

# Relocation Reimbursement Policy

**1. Objective**

The purpose of this policy is to support eligible employees who are required to relocate for work-related reasons, such as **joining the company from a different city** or **internal transfers**, by providing partial reimbursement of temporary accommodation expenses during their transition. The policy aims to reduce the immediate financial burden of relocation and ensure a smooth onboarding process.

### 2. Scope

This policy applies to:

* **New employees relocating from outside North India** at the time of joining
* **Existing employees transferring between locations**, subject to prior approval

⚠️ **Important Exception:** This policy **does not apply to employees relocating from within North India**. Candidates or employees already residing in North Indian states (e.g., Punjab, Haryana, Delhi NCR, Himachal Pradesh, Uttar Pradesh, Uttarakhand, Rajasthan, Chandigarh, etc.) are **not eligible** for any relocation reimbursement under this policy.

### 3. Accommodation Reimbursement Details

* The company will reimburse **hotel or temporary accommodation expenses** for a maximum of **7 days**.
* The **maximum reimbursement limit is ₹1000 per day**.
* Reimbursement is based on actual expenses and is **subject to valid hotel/lodging bills**.
* All reimbursements are **subject to prior written approval** from the **HR department**.

Employees are expected to make **reasonable lodging arrangements**. Expenses exceeding ₹1000/day will not be reimbursed unless **approved as an exception** in writing.

### 4. Approval & Reimbursement Process

To claim relocation reimbursement:

1. **Before relocation or travel**, the employee must:  
   * Inform the HR department
   * Obtain **written approval**
2. **After incurring expenses**:  
   * Collect all original or scanned bills with GST and the hotel name mentioned.
3. **Send an email request** for reimbursement to:  
   * **accounts@antiersolutions.com**
   * CC: **hroperations@antiersolutions.com**
4. The subject line should be:  
    **Relocation Reimbursement Request – [Your Full Name with Employee Code]**
5. Once verified and approved by HR, the **Accounts Department will process the reimbursement** within the normal payroll cycle or through a separate transaction.

### 5. Special Discretionary Cases

While the standard policy is capped at ₹1000/day for 7 days, the company reserves the right to **make exceptions** on a case-by-case basis.

Such exceptions must be **recommended by HR and approved by Senior Management** in writing. Approval should be obtained **before incurring the expenses**.

### 6. Repayment Clause for Early Exit (During Probation)

If an employee avails relocation reimbursement and:

* **Resigns voluntarily** during probation (i.e., before formal confirmation)
* Or **exits the company for any reason during probation**

Then the employee is **required to refund the entire relocation reimbursement amount** to the company.

🔹 The refund must be settled before Final Settlement (FNF).  
 🔹 Failing to repay will result in:  
 • Dedication from dues  
 • Withholding of relieving documents  
 • Legal recovery action (if required)

### 7. General Terms & Conditions

* This policy is **not a guaranteed entitlement** and must be **approved on a case-by-case basis**.
* All claims must be submitted **within 15 days** of joining or relocation.
* The company reserves the right to **audit bills** submitted and reject any false, duplicated, or inflated claims.
* **Misuse of this policy** may lead to disciplinary action.
* The management retains the authority to **amend, withdraw, or revise** the policy at its discretion.

### 8. Conclusion

This policy has been developed to support genuine relocation needs from outside North India. Employees are advised to follow the process and timelines carefully and communicate transparently with HR to ensure smooth reimbursement.

For any clarifications or queries, please contact **hroperations@antiersolutions.com**.