

Travel Advance Policy

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Document Change History

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1.0	Disha Sharma	30-Jul-24			Baselined
0.1	Disha Sharma	05-Jul-24	Kritika Fuloria	25-Jul-24	Initial draft

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1. Objective

This document helps to explain the travel advance policy and process for expats travelling overseas to various geographies.

2. Policy

2.1. Eligibility

An employee going for an onsite assignment to another country (except America service region)-is eligible for travel advance.

2.2. Process

- A travel card will be issued to the employee by GMG Travel team before the start of overseas assignment. The eligible travel advance amount will be uploaded in travel card. The amount of advance varies from geography to geography which will be informed by HR.
- In case employee requests for additional travel advance while in host destination, then the same needs to be approved by HR and if approved SLA to credit the amount in travel card is 3 working days.
- An employee has to sign travel advance undertaking (refer to Annexure A) i. e allowing Nagarro to deduct the advance amount in certain installments .
- The installments will start getting adjusted from the onsite salary from the second month payroll after deduction of relevant taxes and social security , wherever applicable.
- In the scenario where advance cannot be recovered from the onsite salary, due to payroll processing constraints in some geographies, employee is obliged to transfer advance into Nagarro's bank account. The applicable transfer charges will be reimbursed up to 3 transactions. The relevant Nagarro's bank account details can be requested from HR.

Annexure A

EMPLOYEE UNDERTAKING

I, S/o/D/o/W/o _____ R/o _____ employed/Seconded as _____ in _____ (hereinafter called as "Host entity") from _____ (hereinafter called as "Home entity") having Person no. _____ do hereby affirm and declare that I have received a sum of _____ from the Home entity as advance amount ("Advance") to meet the initial expenses while on employment/Secondment from my Home entity to Host entity.

I hereby authorize Host entity to deduct such Advance from my salary till the complete Advance amount is adjusted. I hereby further undertake to return the Advance in lumpsum of _____ monthly instalments (EMIs) from my salary each month starting from _____ (month) till the complete advance amount is adjusted or as otherwise required and agreed by Host entity or Home entity.

In the event of end of my employment/Secondment prior to conclusion of instalments, such deduction will continue from net pay in my Home entity. I also hereby undertake to notify Expat HR at least three weeks in advance in case there is any request to change the monthly instalments.

In the event of my termination/resignation or separation from Host entity or Home entity for any reason before full payment of the Advance is settled, I hereby authorize deduction of the full outstanding balance, if any, from my full & final entitlements, including gratuity, leave Encashment bonus, other entitlements etc. In case the outstanding Advance exceeds the amount payable by Host entity or Home entity under full & final settlement, I undertake to pay the remaining amount as agreed with Host entity or Home entity.

I will also refer to Travel advance policy for aspects not covered here

(Employee Signature)

Name: _____ Designation: _____ Person No.: _____

Date: _____