



INDIA DOMESTIC TRANSFER HANDBOOK V1.0

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1. Why – Purpose

To provide guidelines about allowances, terms and conditions, when you are transferred and on permanent relocation across Cognizant-India locations

2. Who – Eligibility

All India associates transferred across Cognizant-India locations

3. What – Entitlement

A. Definitions

- **Dependant:** You and three dependants, which includes spouse and children
- **Joining Period:** Period of 14 days beginning (and including) the date of travel

B. Transfer: Permanent relocation from one Cognizant location to another location within India.

C. Entitlements

- The following table describes the entitlements under this policy:

Category	Entitlement										
Travel & Accommodation	<p>You and your dependants will be entitled to travel & stay as per Domestic travel policy</p> <p>Click here for Domestic travel policy</p> <p>Path: https://Mytravel.cognizant.com > Travel Policy > Domestic Travel</p>										
Local conveyance & Meals / Incidental expenses	<p>You will be entitled to local conveyance & meals / incidental expenses as per Domestic travel policy.</p> <p>Note: Perdiem is applicable only for self and not for dependants</p>										
Reimbursement	<p>You will be entitled to reimbursement of expenses incurred towards transferring your personal effects and insurance costs, subject to the limits specified:</p> <table><tr><th>Level</th><th>Reimbursement Limits</th></tr><tr><td>Up to Associate</td><td>Rs 30,000</td></tr><tr><td>Senior Associate and Manager</td><td>Rs 50,000</td></tr><tr><td>Senior Manager</td><td>Rs 70,000</td></tr><tr><td>Associate Director and above</td><td>Rs 1,00,000</td></tr></table>	Level	Reimbursement Limits	Up to Associate	Rs 30,000	Senior Associate and Manager	Rs 50,000	Senior Manager	Rs 70,000	Associate Director and above	Rs 1,00,000
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The above entitlements are applicable only for BU / project / account initiated transfer

Trainees from academy on getting allocated in to a project in a different location other than their base location will be entitled for a company provided accommodation for a period of seven calendar days alone. There will be no other entitlement

Note: *The above entitlement of Accommodation, local conveyance, Meals & Incidental expenses will not be applicable should you be able to occupy a residential accommodation within the joining period.*

4. How – Process

- a) Project manager will raise transfer request in Enterprise Service Automation (ESA) directly. If there is a change in the Project ID Global Work Force Management (GWFM) team authorizes and facilitates transfers with the help of Project Manager
- b) You should raise travel request through <https://mytravel.cognizant.com>, a week in advance to enable travel arrangements.
- c) For Accommodation, Cab and for Access to the facility that you are visiting, raise a request in the “India Hospitality” app in 1C. To search the application type India Hospitality in the search window of 1C. <https://onecognizant.cognizant.com>
- d) You must submit the expense report to Finance within **60** calendar days of the date of expenditure, through <https://peoplesoft.cognizant.com> duly approved by your Reporting Manager at the new location. Claims submission greater than 60 calendar days will not be entertained.

Note: *Transfer letter and bills must be submitted as proof with the expense report in order to avail the reimbursement.*

- e) It is the associate’s responsibility to submit expense reports for reimbursement as soon as possible. Associates must pull corporate card transactions out of their MyWallet queues and code them with valid project ID’s and valid MyTravel request ID not less than 7-days prior to their Corporate Card statement cutoff date.
- f) The project Manager is responsible for ensuring that claims submitted by the associate in ESA adhere to the current expenses policy and must approve the expense report within 5-business days of receiving it in his or her approval queue.

5. Responsibilities

- **Associate:** Timely submission of bills
 - **Project Manager:** Approves the expense report
 - **Global Workforce Management Group (GWFM):** Authorize and facilitate transfers if there is a change in Project ID
 - **Finance:** Approval of expenses and reimbursement of bills
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6. Exceptions

- The above benefits of this policy are governed by the terms and conditions of employment in vogue at Cognizant and those that may change from time to time. Cognizant reserves the right to amend its policies as necessitated. All statutory requirements are applicable as mandated by law.
 - All exceptions to this will be directed to the Policy Council of Cognizant-India.
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For more details on this policy, please read
[India Domestic Transfer Policy](#)

