

Reimbursements

Annual Health Checkup

Medical check-ups are a great way to stay healthy and proactive for as long as possible. An employee can opt for an annual health check-up in any diagnostic centre of his / her choice. Granicus India will reimburse these expenses up to INR 3500/- in a year.

Note -

- This is applicable only for employees.
- This policy is applicable for the period January to December of every year.
- Employees have the flexibility to claim this benefit splitting across two occasions within the overall limit of INR 3500/- per annum.
- This is applicable only for health check-up and doesn't include any other medical consultations which is not connected with diagnostic laboratory tests or for buying medicines.

PROCESS TO CLAIM

- Employees are required to submit the claim details via e-Claim clicking on the link below [Chrome River](#)
- Please attach relevant bills as part of employee claim expense

Wellness Policy

The Wellness Allowance promotes the wellbeing of employees and are committed in advancing the physical, mental, and social health of our employees.

Employees are encouraged to avail health club memberships and/or physical fitness covering up to INR 18000/- per year which would be taxable.

Typical eligible expenses include:

- Gym, fitness center/studio, health club, swim & tennis club memberships and fees
- Fitness and sport classes/lessons
- Personal trainer sessions
- Sports league
- Yoga, Pilates, and meditation classes
- Purchase of sport/gym equipment's (Ex: Fitbit, Treadmill, exercycle, dumbbells etc.,)
- Wellness allowance will be prorated based on the date of hire.
- Exclusions include running / sports shoes, sports accessories.

Note –

The amounts can be claimed in parts or in full. Unutilized amounts lapse at the end of the calendar year.

PROCESS TO CLAIM

- Employees are required to submit the claim details via e-Claim by clicking on the link below [Chrome River](#)
- Please attach relevant bills as part of employee claim expense

Telephone & Broadband Reimbursement

Granicus will reimburse regular, full-time employees for eligible claim amounts of internet and cell phone expenses. The objective is to ensure all employees have a clear and consistent understanding of policy and claim processing as per the details shared below.

Granicus will reimburse regular, full-time employees for expenses related to internet and cell phone charges monthly up to the max limits of INR 2000

Guidelines

- Bills must be in the employee's name and relevant bills from the telecom service provider must be submitted.
- Employees are required to submit the claim form via e-Claim in [Chrome River](#)
- attaching the proof.
- For new joiners and resigned employees, the eligibility amount will be prorated.
- Employees to submit latest claims up to maximum three months, within the current FY 2024-25(Apr to Mar).
- Bills older than 90 days will not be processed. The submission date in Chrome River will be used to determine the ninety-day period.
- Quarterly/Half Yearly/Yearly Subscriptions should be submitted as monthly claims by dividing the total amount equally across each month.
- Please ensure to submit multiple bills for the same month in a single expense report. There will be no prorating of bill amounts based on billing cycle. However, the bill date will be considered when settling claims within the financial year with a maximum limit of INR 2000/- monthly.
- Employees submit the bills post completion of the billing cycle. Further, if telephone billing cycle ends on a particular date and internet billing cycle ends on a different date, employees will need to submit the claim on a date whichever is later. For instance, if telephone billing cycle ends on 12th and internet billing cycle ends on 25th, then employees will need to submit both telephone and internet bills post 25th.
- All March bills, including those from the previous two months of the previous FY, must be claimed by April 30th of each year.
- The OTT, Platform charges, late fees will not be processed.

Timelines

- All claims received by 20th of the month will be processed in the same month's payroll. i.e. bills received before 20th June will be processed by 30th June.

- The approved reimbursement amount will be credited to employee bank account before last working day of every month.
Note – this is not paid as part of employee salary and hence gets credited to your bank account as a separate transaction.

