

Re: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

GlobalMobility RelocationCompliance <GlobalMobility.RelocationCompliance@tcs.com>

Fri 15/12/2023 04:58

To:Robert Hewitt <b.hewitt@tcs.com>

TCS Confidential

Dear [@Robert Hewitt](#),

The travel request is pending with you. Kindly provide the clarification in the travel request and submit back.

Path : GESS -> My worklist

Regards

Praveen A P

Global Mobility Services - Relocation Compliance

Ph:- +917200010497

Mailto:GlobalMobility.RelocationCompliance@tcs.com

Website: <http://www.tcs.com>

Experience certainty. IT Services, Business Solutions, Consulting

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From: Robert Hewitt <b.hewitt@tcs.com>

Sent: Thursday, December 14, 2023 6:07 PM

To: GlobalMobility RelocationCompliance <GlobalMobility.RelocationCompliance@tcs.com>

Subject: Re: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

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Hi,

Please can you act on this urgently. Apologies, I had missed the approval required.

Thanks

Robert

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From: Robert Hewitt <b.hewitt@tcs.com>

Sent: 14 December 2023 08:25

To: GlobalMobility RelocationCompliance <GlobalMobility.RelocationCompliance@tcs.com>

Subject: Fw: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

Hi there,

I cannot find any place to upload this on ultimatix. But please find attached confirmation from TPA.

Please approve the travel as it's happening Monday.

Thanks

Robert

From: David Studer <david.studer@tcs.com>

Sent: 14 December 2023 07:26

To: Robert Hewitt <b.hewitt@tcs.com>

Subject: RE: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

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Hi Robert,

Yes, confirmed.

Rgds,

David

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From: Robert Hewitt <b.hewitt@tcs.com>

Sent: Thursday, December 14, 2023 6:36 AM

To: David Studer <david.studer@tcs.com>

Subject: Fw: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

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Hi David.

Can you please confirm below that the expenses will be covered with this request as well as the travel?
Sorry I'd missed this so a quick turnaround would be useful please.
Thank you
Robert

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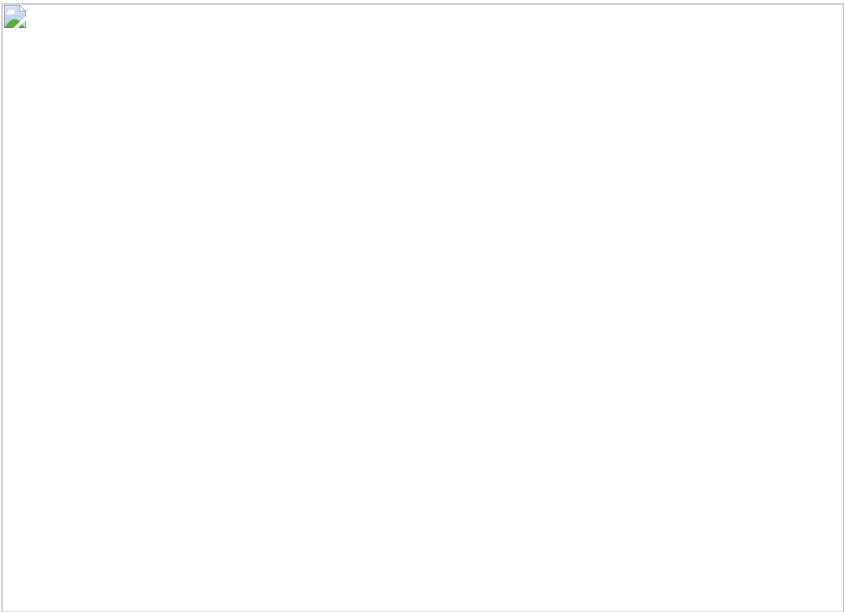
From: Brandel Jacinto <brandel.j@tcs.com>
Sent: 12 December 2023 13:06
To: Robert Hewitt <b.hewitt@tcs.com>; Nishant (Applehousetravel) <nishant@applehousetravel.co.uk>
Cc: 'Applehouse Travel-TCS UK' <tcsuk@applehousetravel.co.uk>
Subject: RE: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

TCS Confidential

Hi Robert

Your request is pending compliance clearance. You need to get their approval before ticket can be issued. Please do the needful as requested in the screenshot below and re-submit the request for their approval.

Path to access travel request - [Ultimatix - GESS - My Worklist](#).



For further clarification on the same, please connect directly with the compliance team. Please find the contact details of Global Compliance Team.

Associate\ Team	Escalation Level	CELL NUM	Mail id	Timing	Preference
Compliance Team		7200010497	GlobalMobility.RelocationCompliance@tcs.com	Monday to Sunday - 8.00 AM to 9.00 PM	
Yasir	1st Level	9281057290	mohamedyasir.ks@tcs.com	Monday to Sunday - 8.00 AM to 9.00 PM	Whatsapp/Teams
					Whatsapp/Teams

Rgds,
Brandel Jacinto
Tata Consultancy Services
Mailto: brandel.j@tcs.com
Website: <http://www.tcs.com>

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Business Solutions
Consulting

TCS Travel - [global help desk \(accessible 24x7\)](#).
[Contact Information :](#)
UK (local dial) : 2031552199

INSIDE INDIA (toll free) 1 800 267 6563
OUTSIDE INDIA (not a Toll Free Call) +91-22-66467808
email : travel.helpdesk@tcs.com

TCS Confidential

From: Robert Hewitt <b.hewitt@tcs.com>
Sent: Monday, December 4, 2023 11:39 PM
To: Nishant (Applehousetravel) <nishant@applehousetravel.co.uk>
Cc: Brandel Jacinto <brandel.j@tcs.com>; 'Applehouse Travel-TCS UK' <tcsuk@applehousetravel.co.uk>
Subject: Re: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

TCS Confidential

Looks good to me!
Cheers Nishant 😊

TCS Confidential

From: Nishant (Applehousetravel) <nishant@applehousetravel.co.uk>
Sent: 04 December 2023 17:08
To: Robert Hewitt <b.hewitt@tcs.com>
Cc: Brandel Jacinto <brandel.j@tcs.com>; 'Applehouse Travel-TCS UK' <tcsuk@applehousetravel.co.uk>
Subject: RE: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt)

External Email : Be cautious while opening any links or attachments.

Dear Robert,

Please find below the flight details for your travel request and advise for issuance.

NOTE : Ticket/s can only be issued after the request is fully approved in ultimatrix by Global compliance and other stakeholders (except Travel officer). Request you to track your GESS request flow (GESS-My request list-view details) and expedite the pending approvals to enable us to proceed with the ticket.

We would appreciate an early revert since fares quoted are valid for instant purchase and hence may increase if response is delayed.



We request you to kindly check your name as per your passport and the flight details below and revert by return email if we should finalize your itinerary & send you the e-tickets for your travel. Kindly maintain the email trail while replying to all as well.

(Name on the ticket should be in the following format as per airlines policy:

(Last name / Given name [Mr/Ms/Mrs/Miss/Mstr])

HEWITT/ROBERT JOSEPH MR

Route : LONDON CITY – ZURICH – LONDON CITY

	Date	Airline	Flight No	Operated By	Cabin	Depart	From	Arrive	At	Transit
	Mon, 18 Dec	British Airways	8763	Ba Cityflyer	Economy	7:00	London City Airport (LCY)	9:30	Zurich Airport (ZRH)	-
	Thu, 21 Dec	British Airways	8766	Ba Cityflyer	Economy	14:50	Zurich Airport (ZRH)	15:30	London City Airport (LCY)	-

Economy Class Fare : £306.22(inclusive of taxes)

Change Charge : £60.00 plus fare difference as applicable

Refunds/Cancellations : Not permitted

No-Shows : No change or refund permitted

Baggage:

Check-In : 01pc (23kg)

Cabin : 1 handbag/laptop bag (max. 23kg / 51lb and up to 40 x 30 x 15cm / 16 x 12 x 6in)
plus

1 additional cabin bag (max. 23kg / 51lb and up to 56 x 45 x 25cm / 22 x 18 x 10in)

Important - Travel Alerts

For Covid related Travel Restriction check the following link -

<https://www.gov.uk/foreign-travel-advice>

Check if you need visa on our partner website -

<https://cibtvisas.co.uk/>

Check if you need transit visa on our partner website -

<https://cibtvisas.co.uk/>

Thanks & Regards,

Nishant Gupta

Applehouse Travel
Main Line : +44 844 855 8141
Toll Free : 0208 843 6897
E-mail : tcsuk@applehousetravel.co.uk
Website : www.applehousetravel.co.uk

For Covid related Travel Restriction please check the following link -
<https://www.gov.uk/foreign-travel-advice>

Please reply to all associates marked in the Email.
For any escalations please contact:
greg@applehousetravel.co.uk,
For any emergencies (after hours only), please contact:-
Greg : + 91 7838051085

From: 'Brandel Jacinto' via Tcsuk Applehouse <tcsuk@applehousetravel.co.uk>
Sent: Monday, December 4, 2023 1:56 PM
To: Applehouse Travel-TCS UK <tcsuk@applehousetravel.co.uk>
Subject: FW: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt) has been reassigned from pool (210989 , BRANDEL JACINTO) to 210989 (BRANDEL RUSSEL JACINTO) for itinerary finalization and ticket booking.

TCS Confidential

Rgds,
Brandel Jacinto
Tata Consultancy Services
Mailto: brandel.j@tcs.com
Website: <http://www.tcs.com>

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Consulting

TCS Travel - global help desk (accessible 24x7).
Contact Information :
UK (local dial) : 2031552199
INSIDE INDIA (toll free) 1 800 267 6563
OUTSIDE INDIA (not a Toll Free Call) +91-22-66467808
email : travel.helpdesk@tcs.com

TCS Confidential

From: Ultimatrix Gess <ultimatrix.gess@tcs.com>
Sent: Monday, December 4, 2023 7:23 PM
To: Brandel Jacinto <brandel.j@tcs.com>
Subject: Travel Request No:11569348 Raised For Emp No 1621303 (Robert Hewitt) has been reassigned from pool (210989 , BRANDEL JACINTO) to 210989 (BRANDEL RUSSEL JACINTO) for itinerary finalization and ticket booking.

Dear Travel Officer ,
Travel Agent (If applicable as per your processing country policy) will contact you with ticket booking details.
Once the ticket is issued , Travel Officer will enter the finalized travel itinerary in the system.

If Travel Agent is not defined for your processing country , Travel Admin will contact you with ticket.
Emp No. **1621303 / MR. Robert Hewitt** has raised a Travel Request no: **11569348** for International -Business Travel. Travel details as per the Travel Initiation form are as follows

Processing Branch: TCS - London. Corporate Processing Delivery Centre:

Employee Profile							
Employment Status	Service Type	Employee Type	Employee Grade	Designation	Base Branch	Current Branch	Nationality
Active Assignment	Full Time	Employee	C3B	Lead	TCS - London	TCS - United Kingdom	UNITED KINGDOM

Other Relevant Details						
S/WON	Company Name(of S/Won)	Location (of S/WON)	ParentIOU	Customer/Relationship name	Preferred Mode Of Travel	Submit Date
20568089	Tata Consultancy Services	UK - United Kingdom - London - London	IS-BFSI-Europe Central-Parent	PostFinance Ltd.	Air	04-DEC-23

Travel Request Details													
From Location	To Location	Ticket From	Ticket To	Departure Date	Departure Time	Arrival Date	Arrival Time	From Location Airport code	To Location Airport code	Staying Duration(in days)	Reason	Tentative Return Date	Nearest office
London City-United Kingdom	8050 Zurich-Switzerland	London City-United Kingdom	8050 Zurich-Switzerland	18-DEC-23	Office 9AM-6PM			Airport is NA	Airport is NA	4	Client Meeting		
8050 Zurich-Switzerland	London City-United Kingdom	8050 Zurich-Switzerland	London City-United Kingdom	21-DEC-23	Office 9AM-6PM			Airport is NA	Airport is NA	0	Return Travel		

Travelling Individual Details							
Travelling Individual		Individual Name	Gender	DOB	Age	Preferred Meal	Preferred Seat
Self		Robert Hewitt	Male	04-NOV-89	34		

Frequent Flyer data	
AIRLINE_NAME	FREQUENT_FLYER_NUMBER
Virgin Atlantic	1081173955
British Airways	21546618
Norwegian Air Shuttle	2019568967

Compliance Officer Response							
Relationship	Country_Code	Applicable_Flag	Visa_code	Issue_Date	Expiry_Date	Place_of_Issue	Visa_Number
Self	GB	Y					
Self	CH	Y	CITIZEN				

Visa Tagged Details							
Relationship	Country_Name	Applicable_Flag	Visa_code	Issue_Date	Expiry_Date	Place_of_Issue	Visa_Number

Remarks				
Employee No.	Employee Name	Role	Request Status	Remarks
1621303	Hewitt, MR. Robert (Bobby)	Applicant	Applied	Please ensure the flight is from London City _0700 BA outbound
210989	JACINTO, MR. BRANDEL RUSSEL(JACINTO)	Travel Officer	In Process	
1902328	Studer, MR. David (David)	Travelling Project Approver	In Process	

TCS GST Details		
TCS GST Number	DC ID	Bill to Address
29AAACR4849R1ZH	0165	Unit-Iv, No.96, , Abhilash Software Development Centre, , Epip Industrial Estate, Whitefield, Bangalore, India

SAC Details	
SAC_Number	TYPE
00996425	AIRLINE
00009985	VENDOR

To view the request, log on to <https://www.ultimatix.net>. Click on the **Employee Self Service** and then click **Global - ESS** link and go to Travel Module -> Worklist

Regards

ultimatix -> Global - Employee Self Service

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In case of any travel related assistance please contact our 24*7 TCS Travel Help Desk @ 1800-267-6563 IVR 6(Toll Free India).

(Applicable for all Travel requests where the ticketing location is India, UK,Australia, New Zealand , Singapore, Europe (Both Domestic & International Travels) and USA Return to base requests).
For all other Ticket processing countries, please contact your local travel desks.

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