

RE: Expense Report Status Change

Balakrishnan, Shibu (Cognizant) <Shibu.Balakrishnan@cognizant.com>

Tue 07/03/2023 13:52

To: Mathews, Simi (Cognizant) <Simi.Mathews@cognizant.com>

Cc: S, Umadevi (Cognizant) <Umadevi.S@cognizant.com>

Approved

From: Mathews, Simi (Cognizant) <Simi.Mathews@cognizant.com>

Sent: Tuesday, March 7, 2023 1:44 PM

To: Balakrishnan, Shibu (Cognizant) <Shibu.Balakrishnan@cognizant.com>

Cc: S, Umadevi (Cognizant) <Umadevi.S@cognizant.com>

Subject: FW: Expense Report Status Change

Hi Shibu,

Below associate was on-boarded as a PAT by the GenC team and is now part of the EA team. The Concur team has requested for the TAG D+ approvals for the reimbursements. Request approval for the below.

- Per Diem- As per policy
- Accommodation reimbursement- Rs. 7,616/-

Name- Bhaskar Jyoti Sarma

DOJ: 10 August, 2021

Work Location: Gurgaon

Project: Ameripr-AWM Nari FFP-FEB 2020 (1000283854)

Recruiter: Velayutham, Hemalatha

Thanks & Regards,

Simi Mathews

From: Sarma, Bhaskarjyoti (Cognizant) <Bhaskarjyoti.Sarma@cognizant.com>

Sent: 07 March 2023 11:13

To: Mathews, Simi (Cognizant) <Simi.Mathews@cognizant.com>

Cc: Mathur, Arpit (Cognizant) <Arpit.Mathur@cognizant.com>; Mongia, Manish (Cognizant) <Manish.Mongia@cognizant.com>; Selvaraj, Gayathri (Cognizant) <gayathri.selvaraj@cognizant.com>

Subject: Re: Expense Report Status Change

Hi Simi,

Yes, I onboarded as a PAT by the GenC Team.

PFA the filled-up reimbursement form along with the supporting bills.

DOJ: 10 August, 2021

Work Location: Gurgaon

Project: Ameripr-AWM Nari FFP-FEB 2020 (1000283854)

Recruiter: Velayutham, Hemalatha

Thank you.

Regards,

Bhaskarjyoti Sarma (2042289)

Programmer Analyst, Intelligent Process Automation

M [+91 8133093053](tel:+918133093053)

bhaskarjyoti.sarma@cognizant.com

Cognizant

From: Mathews, Simi (Cognizant) <Simi.Mathews@cognizant.com>

Sent: 07 March 2023 09:58

To: Sarma, Bhaskarjyoti (Cognizant) <Bhaskarjyoti.Sarma@cognizant.com>

Cc: Mathur, Arpit (Cognizant) <Arpit.Mathur@cognizant.com>; Mongia, Manish (Cognizant) <Manish.Mongia@cognizant.com>; Selvaraj, Gayathri (Cognizant) <gayathri.selvaraj@cognizant.com>

Subject: RE: Expense Report Status Change

Hi Bhaskarjyoti,

Kindly confirm if you were on-boarded as a PAT by the GenC team.

PFA the imbursement form. Kindly fill the same and share back with the supporting bills. Also, please share the below mentioned details as well.

- DOJ
- Work Location
- Project
- Recruiter

Thanks & Regards,

Simi Mathews

From: Selvaraj, Gayathri (Cognizant) <gayathri.selvaraj@cognizant.com>

Sent: 06 March 2023 19:26

To: Sarma, Bhaskarjyoti (Cognizant) <Bhaskarjyoti.Sarma@cognizant.com>; Mathews, Simi (Cognizant) <Simi.Mathews@cognizant.com>

Cc: Mathur, Arpit (Cognizant) <Arpit.Mathur@cognizant.com>; Mongia, Manish (Cognizant) <Manish.Mongia@cognizant.com>

Subject: RE: Expense Report Status Change

Looping Simi for TAG D+ approval

Domestic transfer letter you may access the clearance automation app and download the same

Regards,
Gayatri

From: Sarma, Bhaskarjyoti (Cognizant) <Bhaskarjyoti.Sarma@cognizant.com>
Sent: Monday, 6 March, 2023 06:22 PM
To: Selvaraj, Gayathri (Cognizant) <gayathri.selvaraj@cognizant.com>
Cc: Mathur, Arpit (Cognizant) <Arpit.Mathur@cognizant.com>; Mongia, Manish (Cognizant) <Manish.Mongia@cognizant.com>
Subject: Fw: Expense Report Status Change

Hi Gayathri,

I am reaching out to seek your assistance on my expense report on relocation to Gurgaon Office for RTO . My expense report has been sent back to me for acquiring TAG D+ and India Head approval along with Domestic Transfer Letter for continuing with the process of reimbursing my expenses incurred during the relocation.

I request you to please guide me in the process by directing me in a way to get my expense report approved.

Note: Kindly take a look on the issues listed on the forwarded Expense Report Email for more clarifications on the requirements.

I look forward to hearing from you soon.

Thank you

Regards,

Bhaskarjyoti Sarma (2042289)

Programmer Analyst, Intelligent Process Automation

M [+91 8133093053](tel:+918133093053)

bhaskarjyoti.sarma@cognizant.com

Cognizant

From: AutoNotification@concursolutions.com <AutoNotification@concursolutions.com>
Sent: 28 February 2023 20:43
To: Sarma, Bhaskarjyoti (Cognizant) <bhaskarjyoti.sarma@cognizant.com>
Subject: Expense Report Status Change



Expense Report Status Change

Your expense report listed below has changed status.

Changed By	Pooja Ramana
Report Name	Relocation to Gurgaon
Report Date	02/23/2023
Submit Date	02/23/2023

Amount Approved	16,016.00 INR
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Approval Status Set To	Sent Back to Employee
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Payment Status Set To	Not Paid
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Approver's Comments

Kindly change the expense policy to Domestic Relocation-India.

New Joinee : Kindly obtain TAG D+ approval and India Head approval for relocating beyond 60 days of Joining.

Domestic transfer : Kindly attach the Domestic transfer letter. Incase relocating beyond 60 days after the transfer date then please obtain India Head approval.

Travel Allowance:

Please attach the Updated Perdiem Declaration form which is available in 1C - Policy Repository - Search check Global T&E Policy-Country Addendum.

Note:

"Request you to kindly reach out to TravelExpenseMgm@cognizant.com for queries relating to the sendback comment(s) and not to individual prepay auditor(s). <https://onecognizantchat.cognizant.com/2425/?t=expensereimbursement>".

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