
Initial Relocation Policy - Trainees / Campus Hires – India

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Table of Contents

Contents

1	Introduction	4
2	Purpose.....	4
3	Authority and Approval.....	4
4	Exception Approval	4
5	Effective Date.....	4
6	Scope.....	4
7	Policy	5
7.1.	Movement Type	5
7.2.	Trainee Accommodation & Travel Entitlement.....	5
8	Annexure	6
	Annexure 1: Claim Reimbursement Process	6

1 Introduction

Trainees/campus hires who join us through campus placements/as trainees will need to shift to one of the LTIMindtree assigned locations after their learning program training at the training centers. In such situations, LTIMindtree offers relocation support to them providing them convenience in shifting to the new location. This policy is to facilitate initial movement of trainees from their training centers to their initial base location within India

2 Purpose

This policy applies to all trainees and is intended to set clear guidelines and procedures when undertaking travel on company's behalf.

3 Authority and Approval

The Company Management reserves the right to revise, amend or modify this policy at any time and in any manner.

Compensation & Benefits team would be responsible for maintaining and carrying out subsequent changes/modifications in this policy and communicate appropriately.

4 Exception Approval

Exception to the Policy will be vested with C&B Head and his/her designates.

5 Effective Date

This policy is effective from 01 April 2023.

6 Scope

- This policy is applicable to all the trainees/campus hires who are required to move from the training centers to their allocated base location in India due to business needs.
- This policy will not be applicable to movements initiated on trainee requests.
- This policy will not be applicable if a trainee/campus hire directly joins the work/base location without attending the training.

7 Policy

This policy covers the below areas of mobility for facilitating initial travel and accommodation for trainees to their base location within India.

- Travel Expenses
- Accommodation

If the trainee/campus hire leaves the organization within a period of six months from the date of movement, all the expense reimbursements mentioned below will be recovered from the trainee.

7.1. Movement Type

Term	Definitions
Intercity Trainee Relocation (Training center to Base location)	Change in trainee's location from training center (one city) to base location (another city, other than the trainees training location city).
LTIMindtree offices - City Limits	All Locations where LTIMindtree offices are present. Mumbai (all offices including Powai, Mahape and Airoli), Pune (all offices including Shivaji-Nagar and Hinjewadi), Delhi (includes Delhi, Noida and National Capital Region), Chennai(all offices), Bangalore (all offices), Hyderabad(all offices), Kolkata, Bhubaneshwar, Coimbatore, Kochi etc.

7.2. Trainee Accommodation & Travel Entitlement

7.2.1. Travel Entitlement

- Trainees to book the tickets on their own and claim the reimbursement on submission of bills/ vouchers and other supporting documents.
- Trainee can book and travel through one of the below modes between Training center and destination/base location for Intercity transfer:
- Train: Travel may be arranged in AC II Tier or below. Trainee to book their tickets on own and can claim for reimbursement.
- Bus: Travel may be arranged in Deluxe class state bus services or equivalent. Trainee to book their tickets on own and can claim for reimbursement.
- Air: Trainee can choose to travel by air in economy, trainee can book their tickets on own and can claim for reimbursement. Air fare will be capped at a maximum of Train - AC II tier fare (for regular trains without dynamic pricing)
- Training/campus hiring team to share eligibility with employee well in advance before trainee travels.
- Travel should be planned well in advance & Tatkal and any other charges will not be borne by the company.

7.2.2. One-time settlement allowance

- One-time settlement allowance is a one-time payment made to trainees on movement from training center to base location to cover expenses in nature of, but not limited to, Accommodation, food & sundries, ground transportation etc.
- Employees need not submit any bills for claiming One-time settlement allowance.
- One-time Settlement Allowance, taxable, is paid when the first payroll is processed after the employee has reached the transfer location.
- Location HR/BP HR needs to ensure the reversal of the transfer action in the system if the trainee does not report to the transferred location or if the transfer initiation is cancelled.
- One-time Settlement allowance limits are as defined below.

Grade	Eligibility
All Trainees / Campus Hires	15000 (subject to taxes)

* No Bills Required. Currency in INR

8 Annexure

Annexure 1: Claim Reimbursement Process

Items	Activity	Stakeholder
Travel	Trainees need to raise claim & upload all supporting documents on concur.	Trainee
	Once it will get approved from the approver, claim will be available in processor queue for processing.	Approver / GFO Team
	GFO to validate the eligibility, approvals and the bills submitted. Claim will be processed within 5 working days subject to proper supporting documents and approvals.	GFO Team