

**"PER DIEM DECLARATION FORM"**  
 (Declaration for Per Diem Expense used towards official expenses)

**(To be attached with all Travel & Expenses claims - Domestic / International Travel where Per Diem is being claimed)**

I Pratham K R, hereby declare, that the daily allowance (per diem) claimed by me as detailed below from Cognizant Technology Solutions India Pvt. Ltd. has been used by me wholly and exclusively for the performance of official duties and in the course of travel.

<b>1</b>	<b>Associate ID:</b>	2457278	
<b>2</b>	<b>HCM Manager's Name and ID:</b>	Shankar Mohan ,325828	
<b>3</b>	<b>Project Manager Name and ID:</b>	Shankar Mohan ,325828	
<b>4</b>	<b>Travel (please tick (✓) one)</b>	<b>International:</b>	<b>Domestic:</b> <input checked="" type="checkbox"/>
<b>5</b>	<b>Period Of Travel:</b>	<b>From:</b> 05/02/2026	<b>To:</b> <b>18/02/2026</b>
<b>6</b>	<b>Place(s) of Travel:</b>	Hyderabad to Bangalore	
<b>7</b>	<b>Total No. of Days: (Including the travel start date and end date)</b>	14	
<b>8</b>	<b>PER DIEM rate per Day (INR/US\$/GBP/EUR etc.)</b>	600	
<b>9</b>	<b>Total Per diem for the period of Travel:</b>	8400	

I hereby declare that the information provided above is true and accurate. I also understand that, to make false or fraudulent statements within this document may result in disciplinary action, including denial of reimbursement and/or up to termination of services from Cognizant.

**Signature of the Associate**

Place: Bangalore

**Note:**

1. This form is applicable to all associates receiving Per Diem payments in accordance with the India Addendum to the Global Business Travel Umbrella Policy; all associates are required to retain their original receipts on file in the event that they are audited by Indian tax authorities or Cognizant conducts any sort of internal investigation.
2. This form must be filled in, signed, scanned and attached to the Expense report submitted in Enterprise Service Application (ESA).
3. In the absence of this declaration, the complete Per Diem amount will be advised to India Payroll Team who will treat this amount as Salary for the purposes of applying statutory payroll tax deductions.
4. As per FEMA regulations, following are the timelines for return of unspent foreign exchange:  
 In case of Currency: within 90 days from the date of return from travel  
 In case of Traveller's Cheque: within 180 days from the date of return from travel.
5. For unspent balances on Forex Card or outstanding per diem claims, the maximum amount that will be transferred direct to associates to cover direct personal expenses is USD 250 (or equivalent in INR); any balance in excess of USD 250 will be advised to India Payroll Team who will treat this amount as Salary for the purposes of applying statutory payroll tax deductions. Where associates will have personal expenses in excess of USD 250 they should draw their per diems at the time of the expense to cover such expenses.