

# **TCS India Policy - Domestic Transfer Entitlements**

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**VERSION 2.0**

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This policy on Domestic Transfer Entitlements, Version 2.0, is released for use in TATA Consultancy Services (TCS) with effect from 8 March, 2016.

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**Approved and Authorised By:** Dr. Ritu Anand (Deputy Head – Global HR)

## ***Introduction***

TCS India has Branches across different cities. Each employee is associated with a Base Branch, which is the Branch at which he or she was hired.

A dynamic business environment requires frequent mobilisation of employees on project work. Wherever the project requirement is of fixed duration ( $\leq 2$  years), the employee is sent on short term or long term assignments at the end of which they return back to their Base Branch. However some requirements may be permanent in nature, and hence require a permanent change in the employee's Base Branch. This type of mobilisation is termed as a Transfer.

TCS provides certain entitlements to an employee in case of Company Initiated Transfers (i.e. transfer for a business reason).

## ***Purpose***

The purpose of the policy is to provide employees who are transferred with basic entitlements towards travel, living and relocation expenses, So as to ensure a smooth and comfortable transition for the employee from the current Base Branch to a new Branch.

## ***Applicability***

This policy is applicable to:

- All confirmed Full Time Employees of TCS India.

The policy is not applicable to:

- All Business Associates, ACE Employees, Academic Interns and Contract Consultants (Retainers).

***Note:*** *The scope of this policy is restricted to Transfers within India. Any Transfer of employees within or across Branches outside of India is outside the scope of this policy.*

## **Provisions**

TCS provides entitlements such as Travel, Transit expenses, Initial Accommodation, Relocation expenses, etc. to employees only in case of Company Initiated Transfers.

An employee is not entitled to any entitlements or reimbursements in case of Employee Requested Transfers.

### **1. Travel**

The employee is entitled to TCS paid travel for self and for family as follows:

- Family is defined as spouse and up to 2 children.
- TCS provides reimbursement towards travel expenses (for both self and family) up to a limit of II AC Train Fare.
- If II AC is not available, the limit is up to I Non-AC train fare.
- In case the employee needs assistance in booking of rail tickets he or she may contact the Location Travel Desk.
- In case the employee books his or her own tickets, reimbursement is provided subject to submission of ticket as proof of expense.

***Note:** Since rail tickets are not easily available on short notice, advance intimation (preferably 3 months in advance) needs to be given to Location Travel Desk for the booking of rail tickets. If rail tickets are not available and the employees wish to take their family by air, the difference in the cost is borne by the employee.*

- To ensure safety of women during transit, TCS will provide airport transfers from home/hotel/office to airport and vice versa at the home and host branch to women associates. Associates must opt for company provided transport while raising a travel request in Global ESS.
- All associates must submit a Travel request in Global ESS prior to the travel, irrespective of the mode of travel. An approved Travel request is mandatory in order to raise a Travel claim.

### **2. Travel Advance**

The employee may avail of a travel advance (i.e. an advance towards travel related expenses), at the time of transfer to another Branch.

### 3. Transit Expenses

Transit expenses are expenses incurred in transit from the home location to the host location (i.e. from the time that the employee leaves his or her residence in the home location, to the time he or she reaches the initial accommodation at the host location).

#### a. Local Conveyance

- The employee is entitled to reimbursement of conveyance expenses to and from the railway station/airport on actuals.

***Note:** As far as possible the employee should travel in a pre-paid taxi as it is more reliable, and should insist on a bill.*

- Employee is not entitled to claim reimbursement of conveyance expenses if TCS provides the transport.
- Other than the conveyance incurred in transit, the employee may not claim for reimbursement of conveyance expenses incurred after reporting to the Host Branch.

#### b. Meals

- Meals consumed in transit are reimbursed up to a maximum limit as follows:

Status	Bills Submitted	Total Amount (in INR)/day
Employee Travels alone	Yes	Rs. 175
	No	Rs. 175
Employee travels with family	Yes	Rs. 400
	No	Rs. 250

#### c. Porterage

- Employee is entitled to a reimbursement of up to a maximum of Rs. 100 for porterage of luggage.

### 4. Relocation Expenses

- a. Employees are entitled to a reimbursement of Shifting Expenses.
- b. The employee may shift luggage by train OR by road. Guidelines for the same are provided below:
  - By Train:  
Employees are entitled to a reimbursement of shifting expenses for up to 1000 kg by passenger train.
  - By Road:
    - a. The employee should submit three competitive quotations from transporters to shift the items by road.
    - b. The employee should get a prior approval on the quotation from the Location Travel Desk.
- c. The amount reimbursed is on actuals and up to a limit.
- d. The amount is reimbursed on submission of valid bills/receipts as proof of expense.
- e. There is an upper limit on the entitlement amount and this depends upon the type of transfer and employee's grade as mentioned below:

Type of Transfer	Grade	Total Amount (in INR)
Company Initiated	Up to & including ITA Level	Rs. 20,000/-
	AST/Assoc Con/CON	Rs. 25,000/-
	Sr. Consultant and above	On actuals

**Note:** TCS will not reimburse the shifting expenses for any item (e.g. vehicle, etc.) over and above the limit specified, irrespective of whether it is company provided or employee owned.

## 5. Accommodation

### Accommodation during Initial stay

- a. On arrival at the new location TCS provides the employee with an initial accommodation, while he or she looks out for a more permanent housing arrangement.
- b. Employees are provided initial accommodation in TCS Transit Quarters (TQ).
- c. Employee is entitled to 7 days of initial stay at TQs.
- d. In case of non-availability of a TQ, TCS makes accommodation arrangements in a hotel. The type of hotel accommodation is grade based and is provided on a one room per person basis. All hotel bookings can be done through the Location Travel Desk.
- e. If in exceptional circumstances where TCS is unable to arrange for accommodation (as in the case of several employees reporting to the same Branch at a time) and the employee has to make his or her own hotel arrangements, the employee may request for reimbursement towards initial accommodation on actuals and up to a limit as follows:

Location	Total Amount (in INR)
Metro Cities - Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad	Rs. 3000 per day
Other Cities	Rs. 2400 per day

**Note:** If despite availability of TQ and Hotel arrangements the employee chooses to make own arrangement for initial accommodation, no reimbursements is provided by TCS.

#### Accommodation after Initial stay

- a. Employees should make their own arrangements for accommodation.
- b. Employees may contact Location Travel Desk for help in looking for accommodation arrangements in a new city/location.
- c. In case employees wish to extend stay at TQs after the Initial entitlement, they may do so at their own cost, subject to availability of TQ.

#### **Terms and Conditions**

1. All reimbursements are through a direct deposit in the employee's ERA Account.
2. All entitlements apply as per grade of employee on the date of travel.

3. All expenses related to entitlement in this policy are booked against the respective Project WON/SWON.
4. Requests for reimbursement will not be processed without submission of valid proof (bills, receipts) and also a copy of the authorised Transfer Letter.
5. Reimbursement should be claimed within 30 days of the expense incurred date.
6. Cost of any alcoholic beverages consumed will not be reimbursed if included in the bills submitted for meals.
7. TCS reserves the right to change or discontinue any/all provision/s of this policy including but not limited to the entitlement, and procedure; at any point of time.

### **Procedure**

#### **1. Request for Travel**

- a. The employee fills the Travel Request Form in Ultimatix. All associates must submit a Travel request in Global ESS prior to the travel, irrespective of the mode of travel. An approved Travel request is mandatory in order to raise a Travel claim.

Login to [\*\*Ultimatix\*\*](#) → [\*\*Employee Service\*\*](#) → [\*\*Employee Self Services\*\*](#) → [\*\*Global ESS\*\*](#) → [\*\*Travel\*\*](#) → [\*\*Domestic/ Relocation\*\*](#).

- b. To ensure safety of women associates during transit, TCS will provide airport transfers at the base and depute location to women associates. Associates must opt for company provided transport while raising the travel request.

**Note:** *Duly approved GESS transport request should be received 24 hours prior to travel.*

- c. The request goes for one level of approval i.e. the Project Approver.
- d. After the above approval the request is sent for a MAC approval.
- e. After MAC approval, the request is sent to the Location Travel Desk for further processing of the ticket.
- f. The Location Travel Desk processes the ticket for employee and family as per the entitlement, and then hands over the ticket to the employee.

#### **2. Request for Initial Accommodation Arrangement (TCS – Arranged)**

- a. The employee requests for initial accommodation along with the request for travel.



- The employee mentions the number of days for which he or she requires an accommodation in the Domestic Travel Request form in Ultimatix.

Login to [Ultimatix](#) → [Employee Service](#) → [Employee Self Services](#) → [Global ESS](#) → [Travel](#) → [Domestic/ Relocation](#).

### 3. Request for Expense reimbursement (Transit Expenses/Initial Accommodation – own hotel arrangement)

#### Creation of the request

- a. The employee fills the Travel Expense Reimbursement Form in Ultimatix

Login to [Ultimatix](#) → [Employee Service](#) → [Employee Self Services](#) → [Global ESS](#) → [Claims and Advances](#) → [Apply Claim](#).

- b. Forwards the same for approval along with the supporting documents as proof of expense.

#### Approval of the request

- a. The request goes for one level of approval i.e. the Project Approver.
- b. The Project Approver verifies the proof of expense and approves the request for allocation of the cost to the project (WON or SWON).

#### Note:

1. *Wherever the employee has made his or her own accommodation arrangements and requested for reimbursement of hotel stay expenses, the same Travel Expense reimbursement form may be used.*
2. *In this case the Project Approver should check with the Location Travel Desk as to why the hotel arrangements were not made by TCS.*

- c. After the above approvals the request is sent for a MAC approval.
- d. After MAC approval, the request is sent to the Location Finance Team for further processing.

#### Payment Processing

- a. The reimbursement is paid and administered at the employee's home location.
- b. The payment is disbursed by the Location Finance Team in INR and the mode of payment is through direct deposit to the employee's ERA bank account.

#### **4. Request for Expense reimbursement (Relocation Expenses)**

##### **Submit quotation**

- a. The employee submits three competitive quotations from transporters to shift the items by road to the Location Travel Desk prior to shifting the goods.
- b. The Location Travel Desk reviews and approves the most suitable quotation.
- c. The employee shifts the goods as per the approved quotation.

##### **Creation of the reimbursement request**

- a. The employee fills the Expense Reimbursement Form in Ultimatix

Login to [\*Ultimatix → Employee Service → Employee Self Services → Global ESS → Claims and Advances → Apply Claim\*](#)

- b. Forwards the same for approval along with the supporting documents and also the approved quotation as proof of expense.

##### **Approval of the request**

- a. The request goes for one level of approval i.e. the Project Approver.
- b. The Project Approver verifies the proof of expense and approves the request for allocation of the cost to the project (WON or SWON).
- c. After the above approvals the request is sent for a MAC approval.
- d. After MAC approval, the request is sent to the Location Finance Team for further processing.

##### **Payment Processing**

- a. The reimbursement is paid and administered at the employee's home location.
- b. The payment is disbursed by the Location Finance Team in INR and the mode of payment is through direct deposit to the employee's ERA bank account.

## Revision List

Revision Version No.	Document effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for change	Change type (add/ modify/ delete)	Policy revision/ Document revision
2.0	8 March 2016	8 March 2016	Airport transfer facility extended to ensure safety of women associates.	Travel Provisions & Procedure	Policy review to ensure safety	Modify	Policy Change
2.0	8 March 2016	8 March 2016	Travel request mandatory to raise travel claim	Travel Provisions & Procedure	To align with GESS Claims framework	Add	Document Revision
2.0	8 March 2016	8 March 2016	Ultimatix paths updated	Throughout the document	To align with GESS Claims framework	Modify	Document Revision
1	21 March 2009	16 March 09	Note Added: TCS will not reimburse the shifting expenses for any item (e.g. vehicle, etc.) over and above the limit specified, irrespective of whether it is company provided or employee owned.	Section 8	Better Clarity	Add	Document Revision