**DOMESTIC RELOCATION FORM – NEW HIRES (LATERAL)**

Dear Associate,   
  
Welcome Aboard!  
  
Please complete all actions on this checklist immediately to facilitate your relocation. Kindly ensure all required information is filled and mailed to relevant teams.

* **Complete Visa Requirements** – Any associates on H1B Visa should check with their recruiter to ensure location amendments have been properly requested in advance. Recruiters must allow 5-7 days for amendments to be filed.
* **Schedule your move** – Fill in the information as required below on this form & submit this form to [NARelocations@cognizant.com](mailto:NARelocations@cognizant.com) to schedule a pickup date for household goods and up to one vehicle. The moving company will supply a cost estimate within 2 days that must be approved by your manager. Once the approval is complete, you will work with the moving company to schedule a moving date. Allow an additional 5-7 days to complete the move itself. You **MUST** be present at the time of the move, and should ensure you have adequate lead time when purchasing airfare. If you have no household goods to move, you can straight away book the Air tickets.
* **Book your travel**– Fill in the information as required below on this form & submit this form to [cognizant@bcdtravel.com](mailto:cognizant@bcdtravel.com) with the subject line “US RELOCATION NEW HIRE – DATE OF TRAVEL”. Our travel policy requires all domestic travel tickets be booked minimum 07 days in advance. Any airfare booked within 7 days of travel requires **additional approval** from the project’s BU COO. The preferred method of payment for new hires is Personal Credit Card. Expenses can be submitted via Cognizant’s expense system upon hire. Cognizant travel policies apply and any violations may require additional approval/delay. An agent will assist you in booking your travel. Please allow 1 working day for the team to respond. The additional approval is required if travel date need to be rescheduled and the new date is less than 07 days of advance period.

**RECOMMENDED WORK FLOW TIMELINE**

|  |  |
| --- | --- |
| **RECOMMENDED WORK FLOW TIMELINES** | |
| DAY 0 | New hire finalizes Cognizant offer and resigns from current company. |
| DAY 1 | Associate completes checklist above, making all requests, initializations & bookings. |
| DAY 2 - 3 | . Moving Company cost estimate generated and approved by your PM. |
| DAY 5 - 7 | Visa amendment completed. If any issues, recruiter will advise. |
| DAY 7 – 10 | Moving company arrives to pick up household goods and vehicle. You must be physically present during the pick- up. |
| DAY 10 - 14 | Associate travels to work site. Begins work. |
| DAY 14 - 28 | Associate finds permanent housing and moves out of temporary housing.  Associate receives household goods/vehicle from moving company. |

**INFORMATION REQUIRED BY RECRUITMENT /RELOCATION TEAM**

|  |  |  |
| --- | --- | --- |
| Chire Candidate ID | **9697564** | |
| Name of Recruiter | **Shabana Najmuddin** | |
| 06 Digit associate Id of the recruiter | 325311 | |
| Cognizant Email Id of the recruiter | [Shabana.Najmuddin@cognizant.com](mailto:Shabana.Najmuddin@cognizant.com) | |
| Name of the hiring manager | Naveen Bansal | |
| Cognizant email id of the hiring manager | [Naveen.Bansal@cognizant.com](mailto:Naveen.Bansal@cognizant.com) | |
| 06 digit associate id of the hiring manager | 448973 | |
| Complete Name as in Govt Id/Passport | Surname / Middle Name / Given Name  **Patel / Prakash** | |
| Phone Number: | 954-591-6202 | |
| Cell Phone Number: |  | |
| Preferred Email Address: | 2001patelp@gmail.com | |
| Reporting date to New Client:( MM / DD ) | 10/30 | |
| Date of Relocation: | House Hold Relocation will be in Jan-Feb 2018 | |
| Old Location: | Weston, FL | |
| New Location: | Minneapolis, MN | |
| Project Name:  (contact your manager for this information | Express-Express-Test Automation ( Please confirm) | |
| Project ID & Customer ID:  (contact your manager for this information) | 1000194093 | |
| **Please ensure you fill in all required details correctly. If you are not aware of any information above, contact your recruiter.**    **DETAILS TO BE PROVIDED FOR MOVING HOUSEHOLD GOODS AND AUTO**  If the Household goods weigh less than 500 Lbs, ship them via UPS and get it reimbursed by submitting bills in ESA – under relocation expenses, once your Cognizant ID is created. | | | |  |
| **Please provide the details and count from below list as applicable for your relocation.**  **Furniture:** King size Bed/ Queen Size Bed/ Twin Bed/ Crib/ Playpen/ Futon/ Head Board/ Foot Board/ Couch/ Sofa/ Loveseat/ Dresser/ Night Stand/ Chest of Drawers/ Mirrors/ Kitchen Table/ Dining Room table/ Kitchen Chairs/ Dining Room Chairs/ Buffet/ China Cabinet/ Bookshelves. | | **I will be moving in Feb-March 2018**  King size Bed/ Queen Size Bed/ Head Board/ Foot Board/ Couch/ Sofa/ Loveseat/ Dresser/ Chest of Drawers/ Mirrors/ Kitchen Table/ Dining Room table/ Kitchen Chairs/ Dining Room Chairs/ Buffet/ Bookshelves. | |
| **Please provide the details and count from below list as applicable for your relocation.**  **Electronics:** Microwave Oven/ Washing Machine/ Dryer/ Television –Plasma/ Television- LCD/ Television –Tube/ Desktop Computer/ Printer/ Entertainment Centre/ Desk/ Exercise Equipment (Bike, Treadmill, etc.). | | **I will be moving in Feb-March 2018**  Details will provide later | |
| **Please provide the details and count from below list as applicable for your relocation.**  **Crates:** Crates/ Boxes of Clothing/Linen/ Shoes/ Crates/ Boxes of Dishes/ Crates/ Boxes of Pots/ Pans/ Crates/ Boxes of Food/ Crates/ Box of Books. | | **I will be moving in Feb-March 2018**  Details will provide later | |
| **Others:**  List out any items that were not mentioned above. | |  | |
| **Automobile:** Year, Model, Make & Color (**All the fields are mandatory**) | | 2015, Toyota Camay, Need to move this 2nd Week of November 2017. I will let you know exact date. | |

**AIR TICKET BOOKING GUIDELINES ( READ CAREFULLY )**

* Your travel MUST be booked by submitting this form to [cognizant@bcdtravel.com](mailto:cognizant@bcdtravel.com)with the subject line “US RELOCATION NEW HIRE – DATE OF HIRE. Do not book travel on own as such expenses may not be approved by pre pay auditors.
* Company policy mandates all air tickets be booked 07 days in advance to travel date. In the event this does not happen, hiring manager need to arrange for additional approval. We recommend you book at least 07-10 days in advance. Do not wait for the movers to move your household goods and then book the tickets.
* Do not book your travel date to precede your shipment of goods move date – you or a surrogate must be there in person to provide your things to the moving company.
* Travel desk will provide option on lowest logical fare as per policy.
* You need to book the current tickets using personal credit card. Once on board, you can immediately apply for an Amex Corporate card after having manager approval. To apply for corporate card, drop mail to [GlobalAmexTeam@cognizant.com](mailto:GlobalAmexTeam@cognizant.com)
* Expenses must be submitted by the associate with all valid receipts, and approved by the new ESA Project Manager through the ESA reimbursement system.
* Within few days of joining, your Concur Travel Profile (online booking tool) will be generated and you may begin booking online. If you are not able to log in after few days of joining, drop a mail to [travelmailbox@cognizant.com](mailto:travelmailbox@cognizant.com). URL for Concur online tool – [www.concursolutions.com](http://www.concursolutions.com)
* In the event you are not able to travel as planned due to delay in moving in HHG or processing of location amendment, please contact the travel desk attaching the e ticket copy to get the travel date amended. Please ensure all such changes are done minimum 02 working days in advance and not at the last minute. Additional approval required as mentioned under “BOOK YOUR TRAVEL“.
* In the event you are a NO SHOW, cognizant will not reimburse such expenses.
* If you are travelling with a child under the age of 2 years and your flight time is less than 05 hours, you will not receive a child ticket.
* Baggage - When an associate relocates for business reasons, Cognizant shall pay for a maximum of 4 bags INCLUDING any airline baggage allowance for the associate (and any accompanying dependents when they travel with the associate). The associates’ dependents are entitled to one bag INCLUDING any airline baggage allowance when they travel separately at a different time to the associate.  To claim excess baggage costs an associate must include a copy of the airline ticket(s) specifying how many bags were allowed within the ticketed airfare in addition to the receipts for the excess baggage fees being claimed. Associates must weigh this cost against the potential cost of shipping goods and choose the most cost effective method in situations where the relocation policy allows reclaims for goods shipment.
* Please ensure you check your travel itinerary before giving the go ahead. Post receiving the e ticket again recheck the details. If any discrepancy, please contact the travel desk immediately.
* If you dependents are traveling at a later date, you can use the same form to book the tickets. Attach manager approval along with this form and mail it to travel desk.
* On the date of travel, if the schedule flight has been cancelled by the Airline at the last minute, please approach the Airline first to accommodate you onto another flight. If that is not working out, you can either buy a ticket directly from the Airport or reach out to BCD agents to assist you. On arrival, please ensure you drop a mail to BCD to process refund for your cancelled flight.

**INFORMATION REQUIRED BY TRAVEL DESK TO BOOK YOUR TICKETS**

Please ensure you provided all information as required below. Incomplete form will delay the booking process.

|  |  |
| --- | --- |
| No of travelers | 1 |
| Departure date ( DD/MM) | 10/29/2017 |
| Departure City/Airport | FLL (Fort Lauderdale) |
| Arrival City /Airport | Minneapolis |
| Preferred time of departure | Morning |
| Seat Preference ( Aisle/Window) | Aisle |
| Airline Preference |  |
| Email ID |  |
| Do you require hotel booking?  (Up to 2 weeks in Extended Stay) | Yes |
| Do you require car rental? | Yes |

**TRAVELER INFORMATION**

(Provide name as in passport/Govt Issued ID)

|  |  |
| --- | --- |
| SURNAME AS IN PASSPORT/GOVT ID | Patel |
| MIDDLE NAME, if any |  |
| FIRST NAME AS IN PASSPORT/GOVT ID | Prakash |
| GENDER ( Male or Female ) | Male |
| DATE OF BIRTH ( MM/DD/YYYY) | 11/03/1978 |

**DEPENDANT TRAVEL INFORMATION (Spouse and Children only)**(Provide name as in passport/Govt Issued ID)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | SURNAME AS IN PASSPORT | MIDDLE NAME | FIRST NAME | GENDER ( M/F) | DATE OF BIRTH |
| 1 |  |  |  |  | MM/DD/YYYY |
| 2 |  |  |  |  | MM/DD/YYYY |
| 3 |  |  |  |  | MM/DD/YYYY |
| 4 |  |  |  |  | MM/DD/YYYY |

If your dependents are not traveling with you, do not fill out dependent travel information. You can use the same form to book dependent tickets later. Ensure ticket are booked as per advance policy guidelines and manager has approved the cost of the trip.

**CREDIT CARD NUMBER**.

|  |  |
| --- | --- |
| CREDIT CARD NUMBER |  |
| EXPIRATION DATE ( MM / YYYY ) |  |
| ARE YOU THE CARD HOLDER |  |
| NAME AS ON THE CARD |  |
| TYPE OF CARD ( Amex / Master / Visa ) |  |

If you do not hold an Amex corporate card, please contact your line manager and use their corporate card for the charges or use personal credit card.

**HOTEL RESERVATIONS**

* Hotel reservations must be made through BCD Travel.
* The associate is eligible for hotel accommodation for a maximum of two (2) weeks starting and including the date of arrival at the new work location.
* Personal credit card as mentioned above would be used to book the hotel. If you want the hotel charges on an alternate card, please highlight and mention the card details with expiry date here.

Alternate Card Number details -

* The credit card should be carried with you as the hotel would need the same at the time of check in/check out.

|  |  |
| --- | --- |
| WHERE WOULD YOU LIKE TO STAY |  |
| Provide address with Zip code | Minneapolis |
| Check In date | 10/29/2017 |
| Amenities required ( eg : Fully equipped kitchen ) | With Kitchen will be better |

**CAR RESERVATIONS ( SELF DRIVEN )**

* Car Rental reservations must be made through BCD Travel desk only.
* The associate is eligible for reimbursement of the cost of renting a car for a maximum of two (2) weeks starting on and including the date of arrival at the new work location.
* Personal credit card as mentioned above would be used to book the hotel. If you want the hotel charges on an alternate card, please highlight and mention the card details with expiry date here.
* When booked using travel desk, all Insurance are covered under corporate rate.

|  |  |
| --- | --- |
| Date of Rental | 10/29 |
| Pick Up location | Minneapolis |
| Drop off Location | MSP |
| Any preferred car rental company | Any |

**Questions?**

* **Shipment of Goods Policy Question or Moving Company Issue:**[*NARelocations@Cognizant.com*](mailto:NARelocations@Cognizant.com)
* **Travel Policy Question or BCD Service Escalation:** [*TravelMailbox@Cognizant.com*](mailto:TravelMailbox@Cognizant.com)
* **All Other Questions:** *Your Recruiter*