

COGNIZANT TECHNOLOGY SOLUTIONS

Domestic Travel Expense Policy – India

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1.0 Purpose & Scope

The purpose of this document is to define the Travel and Expense policies that are applicable to all Cognizant India associates for all domestic short-term business travel or the reimbursement of business related expenses paid by Associates on behalf of the Company. This policy does NOT cover travel in the event of emergencies. In the event of a crisis or a declared business continuity plan, all travel-related policies will be superseded by the guidelines stipulated by the company's crisis / Business Continuity Plan policies. In addition, this policy does NOT cover Deputation or Inter-city transfer. Those policies are published separately at MyTravel & c-world portals.

Cognizant will reimburse its associates for necessary, reasonable and approved business travel expenses as per the limits defined in this policy. Travel and expenses should be consistent with the needs of the business and should be used to accomplish business objectives in a cost efficient manner and in keeping with normal safety requirements. The Company reserves the right at all times to refuse reimbursement of such approved expenses where they are out of policy.

This policy supersedes all practice, department or any other Cognizant directed Business Travel and Expense (T&E) Policies. Any change to this policy must be approved in writing, with prior approval, by the Chief People Officer or the Chief Financial Officer with recommendation from the team responsible for policy formulation & modification (Global Mobility Team)

2.0 General

2.1 Effective Date

The Effective date of this policy is: January 02, 2012

2.2 Definitions:

- 2.2.1 **Domestic short term business travel:** All business-related travel within India for duration of up to 14-days.
- 2.2.2 **Associate:** Regular Employees of any Cognizant Company or subsidiary as designated in the order of appointment letter or through any other official letter issued by the Company.
- 2.2.3 **Company:** Cognizant Technology Solutions (India) Pvt. Ltd. or other Indian subsidiaries of Cognizant Technology Solutions Corporation.
- 2.2.4 **Frequent Traveler:** Any associate that travels or has the need to submit for reimbursement of business-related expenses at least once per quarter. Frequent Travelers are entitled to a Corporate Card.
- 2.2.5 **Project Manager (PM):** Cognizant associate responsible for delivery and financial performance of the project on which an associate works.
- 2.2.6 **Immediate HCM supervisor:** Associate's manager in the PeopleSoft HCM module.

2.3 Responsibility

- 2.3.1 It is the responsibility of each associate to provide all accurate and required supporting documentation for reimbursement. Those associates who fail to comply with the Cognizant Travel and Expense Policy will not be fully reimbursed for expenses, and could be subject to disciplinary action, up to and including termination.
- 2.3.2 It is the associate's responsibility to submit expense reports for reimbursement as soon as possible after the related business expenses were incurred or paid. At the very least associates must pull corporate card transactions out of their MyWallet queues and code them with valid project ID's and valid MyTravel request ID no less than 7-days prior to their Corporate Card statement cutoff date. In addition, associates are required to submit their expense reports within 60-days of the date of expenditure, and they must file expense reports at least once per month, as necessary.
- 2.3.3 The project Manager is responsible for checking the claim submitted by the associate in ESA and is responsible for ensuring that claims adhere to the current expenses policy. The PM must approve the expense report within 5-business days of receiving it in his or her approval queue.
- 2.3.4 Cognizant expects all frequent travelers to use the Corporate Card for airfare, car rental, meals, hotel bookings and other approved business expenses, wherever the card is accepted. Use of the Corporate Card for personal expenses is prohibited. Please refer to section 3.4 below for more details on the corporate card.
- 2.3.5 Associates are expected to complete a travel profile with the Authorized Travel Desk, or the preferred travel agencies of Cognizant, which is a one-time activity. Please contact the travel-desk in your location / city to complete this profile. This requirement is for the benefits of our associates so that: their corporate card number can be added to their profile; they can easily have mileage credited to their frequent flyer accounts, when applicable; they will be seated in their desired seat location (aisle, window, etc.); and the company can contact them in case of an emergency.

3.0 India Domestic Travel

3.1 Coverage

The following expenses will be covered under India domestic policy for Short-Term Business Travel.

- Air, Rail and Road travel
- Accommodation
- Local Conveyance
- Meals and Incidental Expenses

3.2 Short-Term Business Travel

3.2.1 Air, Rail and Road Travel and Inter-city Road Travel

- Associates other than ELT's (PAT/CAT) may travel by air when traveling for business purposes. In most cases, ELT's must travel by rail. However, ELT's may travel by air if the duration of the trip by train exceeds 12 hours.
- Associates are expected to raise their Air/rail booking request only with Cognizant's authorized travel desk or travel agency. Self booking of air tickets is prohibited. The travel desk or agency will only book fares on Cognizant's preferred airlines. In addition, the travel desk or agency is the final authority to decide on the flight / cost (without disturbing the associate's business schedule). Contact information for your local admin / travel desk may be found at <https://mytravel.cognizant.com>
- In many cases, you must raise an online travel request in "MyTravel" portal as a prerequisite to getting tickets issued by the travel desk. Please refer to section 3.5 for details.
- All air travel must be booked in economy class. There is no business class travel allowed for domestic airfare.
- Payments made to procure "premium seating" (i.e., seating with extra legroom) are not reimbursable.
- Cognizant expects all associates travelling by air to purchase tickets at the Lowest Logical fare (LLF) available for the travel, options for which would be provided by the authorized travel desks.
- Cognizant associates may not make or modify travel arrangements for personal gain. For example, Cognizant associates must not book higher priced fares in order to get mileage credits on their own preferred airlines.
- Where possible and practical, air ticket purchases should be made at least 7 calendar days in advance of the date of travel. Please allow at least one additional day due to the time taken to process travel requests by the travel desk.
- No excess baggage charges will be reimbursed unless there is official equipment or material that has to be carried.

- Any and all cancellation fees will be charged to the project for which the travel request was raised.
- Associates with grades of SM+ and above AND who hold a corporate card can self-book rail travel, after raising an online travel request in the “MyTravel”. This option is NOT open for usage of any other credit card/debit card. Alternatively, train tickets can be organized through the location admin team/travel desk support in each Cognizant location.
- Use of alternatives to air travel (that is, rail or road) where convenient and feasible (for example, but not restricted to, rail travel in the Chennai-Coimbatore, Chennai-Bangalore and Bangalore-Hyderabad, Bangalore-Coimbatore, Kochi-Coimbatore & Pune-Mumbai sector) is encouraged.
- Where the associate elects to travel by road for inter-city travel as per above, all car arrangements must be made with one of Cognizant’s preferred vendors, and reservations must be booked through the Admin, Guest Relations Team.
- Associate can use personal car and the same will be reimbursed at reasonable actuals for inter-city travels in Chennai-Coimbatore, Chennai-Bangalore, Bangalore-Hyderabad, Bangalore-Coimbatore, Kochi-Coimbatore and Pune-Mumbai Sector, with the submission of receipts. Associates should travel on the shortest possible route to the Destination.
- Cognizant does not recommend that associates commute by road for official inter-city travel, between the hours of 9.00pm and 5.00am due to safety reasons. Associates travelling by road on the Mumbai-Pune sectors are expected to reach destination before 11.30 pm and depart after 5.30 am.

3.2.2 Accommodation

- Booking for all accommodations must be made through Cognizant’s authorized guest relations team/ travel desk or travel agency.
- All associates with grades up to Manager are expected to stay at Cognizant approved guesthouses when traveling within India.
- SM and AD will be provided with option to stay in Cognizant designated hotels apart from guest houses
- Guest house accommodation will be provided on a double occupancy basis for grades up to SA.
- Associates with grades M and above will be provided guest house on single occupancy.
- Frequent travelers, as defined in section 3.6 below, must use their Corporate Card for settlement of Accommodation charges, where accepted and where accommodation is not paid directly by the company.
- Where Cognizant approved accommodation is not available, Cognizant will reimburse reasonable expenses at actual cost, but the booking of the accommodation still must be made through Cognizant’s authorized admin / travel desk or travel agency.
- The Company does not provide any stipend (other than permissible per diem as per section 3.2.4 below) to associates who arrange their own private accommodations with friends or family.
- Where the arrangements have been made and paid for by the Company for boarding and lodging, the associate will not be entitled to reimbursement of expenses incurred on boarding and lodging.
- Tips and gratuities to drivers, porters, doormen, or bellboys are reimbursable at actual cost for associates with grades of Director or higher, and should be reasonable according to the local customs of the region being visited. Such tips and gratuities are included in the per diem amounts

described below in section 3.2.4 for associates with grades up to AD and should not be submitted separately for reimbursement.

- Hotel Phone usage: All efforts should be made to use cell phones, prepaid calling cards, or internet phone services, such as Skype, to avoid excessively high toll rates on phone calls or conference calls. If an associate does not have a cell phone, he/she may receive reimbursement for reasonable phone charges while traveling.

3.2.3 Local Conveyance

- Cognizant will reimburse associates for out of pocket taxi, bus, and car service fares incurred for valid business purposes.
- Use of Public Transport (taxi, autos, airport bus service and airport taxi service) is recommended, wherever it is convenient and economical.
- Female associates, across all levels, will be provided with Cognizant organized night transportation while traveling on business.
- Cognizant recommends that associates across all levels be conscious of cost and environment, and to pool vehicles wherever possible including airport transfer/railway station transfer.
- Grade wise eligibility for car / cab transportation in India is as follows:

Grade	Car Eligibility for short term travel
Up to M	Airport / train station pick-up and drop-off arranged by Cognizant Travel to / from the guesthouse to Cognizant /client offices and any other business-related local intra-city travels to be arranged by associate and reimbursed at actual
SM and above	Airport pick-up & drop-off and all other local intra-city business related travels will be arranged by Cognizant Cab at disposal for the length of stay

- Cognizant will reimburse applicable Toll and parking fees at actual cost incurred, subject to submission of receipts, where required.
- Auto / local taxi fares will be reimbursed at actual without supporting documents, provided the claim is within reasonable limits.

3.2.4 Meals and Incidental expenses

- Meals and incidental expenses will be reimbursed as follows:

Grade	Type of reimbursement	Amount
Up to A	Per diem	Rs. 600
SA to M	Per diem	Rs. 900
SM and AD	Per diem	Rs. 1,200
Director +	Actual with receipts to max. guidelines at right	Rs. 2,500

- Per diems as mentioned above are flat allowances with no receipts required for substantiation.
- For associates paid via per diem, tips, taxes, and gratuities incurred at hotels and restaurants, and any incidental expenses, such as snacks and beverages, are included in the per diem amount and may not be submitted separately for reimbursement.
 - Laundry charges are reimbursable at actual cost, with receipts submitted, where required, if the duration of the trip exceeds four nights.
- For associates being reimbursed for actual expenses:
 - Reimbursable food expenses include breakfast, lunch, dinner, related tips (when confined to a reasonable and customary limit for the region being visited) and other expenses towards food and beverages.
 - Laundry charges are reimbursable at actual cost, with receipts submitted, where required, if the duration of the trip exceeds four nights.

3.3 Internal Meetings, Events, and Conferences

- 3.3.1 Internal meetings should be held at Cognizant facilities whenever possible. All meetings held at a Cognizant office should be coordinated via the local Administrative helpdesk. Meeting coordinators should consider hosting events through teleconferencing, video conferencing, or web conferencing to minimize travel costs. To ensure the most cost effective travel arrangements and that travel restrictions are properly managed, offsite meetings of 10+ attendees and that require overnight lodging must be coordinated through the Events Team (contact information can be found at <https://Mytravel.cognizant.com/XXXXXX>) even if the meeting is at a local hotel and no airline reservations are required.

3.4 Other: The following additional business related expenses are reimbursable:

- 3.4.1 Business Gifts: The use of company funds or assets for gifts, gratuities, or other favors to customers, employees or government officials is prohibited, except to the extent that such gift is in compliance with applicable law, immaterial in amount, and not given in consideration or expectation of any action by the recipient. The gift should also comply with the guidelines,



approval , notification and limits contained in our Gifts and Gratuities policies. (<https://groups.cognizant.com/corporate/CGandRM/Documents/CodeOfEthicsOverview.ppt>)

- 3.4.2 Postage: Business related postage and shipping are reimbursable with appropriate supporting documentation.
- 3.4.3 Dues/Membership Fees: Expenses incurred for memberships in professional organizations may be reimbursable if approved in advance by the associate's Immediate HCM supervisor. Club memberships are NOT reimbursable.
- 3.4.4 Books/Publications: Necessary business-related books, periodicals, and subscriptions are reimbursable at the discretion of the associate's project manager.
- 3.4.5 Dues/Membership Fees: Expenses incurred for memberships in professional organizations may be reimbursable if approved in advance by the associate's Immediate HCM supervisor. Club memberships are NOT reimbursable.
- 3.4.6 Books/Publications: Necessary business-related books, periodicals, and subscriptions are reimbursable at the discretion of the associate's project manager.
- 3.4.7 Printing and presentation preparation costs with a valid business purpose.
- 3.4.8 Training: Business related training fees when approved in advance by an associate's Immediate HCM supervisor.
- 3.4.9 Visa-related travel is reimbursable, provided that (a) the travel costs are reasonable and for a valid business purpose, rather than personal (b) the associate and his or her family travel by train (unless the duration of the travel exceeds 12-hours, when the associate and family may travel by air), (c) and costs are documented with receipts. These costs should be coded to the associate's then-current project. Should the visa-related travel be related to a change to a new project, then the new project will bear the cost of the travel.
- 3.4.10 Non-reimbursable expenses
 - 3.4.10.1 Passport fees (initial fee and renewals)
 - 3.4.10.2 Political contributions
 - 3.4.10.3 Charitable contributions/fund-raising events
 - 3.4.10.4 Dues and membership fees (even if used for business purposes) for lunch clubs, dinner clubs, country clubs, or any social clubs and other similar clubs. Such fees are not tax deductible by Cognizant
 - 3.4.10.5 Personal items (toiletries, clothing, etc.) or personal services (such as haircuts, spa services, etc.
 - 3.4.10.6 Casual labor: any payment for permanent, temporary or contract labor

- 3.4.10.7 Theft or loss of personal property, including personal car, clothing, or money.

3.5 Corporate Card

Cognizant offers a Corporate Card to frequent travelers (those who travel or have the need for reimbursement of other business-related expenses, such as team or client meals, at least once per quarter). It is mandatory that frequent travelers use the Corporate Card for air travel, accommodation, and meals. Exceptions are allowed if the merchant does not accept the designated corporate card, the associate has been denied a card, or the expenditures have been directly paid by the company. For guidelines on the corporate card process, please refer to 'myTravel' portal at (<https://mytravel.cognizant.com/>) under the 'Amex card Forms' category. **NO Transactions will be approved to charge to Cognizant's BTA Card. If the Associate does not have an American Express Corporate Card he/she can either apply for one at www.americanexpress.co.in/corporateapplications or use their Manager's AMEX Corporate Card for tickets.**

3.6 MyTravel online portal and the workflow

- In many cases, entering a travel request into the MyTravel portal is a prerequisite for the issuance of domestic air tickets for any business travel:

Grade	MyTravel Request requirements
Up to M	Raise air / rail travel request and upon PM approval in the system, ticket will be issued.
SM / AD	Raise air travel request prior to ticket issuance. No manager approval in the system is required.
D & above	Can raise air travel request in the system as for M / SM as described above or call the dedicated VIP travel desk directly at the contact number available at https://MyTravel.cognizant.com . In cases where associates with grades D and above call the travel desk directly, they must still submit a travel request in MyTravel or the VIP helpdesk can process a request on their behalf anytime prior to their actual departure date. No manager approval is required in MyTravel.

- Proper allocation to the appropriate project is a prerequisite to raising an online request in 'myTravel' portal.**

3.7 Travel Expense Report Submission

- It is the associate's responsibility to submit expense reports for reimbursement as soon as possible after the related business expenses were incurred or paid. At the very least associates must pull corporate card transactions out of their My Wallet queues and code them with valid project ID's and valid MyTravel request ID no less than 7-days prior to their Corporate Card statement cutoff date. In addition, associates are required to submit their expense reports within 60-days of the date of expenditure, and they must file expense reports at least once per month, as necessary.
- Only permissible expenses with supporting documents, as indicated in the above sections of this policy, will be reimbursed. Receipts are required to be attached to the expense report for expenditures exceeding INR 500 only, with the exception of local taxis as noted above. In cases

where receipts are not required, associates must fill out and upload in place of receipts a Travel and Expense Tax Declaration Affidavit (see **Appendix A** to this policy).

- Submission of fraudulent claims will be considered a violation of the company's policies and Cognizant's Code of Ethics and will subject the associate to disciplinary action, up to and including termination.
- Where costs, such as meals (but excluding hotel bills), are incurred by a group of associates but only one account is settled for the service provided, it is the responsibility of the most senior associate present to submit the claim for authorization to the next authority level for reimbursement. In all other circumstances expenses should be settled by the associate incurring the expense.
- All expenses relating to a particular payment must be included in a single expense line and not submitted on multiple lines unless a portion of the charge is reimbursable and a portion is personal.
- It is the claimant's responsibility to maintain adequate records of all expenses and, in particular, to keep copies of all expense reports and receipts before submitting to their project manager for approval.
- Expense reports are subject to audit on a test basis by a staff of Pre-pay auditors. Pre-pay auditors are required to complete their audit of an expense report within three business days of receiving it in their approval queues. Pre-pay auditors may decline payment for exceptions to this policy.
- Expense reports must be approved by associates' managers on each project for which expenses are incurred. Project Managers are required to approve expense reports within five business days of receiving them in their approval queues.
- All expense reports must be approved by an associate with a higher grade in the company than the associate who submits the expense.
- Monthly reports containing details of associates who submit expense reports with significant exceptions (worth approximately INR 5,000 AND 10% of the allowable reimbursable amount for a particular expenditure type) will be circulated to Senior Business Unit and Corporate management. Habitual offenders will be subject to disciplinary action up to and including termination.
- Approved expense reports will be settled in weekly pay cycles by the finance team.

3.8 Insurance

The company provides basic group personal accident insurance for Cognizant associates while traveling within India for business purposes. Information regarding coverage can be obtained from your local benefits department.

Appendix A**Travel and Expense Declaration Affidavit**

This form is to be used when an individual certifies that an expense receipt was lost, accidentally destroyed or unobtainable.

Re: Non availability of Original Receipt(s)

I, _____ having associate ID _____ hereby declare that I have lost or misplaced the original receipt(s) / could not obtain receipt(s) for the following expense(s) actually incurred by me as part of my domestic travel vide Travel ID _____. This is to certify that all expenditure declared herein have been incurred by me wholly and exclusively for the performance of official duties.

Date of incurring Expense	Nature of Expense	Complete the following table if expense is conveyance			Amount Incurred (In Rs.)
		From	To	Mode	

I further declare that I have not claimed this expense / used this receipt earlier nor will I claim reimbursement for the same through any other expense report in future.

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)

Notes:

- Only the actual amount incurred or Rs.500/- per transaction whichever is less, can be claimed
- This form must be scanned, filled in, signed and attached to the Expense Report in order to get reimbursed

Change Log

Version Number	Changes Made			
Version No.	Page no	Changes	Effective date	Changes effected
V1.1	10	Travel Expense Report Submission (Local Conveyance amount increased from INR 300 to INR 500)	Dec'14	1 st Dec 2014
	5	Inclusion of clause on personal car usage	Dec'14	
	6	Revision of Meals and Incidental expenses amount	Dec'14	
	7	Laundry excluded from per diem	Dec'14	
	5	Inclusion of Hotel accommodation for SM & AD	Dec'14	
	8	Change in Internal Meetings, Events, and Conferences clause (Events Team instead of Travel Manager)	Dec'14	