or an earlier reimbursement, please email the CEO and Finance team at least 48 hours prior to such expense or reimbursement request.

### 3. **Types of reimbursement available**

1. *Conveyance-related reimbursements policy [within the city you are located in]*
  - You won't be paid additionally for conveyance where local travel or a percentage of local travel is part of your job description.
  - In instances where you are travelling beyond the percentage of local travel that is part of your role, you are eligible for travel related reimbursement.
  - While claiming reimbursement for such travel, you are required to disclose the details of areas that you are travelling from and to. The amount of reimbursement for such travel will be approved on a case-to-case basis taking into account the standard fare payable depending on the mode of travel and the distance travelled.
2. *Inter-City Travel and food related reimbursement policy*
  - The reimbursements for inter-city travel, food, and accommodation will be calculated as per the Hybrid Work Policy.

## 6) **Details of financial interactions with external parties**

### 1. **Agreements**

- We need a written agreement before we start work with any client.
- For in-kind partnerships this can be via email. However, for any partnership where money is involved, where the partnership is for more than one event and long-term work is involved, a written agreement is necessary.
- The CFO is the point of contact for helping you draft any agreement. You need to share all details of the partnership in an email with them to receive an agreement.

### 2. **Invoices**

- In order to generate any invoices, reach out to the Finance team.



- We don't start any work for an external person without the first payment (not less than 50% of the partnership value). However, there may be some cases where staggered payments are not possible to be made. In such cases, it may be alright to go ahead with a one-time payment post the completion of the deliverables. Please ensure that in such cases, prior approval by the CEO/CFO is mandatory.