



Transfer, Travel, Relocation for New Recruits, Transport Expenses for Trainees - India

Infosys Document Management System

June 19, 2017

Revision History

Ver.	Date	Author	Authorized by	Description
1.0	Apr 01, 2013	HR C&B	Senior Vice President & Group Head - HRD	Combined, Language changes and moved to the new template
2.0	Nov 01, 2013	HR C&B	Senior Vice President & Group Head - HRD	Tax exempt amount in Living Allowance raised under Transfer Policy
2.1	May 01, 2014	HR C&B	Senior Vice President & Group Head - HRD	Change in cab categorization in Travel Policy
3.0	Jul 15, 2015	HR C&B	EVP & Group Head - HRD	Revision in Per Diem Limits for travel within India
4.0	Feb 01, 2016	HR C&B	EVP & Group Head - HRD	Revision in exception approval authority
5.0	July 01, 2016	HR C&B	EVP & Group Head - HRD	Renamed policy to Transfer, Travel, Relocation for New Recruits, Transport Expenses for Trainees and included 2Ts under the purview of the policy
6.0	October 15, 2016	HR C&B	EVP & Group Head - HRD	Included guideline on Travel within India for overseas employees
7.0	March 20, 2017	HR C&B	EVP & Group Head - HRD	Revised guidelines for travel reimbursement of Trainees
8.0	June 19, 2017	HR C&B	EVP & Group Head - HRD	Capped limits for payment of tips

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1 TRANSFER POLICY

1.1 OVERVIEW

There are circumstances in which employees move from one location to another within India on work for a short-term or on permanent basis. . This policy has been put in place to support employees through the move thus aiding the process of settling in at the new location.

1.2 OBJECTIVE

This Policy explains the benefits to employees to facilitate their movement across the various Development Centers of Infosys within India.

1.3 SCOPE

This Policy covers all employees of Infosys Limited in India except for new recruits (freshers and laterals) at the time of joining who are covered under the Policy for Relocation for New Recruits (India).

1.4 ELIGIBILITY

This Policy applies to the following:

- Employees who are being transferred from their current city of work to another city.
- Employees moving into Infosys Limited from subsidiary Companies in India are eligible for reimbursement for Transport of Goods, subject to fulfilment of other criteria.

This Policy does not apply to the following categories of employees:

- Employees relocating overseas (covered under the Policy for Global Relocation)
- Temporary workers, contract workers, consultants

1.5 DEFINITIONS

"Milestones"- Reference to the time period within a transfer like 3 months, less than and up to 6 months, 6 months, greater than 6 months and up to 1 year

For the purpose of this Policy, the term **"family"** will mean the spouse and dependent children of the employee.

"Department Head" refers to the Segment Head / BEF Head.

"Designated Hotel" is a hotel that has been identified by the organization.

"Adequate Notice" is the notice period required by the Employee as per the rent / lease agreement for vacation of the premises.

"Joining Time" is the time between being relieved from the old base location and reporting at the new base. It does not include the day of journey, travel time or the day of arrival at the new base.

1.6 MAIN CONTENTS OF THE POLICY

1.6.1 Types of Transfer

There are basically two types of transfers:

- Company initiated ("**Transfer**"), where the employee is automatically entitled to the benefits defined in this policy. The finer terms of conditions as explained in the policy document will apply.
- Employee initiated ("**Request Transfer**"), where the benefits that employees can avail will be subject to the approval from the Department Head that they are a part of. Extension of any or all benefits for a request transfer is subject to the condition that the employee has spent at least 1 year at the location from which the transfer is being sought.

The transfers have also been classified based on their duration:

- **Short-term:** Transfers for a period greater than 1 month up to 1 year. In this type of transfer, the benefits for a transfer period of less than 6 months differ from those for a transfer period greater than or equal to 6 months up to 1 year.
- **Long-term:** Transfers for a period greater than 1 year. Wherever known, the return date of the employee to base location will be indicated.

The transfer period has a direct correlation with the kinds of benefits that apply to employees being transferred from one city to another in India.

The benefits that employees can avail are broadly to do with:

- Travel
- Accommodation
- Transport of Household goods
- Allowances
- Others like joining time / time off; pre and post transfer visits, etc.

1.6.2 Travel

- All employees on transfer will be entitled to the reimbursements explained in the [Travel Policy for India](#) for the travel between their current location and the destination city.
- For short-term transfers up to 6 months, there is no reimbursement of travel for the employee's family unless the transferees are at PL 6 or above and their transfer period is greater than 3 months.
- For employees on transfers of greater than 6 months, the family's travel will also be reimbursed.
- For employees on long-term transfers, travel from the current location to the destination will be reimbursed for their family as well as their dependent parents (one-way).

1.6.3 Accommodation

Employees are expected to use transit houses and can stay in a Designated Hotel only if the transit house is not available.

- The tariff (and taxes) for the hotel cannot exceed the limits prescribed in the [Travel Policy for India](#).
- Short-term transferees will be given priority in all Infosys transit houses and will be expected to move back from the Designated Hotels into the transit houses as soon as they become available.

Company provided accommodation (transit house or Designated Hotel):

- Employees in PL4 or above on short-term transfers of up to 3 months will be provided with accommodation for the duration of the transfer.

- Employees on short-term transfers of up to 6 months can stay at the Company provided accommodation for 20 calendar days.
- Employees on transfer periods of greater than 6 months up to 1 year can use the Company provided accommodation for 12 calendar days.
- For long-term transferees this benefit is available for 7 calendar days only. Employees in PL 3 or below on transfers of up to 3 months will be provided with accommodation for a period of 20 calendar days which could be extended up to 3 months, if the Employee Care Center (ECC) is available. The respective Delivery Manager or employee in equivalent Role will need to approve this extension of stay at the ECC.
- Employees who are entitled to pre and post transfer trips can use the Company provided accommodation for the duration of the visit. However, if they augment their pre and post transfer trips with their own leave balance, they cannot stay at the accommodation for the extra days.

1.6.4 Allowances

Living Allowance

(Refer to the [Annexure I](#) for all details)

Employees who are on a short-term transfer for a total period of 6 months will be entitled to a living allowance which will be paid to them on a monthly basis, in addition to the monthly salary. Employees on long-term transfers are not paid this allowance.

The Living Allowance will be prorated to the number of calendar days in the destination location for such employees on short-term transfer of 6 months. The table below gives the details:

In INR (per month)

Personal Level	*Group A	Group B	Group C	Group D
7 or above	10,000	9,000	8,000	7,000
6	8,000	7,000	6,000	5,500
5, 4 and 3	6,500	5,500	4,500	4,000
2	4,500	3,500	3,000	2,500

*Refer [Annexure III](#) for classification of cities.

Any amount paid in excess of INR. 6,000 will be subject to applicable taxes.

If the transferees are staying in the Company provided accommodation (transit house or designated hotel), the allowance will be reduced by 50%.

Dual Establishment Allowance

(Refer to the [Annexure I](#) for all details)

There may be situations where an employee who has been on a short-term transfer of greater than 6 months up to 1 year needs to maintain a dual establishment (base location + new location) because the family has not moved. In such cases, the employee can be paid INR 2500 per month as Dual Establishment Allowance on the approval of the respective Manager at Level 8 or above.

One-Time Transfer Allowance

All employees on transfer (unless specified differently for 'request transfers') are paid a One-time Transfer Allowance of INR 5,000. Employees will be required to submit bills for the expenses.

Movement Allowance

Employees on short-term transfers of greater than 6 months up to 1 year and those on long-term transfers are entitled to Movement Allowance. Employees on transfer period of less than 6 months are not paid this allowance.

Employees who are on a short term transfer greater than 6 months are eligible for the following movement allowance in addition to the One-Time Allowance. Please refer to [Movement Allowance \(Greater than 6 months to 1 year\)](#), [Annexure I](#) for all details.

In INR

Personal Level	7 or above	6	5 or below
Maximum limits for short term transfers > 6 months up to one year	25,000	12,000	5,000

Employees who are on a long-term transfer are eligible for the following movement allowance in addition to the One-Time Allowance. Please refer to [Movement Allowance](#), [Annexure II](#) for all details.

In INR

Personal Level	7 or above	6	5 or below
Maximum limits subject to actual for long-term transfers	40,000	25,000	7,000

1.6.5 Transport of Goods

- Employees on long-term transfers are entitled to reimbursement for the transport of their household goods and vehicles. Employees on transfer period of less than 6 months are not reimbursed under this head.
- Employees on short-term transfers of greater than 6 months up to 1 year can get the expenses for the transport of their household goods reimbursed only as an exception signed off by the respective Manager in PL 7 or above. This exception has to be within the limits defined in the table below.

Please note that employees will be also eligible for the reimbursement of transport of household goods and vehicles, in case they are transferred back to their base location or any other DC.

Transfers of >6 months up to 1 year

(Refer to [Transport of Goods \(Greater than 6 months to 1 year\)](#), [Annexure I](#) for all details)

Reasonable expenses for packing and transportation by road / rail / container service (surface transport only, including transit insurance) will be reimbursed at actuals, subject to the following limits:

In INR

Personal Level	*Category A	Category B	Category C	Category D
7 or above	6,500	10,500	18,000	21,000
6	5,000	8,000	14,500	17,000
5 or below	3,000	4,500	9,000	10,500

*Categories of cities are present in [Annexure III](#) to the Policy.

Long-term Transfers

Transport of **Goods**, [Annexure II](#) for all details)

Reasonable expenses incurred for packing and transportation by road / rail / container service (surface transport only, including transit insurance) will be reimbursed at actuals, subject to the following limits: **In INR**

Personal Level	*Category A	Category B	Category C	Category D
7 or above	11,000	18,000	30,000	35,000
6	8,500	14,000	24,000	28,000
5 or below	5,500	8,000	15,000	17,500

*Categories of cities are present in [Annexure III](#) to the Policy.

1.6.6 Joining Time / Time Off

Employees on a short-term transfer will be entitled to 2 days of joining time either before or after their physical movement to the new base.

Employees on a long-term transfer are entitled to 5 days off as joining time and / or pre / post transfer visit. This has been explained in the section below- Pre / Post Transfer Time Off.

1.6.7 Pre / Post Transfer Visit

This is a benefit that is available only to employees on long-term transfer who fit the criteria listed below:

- In the case of long-term transfers employees in PL 4 and above or those who have spent 3 years or more with Infosys will be entitled to a pre and post transfer trip along with family. The organization will reimburse the cost of a round trip for the employee and family. Family here would mean spouse and dependent children.
- These trips could be for finalizing a house or school before moving to the new base or to close any transactions that may still be pending in the old base. The employee only needs to produce proof of travel for claiming this reimbursement.

Pre / Post Transfer Accommodation

Employees and their family are entitled to stay in the Company provided accommodation for the duration of the Pre/Post Transfer visit.

Pre / Post Transfer Time off

- Employees in PL 3 or below or those with less than 3 years of service, on a long-term transfer, who are not eligible for pre and post transfer visit, are eligible to a total period of up to 5 working days off as joining time. The prior approval from their respective Manager in Level 8 or above is required for this time-off.
- Employees in PL 4 or above or with 3 years or more of service, who are eligible to a pre and post transfer visit, are eligible to a total period of up to 5 working days off for the purposes of joining time and pre and post transfer visits. Employees can decide how many days they would like to allot for either purpose and obtain prior approval from their respective Manager in Level 8 or above.
- Employee may augment the number of days for the pre and post transfer trip from their own leave-balance. However, this will be sanctioned with prior intimation and approval of Manager, post necessary work-related planning. In such a case, the employee will have to bear the cost of accommodation for any additional days and will not be expected to stay on in the transit house.

Pre / Post Transfer Allowance

An Employee on a pre and post transfer visit is expected to manage the family's expenses during the trip. The Company will pay for the stay and travel of the employee's family. The rest of the expenses will need to be borne by the employee.

1.7 AUTHORITIES

- The "Authorized Signatory for the transfer" and the "Authorized signatory for benefits as per guidelines" for the purposes of this Policy will mean the transferred employee's Department Head or concerned Director. The transfer has to be authorized by these role-holders depending on the level of the transferred employee. No claims can be made under this Policy without the relevant authorized signatory's approval of the transfer.
- The authority to approve continuation of benefits under one type of transfer even after the lapse of that transfer period is with the respective Manager in Level 8 or above.
- The authority to sanction the "Dual Establishment Allowance" is with the respective Manager in Level 8 or above.
- Sanctioning authority for any benefits for request transfers is with the respective Unit Head or employee in equivalent role. Extension of any or all benefits for a request transfer is subject to the condition that the employee has spent at least 1 year at the location from which the transfer is being sought.
- The decision as to the type of transfer will depend on the manager's estimation of the total duration of the transfer at the outset, as well as the milestone definitions as described earlier.
- If the actual period of transfer surpasses the initial estimate, or the employee is informed about a change in the status midway through the transfer, the allowances and benefits applicable to the new transfer status will automatically apply either from the date of information or date of the milestone, whichever is earlier.
- No dual benefits can be availed of for a single transaction. Only additional entitlements can be availed of except where they have been specifically disallowed.
- In case both spouses are employees, they will be entitled to one set of benefits (whichever set is higher in value).

1.8 PROCEDURE FOR TRANSFERS AND CLAIMS

The entire process of the transfer shall be through the e-Transfer System. The details of the process of initiation, approval, etc. are detailed in the e-Transfer System.

Employees can claim for all the benefits / allowances as applicable through the iClaims System, subject to necessary approvals.

The Living Allowance shall be paid to employees on a monthly basis, on acceptance of the declaration on the Transfer Allowance Module.

All expenses must be supported and claimed within 3 months of the transfer being in effect or at the end of the financial year (whichever is earlier). In the case of short-term transfers of greater than 6 months up to 1 year and Long-term transfers where the employee's family has also to move, bills must be submitted within 3 months of the family's movement or at the end of the financial year (whichever is earlier).

1.9 OTHER POINTS

All allowances (that are not in the form of reimbursements) will attract applicable taxes.

Employees will be entitled to modes of travel as per eligibility given in the Travel Policy. Modes of travel for family and dependent parents (wherever applicable) will be as per the Travel Policy eligibility of the employee.

1.10 EXCEPTIONS

Exceptions to the reimbursement, if billed to the client, will need to be approved by the respective Delivery Manager or employees in equivalent role.

All other exceptions and deviations to this Policy will require the approval of Delivery Head / Manager in PL 7 or above in BEF.

1.11 RELATED DOCUMENTS

Travel Policy for India ([Travel Policy for India](#))

2 TRAVEL POLICY FOR INDIA

2.1 OVERVIEW

This Policy defines the reimbursement of travel and business expenses incurred by employees on business travels within India. It covers aspects like travel, accommodation, conveyance and food.

2.2 OBJECTIVE

This Policy defines the allowances and benefits for employees traveling for official purposes for short duration of up to 1 month (30 days).

2.3 SCOPE

This Policy covers all employees of Infosys Limited based in India at Personal Level 8 and below and whose current location is India.

Base hires (employees with local employment contract) of countries outside India and India bases employees currently under deputation/secondment to an overseas country will also be covered by this policy when in India and travelling within India. The guideline in [Annexure V](#) will determine their eligibility.

2.4 ELIGIBILITY

All employees who are required to travel in India for duration of up to 1 month / 30 calendar days for official purpose are covered by this Policy.

2.5 MAIN CONTENTS OF THE POLICY

All requests for Travel will need to be routed through iTravel

ENTITLEMENTS

2.5.1 Travel

- Employees at Personal Level (PL) 4 and above are entitled to travel by air.
- Employees at PL 3 and below can travel by either train (up to IIAC) - Sleeper/Chair Car) or by bus. They are not entitled to air-travel

Air-travel:

- If an employee has to use a class of air-travel higher than the entitlement, the prior approval of the respective Delivery Manager or an equivalent Manager in Personal Level 7 (in case of Business Enabler Functions) is necessary on iTravel.

2.5.2 Accommodation

- The Company has transit houses ("**Guesthouse**") in many cities. The Travel Desk has also tied up with hotels ("**designated hotel**") for use by our employees. Both of these together are termed "**Company provided accommodation**".
- At the outset, it is important to note that employees are required to make arrangements for accommodation only through the Travel Desk.
- The Travel Desk will provide the employees with a designated hotel stay, only if transit houses are unavailable. However, employees will need to move into a transit house as soon as it becomes free.

- In travel destinations, where neither transit house nor designated hotel is vacant (or does not exist), employees will be provided with other hotel accommodation. These arrangements will also need to be checked with the Travel Desk. Expenses towards such accommodations will be reimbursed at actuals subject to the limits detailed in [Annexure IV - Limits for Hotel Accommodation expense reimbursement](#).
- Employees sometimes prefer to make own stay arrangements in the destination location. Such employees can opt for a lump sum in lieu of expenses for accommodation, food, out of pocket expenses and commute between work and their place of stay. This amount will be reimbursed only if the stay has been overnight and on declaration of having incurred the expenditure. Please refer to the lump sum limits given in [Annexure IV - Entitlement for Lump Sum](#). (Food or out of pocket expenses as explained in the next section cannot be claimed)
- Sometimes, employees may stay in hotels along with their family (spouse and dependent children) while on travel for official work. If such hotel stay is in a city where a transit house is available, employees will be reimbursed only 50% of the hotel room rent even if the entire amount is within their eligibility. The Company will not reimburse expenses such as food, etc. for the family members and will need to be taken care of by the employees themselves.

2.5.3 Food and Out of Pocket Expenses (OPE) Expenses

- Employees will be entitled to Food and OPE during their stay in the destination location. There are two options for claims:
 - **The option with bills** - Reimbursements of expenses towards Food and OPE will be made at actuals subject to limits as detailed in [Annexure IV - Limits for Food and OPE expense reimbursement](#).
 - OPE is to cover expenses such as portage, tips, newspapers, phone calls, etc. and is part of the boarding expenses. The OPE amount can be claimed without supporting bills and is based on declaration from employee of having incurred the expenditure.
 - Tips are capped at 10% of the Food and OPE amounts claimed under this policy. The Food and OPE limits are inclusive of tips and there is no separate entitlement over and above the same for paying tips. For cases where the bill invoice includes service charge/gratuity, no separate amount should be paid as tips.
 - **The option without bills** - where a lump sum of INR 250 will be given as reimbursement. OPE cannot be claimed separately under this option.
- Employees will be allowed to go up to 125% of the daily limit in case of exigencies. However, the total Food and OPE expenses in such cases will be restricted to the cumulative Food and OPE limit for the duration of travel.

Expenses on alcohol and cigarettes and expenses incurred on other colleagues at the destination Development Center or office will not be reimbursed.
- Expenses on account of travel to and from the airport / bus station / railway station, local conveyance for official purposes will be reimbursed at actuals. Employees should contact the Travel Desk for more details on transport / cab expenses.

2.5.4 Local Conveyance (within a city) and Road Travel (up to 400 km)

Women employees are eligible to use taxis if they have to travel between 8 p.m. and 6 a.m.

For local conveyance within the city and road travel up to 400 km:

- i. Employees in PL3 and below are eligible for public transport (Bus / Metro / Train).
- ii. Employees other than those in PL3 and below, are eligible for budget cars or may use their own vehicles.

Employees using their own vehicles as per clause 2.5.4 ii are eligible for fuel reimbursement at the rate of INR 8.00 per km.

Employees will not be charged any additional amount for using Company provided bus facility to commute to the host office. However, the regular transport deduction at the base location will continue.

2.5.5 Group Travel and Travel for Recruitment

This section deals with the provisions for Group Travel and Travel for Recruitment as they entail slightly different processing or requirements.

Group Travel

The approval of the respective Manager in Level 8 or above is required for group travel.

The Manager in PL 7 or above will also decide on the limits / exceptions applicable for such group travel.

For group travel, to ensure ease of processing the claim, only one person from the group should claim the reimbursement for the whole group. The amount will then be adjusted against the eligibility of each of the employees in the group.

Travel on recruitment

- All employees travelling on recruitment related work are eligible to travel by air on prior approval from the respective Manager (Personal Level 7 or above).
- Given all the collateral that the team is expected to travel with, expenses towards excess baggage will be reimbursed at actuals, subject to a maximum of INR 15,000 per two-way trip.
- Campus recruitment often takes place in towns where the Travel Desk may not be able to provide Company accommodation. Employees can stay in hotels designated by the educational institutions and the reimbursement would be on actuals. A limit of INR 3,500/day for the room rent, will apply, irrespective of personal levels and classification of cities in case the limit for accommodation expense reimbursement is lower.

Travel Advance

- Travel advance is issued to employees for non-recruitment related travel, where the Travel Desk is unable to provide Company accommodation.
- An advance of INR 3,000/day will be given as travel advance up to a maximum of INR 15,000 per trip, for non-recruitment related travel. An advance of up to a maximum of INR 20,000 per trip can be issued as an exception.
- A travel advance of up to INR 18,000 will be issued for recruitment related travel.
- The advance towards the venue for recruitment will be processed by the purchase department, provided it is informed of the need at least 24 hours before the date of travel.
- The respective Manager in Personal Level 7 or above has to authorize the travel as well approve any exceptions for the above.

2.6 CLAIMS

- All claims will be on actuals on provision of appropriate proofs.
- Employees will have to settle their claims within 7 days of return.
- If travel claims are not made in time, the travel advance issued will be recovered from the current month or the subsequent month's salary of the employee, depending on the payroll cut-off date. Any fresh travel advance will not be issued to the employee until the earlier claims are settled.

- The Indian Income Tax Act necessitates that the used air ticket jacket / boarding pass be submitted to the accounts department when raising air-travel expenses claim.

2.7 APPROVING AUTHORITY

Travel requisitions will be approved through the iTravel system.

2.8 EXCEPTIONS

Exceptions to the reimbursements, if billed to the client, will need to be approved by the respective Delivery Manager or employees in equivalent Role.

All other exceptions and deviations to this Policy will require the approval of Delivery Head / Manager in PL 7 and above in BEF and Unit Financial Controller.

2.9 RELATED DOCUMENTS

- Transfer Policy ([Transfer Policy](#))
- Policy on Per Diem

3 POLICY ON REIMBURSEMENT OF RELOCATION EXPENSES - NEW RECRUITS (INDIA)

3.1 OVERVIEW

In the context of bringing on board best of class lateral talent, we sometimes have to recruit new employees from locations other than where they will be working once they join the Company. This policy has been put in place to provide support to the new recruits for their relocation to their city of work at the time of joining the Company. In essence, the policy aims to provide reimbursement that helps mitigate the cost that a new recruit may incur for relocation.

3.2 OBJECTIVE

This policy explains the eligibility and applicable limits of the reimbursements extended to new recruits as a benefit to support their relocation within India, for taking up their assignments at Infosys Limited.

3.3 SCOPE

The Policy is applicable to new recruits in Personal Level 6 to 8.

3.4 ELIGIBILITY

New recruits in to the Company in Personal Level 6 and above are eligible for this benefit.

New recruits in Personal Level 5 and below are not eligible for this benefit.

Employees relocating from overseas into India are covered under the Global Relocation Policy.

The following limits apply:

Personal Level	Reimbursement Amount (subject to a maximum of)
6	INR 30,000
7 or above	INR 50,000

3.5 MAIN CONTENTS OF THE POLICY

The following expenses are included in the above mentioned reimbursement amount:

- Travel cost for the employee, spouse and children by the shortest route from the current location to the Infosys location (subject to the limits prescribed in the [Travel Policy for India](#)).
- Transportation of household goods by road or rail.
- Transportation of vehicles by road or rail.
- Brokerage for housing at the new location.
- Non-refundable fees paid to a school for the children's admission
- Food and accommodation expenses for self and family for a maximum period of two weeks (subject to the limits prescribed in the [Travel Policy for India](#)).

The expenses incurred under each of these heads must be reasonable and must be supported with relevant vouchers and should be submitted within 3 months of joining Infosys. Reimbursement will be made subject to overall limit prescribed by the Policy.

3.6 PROCEDURE FOR CLAIMS REIMBURSEMENT

- The employee must submit his expense through iClaims System. The claims system is available on the intranet on the following link: <http://172.25.103.20/CLAIMEXP.aspx/General/CLXLogin.aspx>
- The claim admin desk will verify the claim and communicate to the employee what is permitted and what has been disallowed through email and the claim will then processed for approval as per the iClaims system.
- The payment towards reimbursement will be deposited in the employee's bank account.

3.7 EXCEPTIONS

Exceptions up to 10% over the maximum limit and / or any other expense can be claimed with the approval of the Delivery Manager or employee in equivalent role.

All further exceptions and deviations will require the approval of Delivery Head / Manager in PL 7 or above in BEF and Unit Financial Controller.

4 POLICY ON REIMBURSEMENT OF TRANSPORT EXPENSES FOR TRAINEES

4.1 OVERVIEW

Trainees (in Personal Sub Level 2T or 3T) initially undergo the Foundation Program training and on successful completion of the same are allocated to various Practice Units based on business requirements. In most cases the training location is Mysore and posting locations could be any of the Infosys Development Centers across India.

4.2 OBJECTIVE

This Policy provides an option to Trainees (in Personal Sub Level 2T or 3T) to choose their convenient mode of travel to their final location of posting/next location of training in India apart from the Company-provided transport. Further, the Policy defines the applicable reimbursement to employees (in lieu of the transport expenses) for this movement.

4.3 SCOPE

This Policy is applicable to all Trainees (in Personal Sub Level 2T and 3T) whose base location and current work location is India.

4.4 ELIGIBILITY

This Policy is applicable to Trainees in scope and who have successfully completed their Foundation Program training.

4.5 MAIN CONTENTS OF THE POLICY

4.5.1 Expenses / limit reimbursed

Travel, Food and Out-of-Pocket expenses will be reimbursed for employees who make their own arrangements for traveling to the posting location.

Employees who opt to choose the Company provided transport are eligible for reimbursement of Food and Out-of-Pocket expenses only, travel expenses shall not be reimbursed.

The maximum limit for reimbursement of expenses for the entire duration of travel would depend on the distance between the starting location and the location of posting. The limits are detailed in the [Annexure VI](#) of this Policy.

4.5.2 Mode of transport

Employees are recommended to travel by air or train. Travel by bus will have to be through Infosys authorized travel agents only. Employees may use a higher mode of travel but the applicable reimbursement would be as defined in this Policy.

4.5.3 Reimbursement of expenses

- Employees should submit relevant documents / proof (original bills) for reimbursement of expenses towards travel and food, as indicated in this Policy.

- Employees need not submit proofs for Out-of-Pocket expenses.
- All claims should be made within 30 days of the expense through the iClaims system.

4.5.4 Other details

- Employees are responsible for travelling to the location of posting.
- Night travel must be avoided, wherever possible.
- Employees are required to plan the travel such that the travel is immediately after the date of relieving from training.
- Travel duration from Infosys Development Center (DC) in which employee has completed training, to the respective DC, where the employee joins can be applied as On-Duty for travel.
- Any duration beyond the travel duration, where the employee takes time-off for travel to home location or otherwise, before joining at the respective DC, shall be treated as Earned Leave or leave on loss of pay, as applicable.

4.6 EXCEPTIONS

All exceptions and deviations to this Policy will require the approval of Delivery Head / Manager in PL 7 or above in BEF.

5 EFFECTIVE DATE

All these Policies are effective for travels on or after June 19, 2017.

6 ANNEXURE I - Details of the Benefits under Short Term Transfer

Living Allowance

An employee who is on a short-term transfer for a total period of 6 months will be entitled to Living Allowance as enumerated below.

In INR (per month)

Personal Level	*Group A	Group B	Group C	Group D
7 or above	10,000	9,000	8,000	7,000
6	8,000	7,000	6,000	5,500
5, 4 and 3	6,500	5,500	4,500	4,000
2	4,500	3,500	3,000	2,500

*Refer [Annexure III](#) for classification of cities.

In locations where the Company provides accommodation (transit house or Designated hotel), the amount will be reduced by 50%.

This allowance will be paid out for every month of transfer for a maximum period of 6 months. No supporting documentation will be required for this allowance.

Up to INR 6,000/- per month will be given as a Daily Allowance (except where the eligible amount is less than INR 6,000/- in which case the entire eligible amount will be given as a Daily Allowance) and the rest of the amount will attract taxes as applicable.

This will be in addition to the monthly salary. The allowance is to cover boarding, lodging, laundry and transportation expenses (to and from the place of stay and work).

Dual Establishment Allowance

A situation may arise where an employee who has been transferred (short-term) for a period greater than 6 months up to 1 year is maintaining a dual establishment (base location + new location) because his / her family (as per the definition only) has not moved. The respective Manager at Level 8 or above (after ensuring the fact) can allow INR 2,500/- per month to be paid to the Employee for up to a maximum period of one year or till the family's movement, whichever is earlier.

One-Time Transfer Allowance

- **Less than 6 months**

A One-Time Allowance of INR 5,000/- (maximum) will be given to employees who are sent on short-term transfers of less than 6 months. This may be used for payment of the penalty for foreclosing a lease / rent agreement, vehicle and road tax at the new base and paying an advance for a house in the new location. The employee will be required to submit bills for the expenses.

- **6 months to 1 year**

A One-Time Allowance of INR 5,000/- (maximum) will be given to employees who are sent on short-term transfers of greater than or equal to 6 months. This may be used for payment of minor repairs,

maintenance, purchase of curtains, new electrical fittings, and down payment for telephone and gas connections. The employee will be required to submit bills for the expenses.

Movement Allowance (Greater than 6 months to 1 year)

Employees who are on a short term transfer greater than 6 months are eligible for the following Movement Allowance in addition to the One-Time Allowance.

In INR

Personal Level	7 or above	6	5 or below
Maximum limits for short term transfers > 6 months up to one year	25,000	12,000	5,000

The expenses that can be set off against this allowance will include:

- Payment of road tax / vehicle tax at the new location.
- Setting off of amount for penalty payment in the old location for pre-closure of the lease / rent agreement if adequate notice is not given to the employee. Here, "adequate notice" shall mean the notice the employee is required to give as per the rent or lease agreement that he / she has signed with the landlord. If partial notice was given to the employee, only part of the amount will be offset as a consequence.
- Brokerage for housing at the new location.
- Non-refundable fees to be paid to a school for the children's admission.
- The expenses incurred under each of these heads must be reasonable and must be supported with relevant vouchers. Reimbursement will be made subject to overall limit prescribed by the Policy.
- All expenses must be claimed within 3 months of the family moving (or the employee's movement if the family as defined is not applicable).

Transport of Goods (Greater than 6 months to 1 year)

Employees who are on a short term transfer of greater than 6 months are eligible for reimbursement for the transport of their household goods and vehicles on exception basis.

Reasonable expenses incurred for packing and transportation by road / rail / container service (including transit insurance) will be reimbursed at actuals, on production of receipts, subject to the following limits.

In INR

Personal Level	*Category A	Category B	Category C	Category D
7 or above	6,500	10,500	18,000	21,000
6	5,000	8,000	14,500	17,000
5 or below	3,000	4,500	9,000	10,500

**Details of the categories of cities are present in [Annexure III](#).*

Transportation should be arranged by surface transport only.

Please note that employees traveling on short-term transfers (6 months to 12 months) would be eligible for the allowances for transportation of goods on exception subject to the above defined limits only.

To claim the exception subject to the limits, the employee would need to get an approval from the Manager in PL 7 or above and above to whom he / she directly or indirectly reports into.

7 ANNEXURE II - Details of the Benefits under Long Term Transfer

One-Time Transfer Allowance

A One-Time Allowance of INR 5,000/- (maximum) will be given to employees who are sent on long-term transfers. This may be used for payment of minor repairs, maintenance, purchase of curtains, new electrical fittings, and down payment for telephone and gas connections. The employee will be required to submit bills for the expenses.

Movement Allowance

Employees who are on a long-term transfer are eligible for the following Movement Allowance in addition to the One-Time Allowance.

In INR			
Personal Level	7 or above	6	5 or below
Maximum limits subject to actual for long-term transfers	40,000	25,000	7,000

The expenses that can be set off against this allowance will include:

- Payment of road tax / vehicle tax at the new location.
- Setting off of amount for penalty payment in the old location for pre-closure of the lease / rent agreement if adequate notice is not given to the employee. Here, "adequate notice" shall mean the notice the Employee is required to give as per the rent or lease agreement that he / she has signed with the landlord. If partial notice was given to the employee, only part of the amount will be offset as a consequence.
- Brokerage for housing at the new location.
- Non-refundable fees to be paid to a school for the children's admission.
- The expenses incurred under each of these heads must be reasonable and must be supported with relevant vouchers. Reimbursement will be made subject to overall limit prescribed by the Policy.
- All expenses must be claimed within 3 months of the family moving (or the employee's movement if the family as defined is not applicable).

Transport of Goods

Employees on long-term transfers are eligible for reimbursement for the transport of their household goods and vehicles.

Reasonable expenses incurred for packing and transportation by road / rail / container service (surface transport only, including transit insurance) will be reimbursed at actuals, on production of receipts, subject to the following limits:

In INR

Personal Level	*Category A	Category B	Category C	Category D
7 or above	11,000	18,000	30,000	35,000
6	8,500	14,000	24,000	28,000
5 or below	5,500	8,000	15,000	17,500

**Details of the categories of cities are present in [Annexure III](#).*

8 ANNEXURE III - City Classification

1. City Group Classification for Living Allowance eligibility (Transfer Policy):

Group A	Mumbai and Delhi(NCR)
Group B	Chennai, Calcutta, Bangalore, Pune, Hyderabad, Nagpur and Baroda
Group C	Mangalore, Bhubaneswar, Coimbatore, Mysore, Vizag
Group D	Other Places

2. City Category Classification for eligibility under Transport of Goods (Transfer Policy):

Following are the current DCs under the various slabs of the Policy.

Please note that the eligibility is applicable for transfers from City A to City B and vice versa also. For cities not listed in any of the categories below, the travel category will be decided based on the respective distance between Starting City and the Destination City.

Category A (Range of 0 km to 500 Kms)

Sector	City A	City B
Up to 500 kms	Bangalore	Mysore
	Bangalore	Chennai
	Bangalore	Mangalore
	Mangalore	Mysore
	Mysore	Trivandrum
	Chennai	Mysore

Category B (Range of 501 kms to 1000 kms)

Sector	City A	City B
501 kms to 1000 kms	Bangalore	Hyderabad
	Bangalore	Trivandrum
	Bangalore	Pune
	Chennai	Hyderabad
	Chennai	Trivandrum
	Chennai	Pune
	Chennai	Mangalore
	Hyderabad	Pune
	Hyderabad	Mangalore
	Hyderabad	Mysore
	Mangalore	Trivandrum
	Mangalore	Pune

Category C (Range of 1001 kms to 2000 kms)

Sector	City A	City B
1001 kms to 2000 Kms	Bangalore	Bhubaneswar
	Bhubaneswar	Mangalore
	Bhubaneswar	Mysore
	Bhubaneswar	Trivandrum
	Bhubaneswar	Pune
	Bhubaneswar	Hyderabad
	Bhubaneswar	Chennai
	Chandigarh	Pune
	Hyderabad	Trivandrum
	Hyderabad	Chandigarh
	Mysore	Pune
	Pune	Trivandrum

Category D (Range of 2001 kms & above)

Sector	City A	City B
More than 2001 kms	Bangalore	Chandigarh
	Bhubaneswar	Chandigarh
	Chandigarh	Mysore
	Chandigarh	Trivandrum
	Chennai	Chandigarh
	Mangalore	Chandigarh

3. [The classification of cities is as follows \(Travel Policy for India\):](#)

- a) **Group A** - Delhi and Mumbai
- b) **Group B** - State Capitals, Pune, Mohali
- c) **Group C** - All other cities

9 ANNEXURE IV - Travel Policy for India

City Classification: Refer to [Annexure III](#)

Limits for Hotel Accommodation* expense reimbursement:

(Per Day in INR)

Personal Level / City Class	Group A	Group B	Group C
7 or above	6,000	5,000	4,750
6	5,000	4,000	3,500
5 or below	3,500	3,000	2,500

*Daily Limits for Hotel Accommodation is applicable only if the Travel Desk is unable to provide a Designated Hotel at the travel destination.

Limits for Food and OPE expense reimbursement:

(Per Day in INR)

Personal Level / City Class	Group A	Group B	Group C	OPE*
7 or above	1,200	1,000	800	200
6	900	800	750	150
5 or below	700	600	550	100

*OPE is part of Food and OPE limits. It has been called out separately as it can be claimed without bills on declaration.

Entitlement for Lump Sum (covering Accommodation, Food, Conveyance and OPE):

(Per Day in INR)

Personal Level / City Class	Group A	Group B	Group C
7 or above	700	700	600
6	500	500	400
5 or below	500	500	400

10 ANNEXURE V- GUIDELINES FOR OVERSEAS EMPLOYEES TRAVELLING TO INDIA

This Guideline defines payroll and approval process for base/deputed/seconded employees onsite, who are travelling to India for any official / personal reasons such as Visa extension, family exigency, vacations etc.

10.1 SCOPE AND APPLICABILITY

This guideline is applicable to the following set of employees who have travelled to India for “official” and/ or “personal” purposes

10.2 DEFINITION

- Deputies/Secondees- Employees with India contract who are deputed/seconded to another country
- Overseas Base Hires - Employees on local contract at overseas locations-

10.3 GUIDELINE DETAILS

10.3.1 For Deputies/Secondee

1. Employees who are deputed to other countries on overseas payroll, based on situations if needed, can work from India (this could include working out of any Infosys DC, work from home or work from client location) for a maximum up to 15 days (calendar days) from date of leaving the onsite country upon approval from DM. After completing business in India, they return to the country of deputation/ for same assignment, client, location etc.
2. Employees who have started work at India after completing their onshore leaves, the count of 15 calendar days leave would start from the date of completion of onsite leaves.
 - *For example an employee has onsite leave from 1st April to 10th April. He/she travelled back to India on 6th April and starts working from his/her home on 11h April. He would be able to work in India up to 15 calendar days starting from 11th April i.e. till 25th April.*
3. In cases employee is required to stay beyond 15 calendar days, an extension for up to 30 calendar days can be provided based on DH/manager in Level 8 or above and respective GI Lead for the particular Geo.
4. In cases where the employee has not obtained necessary approval for staying/working out of India, he/she has to submit the Onsite Return Form (ORF) with the latest of: a) last working day at onshore b) date till which approval has been obtained c) leave end date as the assignment end date, post which onsite assignment will be closed and India payroll will start.
 - *For example: An employee applies for leave from May 1 to 15 at Onsite (location outside India) and travels to India. He/she starts working offshore from May 16 and provides approval for 15 days. He continues to work for another 5 days but doesn't provide SOH approval. In that case, last working day onshore (LWD) would be considered as May 30 (date till which approval has been obtained) for onshore salary. His India payroll will start post June 01.*

10.3.2 For Onsite Base Hires:

1. Onsite Base hires can travel to India on business for 30 calendar days (which would include any leaves taken) with DM approval. At the end of the 30 calendar days they will return back to the same assignment, client, location etc.
2. Employee who are Indian nationals needs to be transferred to India payroll if he/she is not planning to return to same assignment client, location etc. or if his/her work is exceeding 30 calendar days in India. The date of start of India payroll can be at max. 30 days from the date of start of business in India. A new assignment needs to be raised by the manager to place the employee in an overseas country. Till the assignment is closed, employee will be part of India payroll.
3. In case the base employee intends to continue working out of India beyond 30 days, such request would require Unit Head and Assistant Financial Controller approval (additional approval from respective GI Lead for the particular Geo is needed in case of Non-Indian nationals base hire).
4. In the absence of these approvals,
 - a. For all visa dependent base hires who are Indian national, India transfer would be initiated effective from the 31st days of India stay.
 - b. For rest of visa dependent/independent base hires who are Non-Indian national, will have to return to their base country immediately. Company can initiate disciplinary action for not following the process of taking prior approvals.



- Employees are expected to abide by the above guidelines in case of any exception from the above he/she may be liable for disciplinary actions even leading to termination of employment

10.4 REMUNERATION

Reimbursement for travel and business expenses for overseas base hires and Deputies/Secondee when in India in business and while travelling within India on business would be governed by the 'Travel Policy for India'. Refer to [section 2.5](#) for further details on entitlements during the period of stay in India.

10.5 EXCEPTIONS

No exceptions to the above guideline are envisaged. We recommend employees to be well versed on the guideline terms and conditions so that any deviation in usage is avoided. Any clarification on the entitlements or the process can be sought from the respective manager or Unit HR.

11 ANNEXURE VI - Transport Reimbursement for Trainees

Amount in INR

Distance Slab (One Way)	Travel	Food	OPE*	Total Reimbursement
0-200KM	1,000	200	75	1,275
201-500KM	1,700	400	75	2,175
501-1000KM	2,400	600	100	3,100
1001-2000KM	3,000	700	100	3,800
More than 2001 KM	3,500	800	100	4,400

*Out-of-Pocket Expenses include expenses towards tips, newspaper, porter charges etc.

Refer [Annexure III](#) for the list of cities within the prescribed distance limit. For cities not listed within any of the distance slabs, the distance slab will be decided based on the respective distance between Starting City and the Destination City.

In matter of any dispute/disagreement regarding the interpretation of the policy, the decision of the company would stand full and final.