



TCS India Policy - Local Conveyance

VERSION 4.0

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This document was last reviewed on 30 July 2018.

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

Introduction

Employees may require to travel for official work to a different location within the same city (TCS Office, client site, consulate (for getting a visa), etc.). In such situations, TCS assists employees to commute by the most convenient form of public transport, by reimbursing them for conveyance expenses incurred. Hence TCS has a policy for 'Reimbursement of Local Conveyance Expenses'.

Purpose

The purpose of the policy is to assist employees who commute for official work to a different location within the same city; by reimbursing them for conveyance expenses incurred.

Eligibility

This policy is applicable to

- All Full Time Employees, Business Associates, Contract Consultants, ACE Interns and Academic Interns of TCS India

Provisions

1. An employee is eligible for a reimbursement of conveyance expenses wherever he/she needs to commute beyond the regular work location.
2. TCS will reimburse Taxi fare or 1st class Local train fare to the nearest station.
3. The reimbursement is on actual expenses and subject to a maximum of point to point taxi fare.

Terms and Conditions

1. All payments are in INR only.
2. All reimbursements are through a direct deposit in the employee's ERA Account.
3. All expenses related to entitlements 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 for conveyance wherever possible).
5. 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.
6. In case the employee commutes together with another employee/s to the same destination (i.e. shares a taxi), reimbursement of the full amount may be claimed only by one employee on behalf of all. The employee should mention this while filling the reimbursement request.

Procedure

1. Create reimbursement request

- a. The employee fills the Expense Form

Login to Ultimatix → Employee Services → Employee Self Service → Global ESS → Claims and Advances → Apply Claim

- b. To ensure compliance with Goods and Service Tax (GST) norms, certain mandatory requirements will need to be provided at the time of submission of claim requests. These may include confirmation on availability of Vendor GST registration number and the details of such number where it exists; details on whether the claim pertains to goods or services; details of invoice and so on. Employees are expected to cooperate with the same
- c. Forwards the same for approval along with the supporting documents to the Employee Claim Reimbursement Team as proof of expense.

Note:

- i. *For all claim requests which mandatorily require submission of proof of expense, self-attested scanned proofs must be submitted in GESS, irrespective of the amount being claimed.*
- ii. *The claim will be processed based on scanned copies of bills/receipts uploaded in GESS along with the claim request. However employees are expected to retain the original documentary evidence/valid bills of expenses incurred, for re-submission in future, if required.*

2. Approval

- 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: *Wherever the employee has requested for reimbursement of conveyance (taxi fare), the Project Owner should check if the fare was shared with any other employee commuting for the same purpose and ensure that the same fare is not claimed twice.*

- c. After the above approval the request is sent for a MAC approval.
- d. After MAC approval, the request is sent to the Employee Claim Reimbursement team for further processing.

3. Payment Processing

- a. The Employee Claim Reimbursement Team processes the reimbursement request.
- b. The payment is made through a direct deposit to the employee's ERA account.

Revision List

Revision No.	Policy effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for Change	Change Type (add/modify/delete)	Policy revision/ Document revision
4.0	01 Aug 2018	30 July 2018	Claim requests will be processed based on scanned copies of valid bills/receipts	Procedure	Change in GESS Claims process	Modify	Policy Revision
3.0	01 July 2017	30 June 2017	Updated clause related to Goods and Service Tax (GST)	Procedure	Statutory compliance	Add	Policy Revision
2.0	20 Feb 2016	27 May 2016	Updated Ultimatix path	Procedure	Change in Global ESS path	Modify	Document Revision
2.0	20 Feb 2016	27 May 2016	Revised procedure for submission of supporting documents.	Procedure	Change in GESS Claims process	Modify	Document Revision
1.0	15 Sep 2008	15 Sep 2008	First Release	NA	NA	NA	NA