

Dear Bhaskar,

Warm greetings from Cognizant!

You are hereby informed that upon accepting the terms and conditions of your employment with Cognizant, you will be eligible for reimbursement of the expenses incurred by you towards your joining Cognizant at CHN TCO SDB2 - F6(STP2)-Tamil Nadu at actuals and subject to an upper limit of INR 25,000.00.

The following expenses would be eligible to be reimbursed subject to the entitlements:

- a) Expenses related to movement of personal effects, domestic goods and vehicle.
- b) Insurance expenses incurred towards movement of the above said goods.
- c) Travel expenses incurred by the candidate and 3 dependents. Dependents can include spouse, parents and children.
- d) You can choose any convenient mode of travel - air, train, bus or cab/car.

The above said expenses for domestic relocation are reimbursable subject to the following:

- a) All bills should be in your name.
- b) Where own car is used, the fuel expenses and toll fees paid accompanied by bills shall be eligible for reimbursement.
- c) Bills for transport of goods should be accompanied by details of the content of the shipment.
- d) Where journey is performed by train or air, the relevant train tickets and boarding passes need to be submitted.

The expenses incurred shall be claimed for reimbursement within 3 months of joining Cognizant.

Kindly note the points below:

1. In the event that you fail to be on rolls of Cognizant for a continuous period of 12 months, you shall repay the amount reimbursed to you as relocation expenses. Failure to repay the reimbursed expense will entitle Cognizant to proceed for recovery of the amount paid.
2. Submission of bills that are not towards the relocation expenses and not authentic, will entitle Cognizant to deal with the issue as it deems fit.
3. Any expense as a result of transfers/relocation between Cognizant facilities in a city will not be reimbursed.

We welcome you to Cognizant and look forward to a mutually rewarding association with us.

Best Regards,
Yuvaraj K
HR-Talent Acquisition Group
CognizantTechnologySolutions

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