

**Relocation Cost Code - Identified for RBC HYD.**

Vattem, Sandya

**Sent:** Wednesday, June 28, 2017 3:34 PM**To:** Nagpal, Vandana; Yadav, Uma**Attachments:** 2016\_TE\_Policy\_Final\_India~1.pdf (1 MB) ; Raising Accommodation Requ~1.docx (987 KB)

Hi All,

You have been identified for RBC Hyderabad Location, Please report to Hyderabad on 6th Jul.

Your POC will be Sreedhar - 919849357758

Please find the below project code towards your relocation expenses

Attached the relocation policy go through that to know your eligibility criteria

**One important work you all are supposed to do is for Example : if your reporting date is on 17-Jan-17 you are supposed to fill your timesheet till 16-Jan-17 and get it approved if not your location will not get changed & you won't be able to submit your bills**

**Accommodation Request has to be raised only in I connect and get it approved****Book your travel ticket on your own and submit it along with the other bills for submission****Mandatory to be followed :**

1. You will getting a mail from Gawankar, Amruta/ Walke, Neeta to submit your timesheet and get it approved
2. Once you get that mail check whether your timesheet is in the submitted and still pending for approval in clarity
3. If it is not in the posted stage send a mail to Zingade, Prakash asking him to approve the timesheet
4. Once Prakash has approved follow up with Kulkarni, Sachin(PRM) / Ransubhe, Vishal to change the location
5. Follow up with the team till your location gets changed

**Use the below project code for raising your accommodation request**

Project Number	Project Name	Location
100022319	IN11 Gen Mgmt GP-TDI	Pune

**If you have relocated to Hyderabad & once your location gets changed to Hyderabad use the below project code to submit your claims**

Project Number	Project Name	Relocated
100022353	IN12 Gen Mgmt GP-TDI	Hyderabad

**If you have relocated to Chennai & once your location gets changed to Chennai use the below project code to submit your claims**

Project Number	Project Name	Relocated
100022421	IN14 Gen Mgmt GP-TDI	Chennai

**Submit your claims through the below link**

L1 Approver will be Vishvanath Bhat. ([vishvanath.bhat@capgemini.com](mailto:vishvanath.bhat@capgemini.com))

Effective immediately, you can start raising your expense claims using the new [MyExpenses](#) tool. The tool can also be accessed through India Talent home page, under "Access All >> Useful Tools >> MyExpenses"

Regards,  
Sandya



**Sandya Vatterm**

FS ADM Bench Management & FLP Staffing - [www.capgemini.com](http://www.capgemini.com)

Tel.: +91-40-23126000 Ext – 4025702 Mobile - +91-9985816173

1, ISB Road, Financial District, Gachibowli, Hyderabad, Telangana 500032, INDIA

**People matter, results count.**