

Subject: Relocation Approval for Interns - Return travel Expense Reimbursement (DOJ - 27 Jan 2025)

Date: Tuesday, 3 June 2025 at 5:51:40 PM India Standard Time

From: Fernandes, Dimple

Dear Interns,

Please refer to the below details to proceed with the reimbursement claim for **return** relocation expenses.

Process to claim return ticket (Flight/Train/Bus)

Flight Ticket

- Eligible Interns are required to book their return flight ticket using the Concur tool before the Internship duration ends. Book the flight ticket at least 15 days prior to the Internship end date to ensure that the airfare is reasonable. Interns must claim the return tickets after the return travel is complete and within 2 weeks from Internship end date by emailing hrdirectapj@sap.com for reimbursement.
- **Please email your return ticket, boarding pass (for flight) and HR approval (consider this email as HR approval) to hrdirectapj@sap.com to claim the return ticket. It is advised to convert this approval email as PDF and save it in your records as access to your SAP email ID will no longer be possible after your exit.**
- Refer to the attached document for detailed instructions on booking the return flight tickets in Concur portal.

Train/Bus ticket

- If an Intern is returning via Train/Bus, they must book the tickets on their own at least 15 days prior to Internship end date to ensure that the ticket price is reasonable. Interns must claim the return tickets after the return travel is complete and within 2 weeks from Internship end date by emailing hrdirectapj@sap.com for reimbursement

Eg – If your Internship end date is 9th June 2023, you must claim the return ticket by 23rd Jun 2023.

- **Please email your return ticket, boarding pass (applicable for flight travel only) and HR approval (consider this email as HR approval) to hrdirectapj@sap.com to claim the return ticket. It is advised to convert this approval email as PDF and save it in your records as access to your SAP email ID will no longer be possible after your exit.**

When sending an email, please mention your name, I no and your manager name. You may also use the below email format.

“SUBJECT OF THE EMAIL – Intern return relocation claim (mention the name of the Intern)

Hi Team,

My name is (Name of the Intern) and I completed Internship at SAP from (start date) to (end date). I am requesting reimbursement for return relocation expenses and have attached the necessary receipts for your review

Name of the Intern –

I no –

Internship start date -

Internship duration –

Manager name –

Regards,

Name of the Intern”

KEY POINTS:

- If you encounter any problems while booking flight tickets in Concur portal, feel free to contact sap.traveldesk@bcdtravel.in for assistance.
- You can claim only your transportation travel expenses (Bus fare OR Train fare OR Air Fare) and Cab, only for yourself without any breakdown of actual amount.
- **Taxi/Cab-** If you take a taxi to and from the station / airport and provide an original bill, the whole actual cost will be reimbursed. If you do not provide the original bill, a fixed amount of INR 800 can be claimed for each way and up to 1600 for both ways.
- All the receipts must be in your name only and you must submit the valid **tax invoice**.
- To claim for Air fare, Boarding pass is mandatory.
- Please ensure to keep the hardcopies of the receipts/invoice handy and submit if asked.
- If there are no receipts/ invoice (except Cab), reimbursement will not be processed. Cab alone cannot be claimed.
- Salary bank account must be active for at least 2 months for the reimbursement amount to be credited.
- **If you submit the return ticket after 2 weeks of Internship completion date, reimbursement will not be processed and it will be rejected.**
- If you are converting to a full-time employee (FTE), you have the option to request relocation benefits for both your internship and FTE positions. However, you can only claim FTE relocation if it is explicitly stated in your offer letter and if your recruiter has discussed it with you. If you are not eligible for FTE relocation but still try to claim it, you will be required to repay the amount.
- If you are converted as a FTE, you can claim FTE relocation (if eligible) within 6 months from the hire date.

Refer to the link - https://one.int.sap/me@sap/benefits/relocation_costs_own_household for all the details on FTE relocation.

- If there are any cancellation or rescheduling charges, it will not be reimbursed.
- There will be no reimbursement for cancellation or rescheduling fees.
- Kindly be informed that sending an email to hrdirectapj@sap.com using your SAP email ID will result in non-delivery of the email.

You have to send the return tickets to hrdirectapj@sap.com using your personal email ID and not from SAP email ID.

NOTE - Read the terms and condition so that you are well aware of the process and claim within the limit. For eg - if the bills are not in your name, then you cannot claim it.

Regards
Dimple