

# Travel and Expense Reimbursement Policy

June 24, 2021

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## Scope

This Policy Document is applicable to all employees of Capgemini Technology Services India Limited (“Capgemini” or “Company”) effective June 24, 2021.

## Purpose

Purpose of this policy document is to provide guidelines on reimbursement and accounting for all travel and expenses incurred by the employees as part of their assigned responsibilities. Since the policy cannot cover all possible situations, our goal is to provide a clear set of criteria to act as a guide towards travel and expenses, obtaining approvals and utilizing cost effective travel modes.

## Compliance

All employees are responsible for understanding and complying with the Company’s policy regarding incurring expenses, expense reimbursement and approval process. Non-compliance will lead to rejections in expense reimbursements and repeated non-compliance by employees will lead to disciplinary action.

## Expense Control Procedure

The expense control procedures consist of a minimum of two stages:

1. A hierarchical control to validate the relevance of the expense, the necessity of the expense and its conformity to the employees’ function and the interests of the company
2. A financial control, handled by the Accounting / Finance department, to verify the existence of the documentation, respect for procedures and conformity with the prescribed rates and regulations in the policy

## Exceptions





All exception approvals with respect to this expense policy will be decided at the India BU level. Hence, India Core Authorization matrix will not be applicable.

# General Group Guidelines

## Focus on business travel is key in driving our environmental targets

Capgemini's ambition is to be 'net zero' by 2030 and our CEO Aiman Ezzat has put acting on climate change at the heart of our business. With Travel being one of the largest contributors to our carbon footprint; we are now putting smart and sustainable travel at the very heart of our Group Travel and Expense Policy.

As a traveler, you can have a positive influence on our climate impact and the Group Travel and Expense Policy adapted to the India Travel and Expense Policy is here to provide you with the guidelines and tools necessary to make sound travel decisions. Capgemini is addressing four distinct pillars with this policy:

-  Traveler **safety and security** is the underlying principle
-  Providing options and guidance to ensure **sustainable** travel
-  Traveler **wellbeing** and **productivity**
-  Maintaining **cost** focus is essential to contribute to the overall performance of the Group

## Should I stay or should I go?

The biggest impact on our carbon footprint is volume. Here are some ways that you can contribute towards a reduction in travel volume:

- Capgemini is continuously investing in advanced [virtual collaboration tools](#) including Microsoft Teams and enhanced Video Conferencing Rooms. Also, our company signed with advanced collaboration services with vendors like Mural, Social 27 which provides close to real time experience of workshops with virtual breakout options. Please consider moving some of your meetings to virtual or alternate the participants that travel to meet versus those who meet virtually
- Trip bundling: If you have various locations to visit consider grouping trips together to reduce overall number of flights taken
- Avoid same day return journeys as these are heavy on carbon impact and potentially heavy on your wellbeing
- For international team meetings target a location that minimizes the number of participants having to travel or consider hybrid solutions (physical and virtual)

# Section I – Travel Expenses

## 1 International & Domestic Travel

### SAFETY – SECURITY for International Travel

In order to ensure employees' safety Capgemini has set up specific rules to be applied before and during each travel in a foreign country.

Before traveling:

- Immigration / Visas: It is the responsibility of the individual to make sure he / she holds a valid passport with an expiry date at least six months past the date of return to country of origin. Immigration requirements should be organized by Capgemini. When client provides the service, International Assignment Services (IAS) should be at least consulted to and sought validation from.
- Safety training: Employees need to perform a Safety - Security training. The training varies as per risk level of the country. Health advice is also provided during the training
- Snapshot process: If the country is rated “medium” or “high” employees are requested to initiate a “snapshot” in the Group application. Provided certain documents are supplied and the situation in-country allows it, approbation will be granted through a workflow

The security process can be found on Talent at Safety and Mobility Pages <https://talent.capgemini.com/global/pages/people/safety>

### Use of Credit Card

Employees who hold American Express (AMEX) Corporate Card issued by the company are encouraged to use AMEX Corporate Credit card to meet all official expenses. During travel, in case, AMEX card is not accepted by an establishment, employees may use their personal card (Master / Visa) for incurring official expenses. Please refer 6, Section I for more details on the application process for AMEX.

## 1.1 Per Diem

'Per Diem' or 'daily allowance for expenses' are given to employees to cover the expenses while traveling on short-term client or internal business travel (domestic and international) as mentioned in this section. Short-term travel refers to any travel that is less than 30 days and traveling on Business Visa

### 1.1.1 Per Diem for International Travel

The limit for each country / location is given in the Annexure I (for Business travels as per the global travel policy). To ensure uniform benefits for all employees, only Capgemini defined per diem limits will be applicable and not Client / Contract defined per diem rates.

#### 1.1.1.1 Eligibility for Per Diem for International Travel

- Employees designated from **A1 to D2** and for travel up to and less than 30 days and traveling on Business Visa will be paid per diem
- Employee in **E1** and above, need to claim expenses at actuals, within limits prescribed as per details mentioned in the Group Global Travel Policy.
- Employees who are on work assignments from India to a Country 'A' and traveling to Country 'B' for business purpose:
  - I. Will be eligible for per-diem for Country B as listed in Annexure I if they are on India Payroll. This is for Employees designated from A1 to D2.
  - II. If, Employees are on secondment assignments and on host country payroll, they will not be eligible for per-diem from India but will have follow the host country expense policy for secondments

**Note:** In case an employee travels to multiple countries as envisaged above and this causes a change in either the duration of the business travel or if there is a change in per diem, then appropriate documentation amendment which covers the changes will be provided to finance to process the applicable per diem payments.

#### 1.1.1.2 Inclusions / Exclusions of Per Diem for International Travel

- Per diem is given to employees to cover expenses such as local conveyance, food, telephone / mobile expenses (pre-paid card / calling card / similar type), internet or WIFI charges (at hotel or any other premises) and laundry expenses
- Bills / receipts are required to claim the per diem expenses as listed above. Though receipts are submitted for claiming per diem, it's imperative that employees maintain the receipts so that they can produce the receipts if required by law or demanded during tax audits.
- As per Income Tax act of India, per diem is exempted from Income Tax to the extent of amount spent and receipts/invoices are submitted.
- Employees working on Grades A-D and travelling internationally for business requirements are entitled to claim per diem as per the India T & E policy. As per the Indian Income Tax Act section 10(14) read with Rule 2BB(1), Per diem is exempted from Income Tax to the extent of amount spent and receipts/invoices submitted. Effective 17th Mar 2021, supporting for expenses incurred against per diem need to be submitted and to the extent of the supporting submitted, per diem will not be subject to Income Tax. Remaining amount will be subject to Income Tax. Employees are provided exemption from submitting receipts / invoices to the extent of 25 % of their per diem claim
- For more details on the process of availing per diem advance and submitting expense claims, please refer to the Process note and FAQ on Talent. The link for the same is as below

- Per diem does not include the following:
  - Hotel accommodation costs at actual (which needs to be booked through Company travel desk only) which should be paid by the traveler directly using personal card/Forex card/Amex card as per the rules of the hotel.
  - To and from Airport transfers at actual (residence-international airport, international airport-destination hotel) with the support of receipts
  - Conveyance cost at actual for client meetings provided the following conditions are met
    - Employee needs to be on a different location for meeting or event (other than the base client office or assigned Capgemini Office)
    - Approval from the project manager / India BU head stating the following
      - Date, purpose of travel, conveyance mode, conveyance expenses and the supporting receipt for the travel

### 1.1.2 Per Diem Limits for Domestic Travel

- Per diem for domestic travel will be paid based on city clusters and levels as mentioned below

Levels	Chennai, Mumbai, Kolkata, Hyderabad, Pune, Bangalore, Delhi	Other Cities (incl. Salem & Trichy)
<b>E1 and above*</b>	At actual	At actual
<b>C1-D2</b>	INR 1200	INR 1000
<b>A1-B2</b>	INR 1000	INR 750

\* Subject to a cap of INR 2500

To ensure uniform benefits for all employees, only Capgemini defined per diem limits will be applicable and not Client / Contract defined per diem rates.

#### 1.1.2.1 Per Diem Inclusions / Exclusions for Domestic Travel

- For domestic travel, per diem will cover expenses such as food, local conveyance, telephone, internet and laundry expenses.
- Receipts are required for claiming per diem. It's imperative that employees maintain the receipts so that they can produce them if required by law or demanded during tax audits..

For details on the process of claiming per diem for domestic travel and submitting expense claims please refer the following link on Talent [https://talent.capgemini.com/in/pages/supportfunctions/finance\\_hub/rules\\_and\\_policies/domestic\\_per\\_diem/](https://talent.capgemini.com/in/pages/supportfunctions/finance_hub/rules_and_policies/domestic_per_diem/)

Receipts are required to claim the below mentioned expenses, which are excluded from per Diem

- Accommodation costs at actual (which has to be booked through Capgemini's Egencia travel portal only)
  - refer Hotel Accommodation and Guest House Section for more details on the policy



- To and fro same city Airport transfers at actual (residence-domestic airport, domestic airport-destination hotel) with the support of a receipt. Please note that for all same city airport transfers (from Residence to Airport, Airport to Office / hotel, hotel / office to Airport, Airport to residence) employees are required to use metered taxis/OLA/Uber or equivalent at the respective airports / cities. Exceptions (if any) must be approved by the India BU head.
- Local conveyance during travel, in addition to official local travel, includes travel from residence to Railway Station / Airport, and Railway Station / Airport to place of stay at the destination and back. Traveling employees will make their own arrangements of local transport to reach their destination. However, employees in levels E1 and above can request for drop and pickup from the Airport / Railway Station to home / office.

LEVEL	Transport Mode
<b>E1 and Above</b>	Day Car / Taxi (Bills required)
<b>All other Levels</b>	Auto* / Taxi (Bills required)

\* Bills are not required to be produced for local taxi / auto rickshaws till INR 750. However, expenses will be reimbursed, provided the claimed distance/expenses by the employees clear the sanity checks (distance, fare etc.) performed by the reimbursement team.

Exception will be in case of female employees traveling at late / early hours of a day. This is defined as the time between 9.00 p.m. at night to 6.00 a.m. in the morning. In such an event, the employee can request the Admin Department for a pick-up arrangement, provided it has the prior approval of the concerned Delivery Unit Head / Support Function Head.

## 1.2 Accommodation Advances

Per Diem would be issued in advance for maximum stay of 30 days at a time, in line with International Assignment Services policy designed by IAS Team. To avail any accommodation advance, forex request to be submitted in MyExpenses portal. Finance team holds the right to reject advances if reasons found are not appropriate.

Employees designated at **E1 and above** would travel on actuals. Enough amount, as required for conveyance, should be taken in advance and same will be adjusted against expenses claimed.

Expenses like accommodation, meals etc. must be paid through AMEX Corporate Card issued to the employee or employee's personal credit card and get reimbursed against actual original receipt through MyExpenses (SAP Concur) tool.

Forex is available in various currencies (refer table below). Requested currency will be provided as per availability in the market. Finance team will load the entire advance on the requestor's Forex card. No cash will be given as advances. If requested currency is not available, Forex will be issued either in USD or Euro.

Wherever eligible, Finance team may consider an advance of USD/Euro 200 in cash for immediate expenses. The rest of the amount will be loaded on requestor's Forex card. This advance will have to part of overall expense report submission. Currency conversion charges (for example, exchange charges, commission, etc.) can be claimed through MyExpenses

Currency	Currency Code
United Arab Emirates Dirhams	AED
Australian Dollars	AUD
Canadian Dollars	CAD
Singapore Dollars	SGD
Saudi Arabia Riyal	SAR
Thailand Baht	THB
Swedish Krona	SEK
Danish Krone	DEN
Norwegian Krone	NOK

*\* Availability of the above currencies are vendor dependent*

Finance holds the right to make changes in the amount to be disbursed in cash and/or loaded on card depending upon the availability of Forex in market.

**Note:-** Requests for Foreign Exchange should reach Finance Department 3-4 days in advance of travel date to arrange the requirement. All the foreign exchange has to be collected in person or by admin assistant with proper authorization. No foreign exchange will be handed over to colleagues or any other person.

### **Settlement & Recovery**

On return from any official travel, it is mandatory to settle advance taken / claim all official expense incurred / refund excess per diem paid with Finance Department Ideally this needs to be settled within 14 days of return or prior to availing of new advance whichever is earlier. In case any prior advance is unsettled, new request for Forex disbursement will not be processed.

In case advance is not settled within 30 days after return to India, advance amount will be recovered from salary.

It's the responsibility of the individual to ensure that the unused Foreign Currency is returned in person to the Forex vendor. Handing over unused foreign currency to admin assistants or colleagues to return to the Forex Team would not be considered equivalent to returning.

### **Reconciliation**

Travel & Expense team will reconcile all employee travel accounts each month to ascertain all travel advance settlements are as per timeline set. In case an employee has not settled the advance, appropriately payroll team will be informed to recover relevant amounts from that individual's salary. Individual reconciliation can be reviewed by an employee on the MyExpenses portal.

## 2 Travel

### 2.1 Air Travel

#### 2.1.1 Booking Tickets

All employees will use the Egencia online booking tool: - <http://capgemini.egencia.co.in> for booking both domestic and international flights.

For more details login to [https://talent.capgemini.com/in/pages/supportfunctions/procurement\\_india/categories/indirects/travel\\_and\\_meetings/travel\\_desk\\_\\_india/](https://talent.capgemini.com/in/pages/supportfunctions/procurement_india/categories/indirects/travel_and_meetings/travel_desk__india/). The Group / Procurement have negotiated contracts with preferred airline carriers. The travel desk is responsible for proposing the best available air fare through these preferred carriers.

Self-Booking of tickets through portals or other than Egencia online booking tool is not acceptable and will not become eligible for reimbursement. However, only in exceptional circumstances, employees can opt for this, with a justification and an approval from the India BU head (e.g. personal emergency, inability to reach the travel desk because of one's remote location, significant time difference because of employee's work location, etc.). In such situation, it is mandatory to attach the invoice copy, from the agency issuing the ticket, and the retained boarding pass after the travel.

In circumstances, where employees use their Corporate AMEX card, which is not linked to MyExpense (Concur), or other personal cards (due to tagging issues and online travel request is not possible), then, while claiming reimbursement, it is mandatory that invoice issued by the agency and the boarding pass must be attached with expense claim. Also, such expense claims can be claimed only after travel is completed.

#### 2.1.2 Booking class (for Air Travel)

**“Economy” fares for all flights**, regardless of the flight duration or carrier preference (low cost included). Non-direct itineraries will be proposed.

#### 2.1.3 Type of Ticket – Air Travel Guidelines

Employees must **make every effort to accept the lowest logical fare option**. Some guidelines are given below:

- For domestic flights, if there is a different non-stop flight within 1 hour of your desired departure time, the cheapest option will be offered
- For Regional flights, if there is a different non-stop flight within 2 hours of your desired departure time, the cheapest option will be offered
- For Intercontinental flights, if there is a different non-stop flight within 8 hours of your desired departure time, the cheapest option will be offered
- One stop or indirect routes should be considered when cheaper for flights of more than 6 hours.
- **Restricted air tickets are mandatory when they have the Lowest Logical Fare.** These tickets are cheaper than flexible fares. Flexible tickets may only be requested in exceptional circumstances

- Requests to book specific airline or route will not be entertained
- Same airline will be booked for both outbound and inbound unless a cheaper option is available
- Billability of expenses, either to client or onsite BU, is not a justified reason for higher fares

Any exceptions to Lowest Logical Fare will be tracked and reported during the booking process.

#### 2.1.4 Early Booking

It's important that employees plan their travel as early as possible to leverage cost effective options. Some guidelines for early booking are given below:

- **Domestic:** At least 7 to 15 days in advance
- **International:** At least 2 weeks or more in advance

The company recognizes that when booking restricted tickets (with exchange / refund restrictions) a proportion of these may need to be cancelled or in some cases change fees may be incurred. However, this has proven to be more cost effective than last minute bookings.

#### 2.1.5 Exceptions

- Higher fare will be allowed only on express preapproval of India BU head with justification (billable assignments will not be accepted as a justification for higher fare)
- Premium Economy is considered as exception to economy class and requires formal approval.

#### 2.1.6 Guidelines for VPs

- Employees at VP level and above may at their discretion choose to fly business for transcontinental flights and flights exceeding 6 hours
- One stop business class flight with up to 2 hours stop-over must be accepted in order to reduce fares for trip above 3 days long
- For trips less than 3 business days, direct flight could be requested upon approval from the India BU head
- Travel by First class under any circumstances is not permitted
- Due consideration should be given to cost, particularly for internal meetings

#### 2.1.7 Client fares

Where these are available and cheaper than Capgemini fares, you may take advantage of the Client's preferred rates providing the travel managers have checked the safety requirements. The Capgemini travel policy will still apply.

### 2.1.8 Air Travel for Training

Lowest available "Economy" fare tickets must be selected for training - without any exception.

### 2.1.9 Cancellation

If you wish to cancel a flight you will have to immediately contact the Egencia customer service desk/ Capgemini travel desk. The details of the travel desk co-ordinates are given in the link below (for India) [https://talent.capgemini.com/in/pages/supportfunctions/procurement\\_india/categories/indirects/travel\\_and\\_meetings/travel\\_procurement\\_team\\_contacts/](https://talent.capgemini.com/in/pages/supportfunctions/procurement_india/categories/indirects/travel_and_meetings/travel_procurement_team_contacts/)

Egencia Customer Service ID –  
customer\_service@egencia.co.in

Even on non-reimbursable tickets you will be able to secure a level of refund (taxes). Repeated noncompliance by an individual may lead to disciplinary action. Partly utilized tickets also must be cancelled if the employee is not going to return within the 12 months of ticket validity from the start date of travel.

### 2.1.10 Risk management

Employees traveling in a group will have to follow the below mentioned guidelines strictly

- To mitigate risk to company operations Capgemini is limiting the number of people allowed to travel together. Not more than 25 team members, 10 VPs from the same BU/SBU or 5 GEC members are to take the same flight.
- No more than 5 team members of a project are to be on the same flight or in the same hotel in a country with a risk level above 3 (out of 5).

### 2.1.11 Air Ticketing Tips

- Restricted tickets (non-changeable, non-refundable) In case of confirmed travel, it is recommended that employee selects restricted rate tickets than corporate rate tickets.
- Some low-cost carriers allow a change with a small administrative fee
- Fully flexible tickets shall only be booked when the journey has a high risk of being cancelled or changed several times.
- Choice of airport- Using a suitable alternative airport (departure or destination) can be significantly more cost effective
- Early booking is more cost effective:
  - 40% to 60% off the ticket price if booked 1 month in advance or more
  - 20% to 40% off the ticket price if booked 15 days in advance or more
- Excess baggage charges can be claimed with proper airline invoice and BU head's approval

## 2.2 Train Travel

### 2.2.1 International

Train travel also can add valuable productive or relaxation time and is generally perceived less stressful than air travel with all its check-in and security procedures. Capgemini therefore strongly encourages the use of train on any itineraries that can be reached by rail in around 4 hours

- Booking class recommended is - Standard (economy) travel, on international trains, for all employees
- Business / First class travel - may be used in certain exceptional circumstances where it is more cost effective than Air. The following conditions must be met:
  - It must be restricted to long-distance national rail routes (typically more than 3 hours) and to frequent (twice a month or more) international travelers
  - It should also not generate a requirement for an additional hotel night
  - All exceptions must be pre-approved by your manager

### 2.2.2 India (Domestic)

Employees need to book II AC train travel as recommended for **levels A1-C2**, if

- Travel time between destinations less than 8 hours
- Travel sectors – Mumbai-Pune, Chennai-Bangalore, Bangalore-Trichy, Bangalore-Salem, Chennai-Salem (For BSV unit, exception being grades D1 and above when there is no cost of accommodation)

Journey date is known in advance, Self-book the rail tickets for those travel sectors by obtaining the approvals from PM/ India BU Head.

- Reimburse through expense claim along with Ticket copy once the travel is completed

## 3 Hotels & Guest House

### 3.1 Booking

All hotels & guest houses bookings for domestic and international travel will have to be processed through Egencia Online booking tool: - <http://capgemini.egencia.co.in>

Self-Booking of hotels through portals or other means (Other than Egencia online booking tool) is not acceptable and will not become eligible for reimbursement. However, only in exceptional circumstances, employees can opt for this, with a justification and an approval from the India BU head. In such exceptional cases, employee must use “Miscellaneous Travel Expense” in MyExpenses (Concur) tool.

National and international hotel contracts have been negotiated to optimize rates and services. Employees are not permitted to book the hotels or guest houses through any other modes (own/internet) and expenses incurred in non-approved hotels/guest houses will not be reimbursed.

We have ensured hygiene, safety, comfort and proximity aspects are top priorities in all the hotels/guest houses. We have taken care that all hotels will have internet and breakfast included in the hotel rates (at the minimum) itself.

Based on the levels, Egencia Desk will allocate hotels/guest houses to all the requests received from employees. Request for change of hotels/guest houses by employees will not be permitted. We have ensured that all the hotels/guest houses satisfy the hygiene and safety requirements as mandated by the Group.

### 3.2 Domestic Accommodation - Guest houses

Employees in grade **A1 to D2** should use online booking tool to book Capgemini guest house to ensure optimal usage of guest houses before opting for a hotel. **For E1 and above**, the use of executive guest houses is optional. For long stays (more than 30 days), employees are expected to look at corporate apartments instead of hotels without any exception (through travel desk).

**Note:** For Training and Freshers the room allocation will be on Twin sharing basis

Company guest houses may charge a nominal fee for the stay, which will be directly charged back to the Project/Function.

For **levels A1 to D2**, all food expenses incurred for self (breakfast, lunch/dinner) will be included in the per diem and hence no separate claim can be made. In cases, where employees (**levels A3 to D2**) are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply.

**For levels E1 and above**, all food expenses can be claimed at actual. In cases, where employees are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply. If accommodation bills include mini bar expenses, nature of expense should be specified clearly e.g.: mineral water, snacks etc.

### 3.3 Domestic Accommodation – Hotels

Employees should use online booking tool to book the rooms, only with Capgemini preferred hotels at all times, except if cheaper is found or in exceptional cases of rooms not being available.

Before booking hotel accommodation at Mumbai & Pune, Guest house availability should be checked and hotel accommodation expenses will be reimbursed only when a Guest House accommodation unavailability email from the Guest House team is produced with the claim. Any exceptions to this will be approved by the Procurement team.

For **levels A1 to D2**, all food expenses incurred for self (breakfast, lunch/dinner) will be included in the per diem and hence no separate claim can be made. In cases, where employees (**levels A3 to D2**) are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply.

**For levels E1 and above**, all food expenses can be claimed at actual. In cases, where employees are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply. If accommodation bills include mini bar expenses nature of expense should be specified clearly e.g.: mineral water, snacks etc.

#### Maximum per day rate for India including taxes:

Grades	Mumbai, Bengaluru, NCR,	Chennai, Kolkatta , Hyderabad, Pune, Gandhinagar	Other cities
	Metro Category	Non-Metro Category	Non-Metro Category
Grades A&B	INR 5040	INR 3920	INR 3920
Grades C&D	INR 6720	INR 5600	INR 5600
Grades E&F	INR 7840	INR 7280	INR 6500

### 3.4 International Accommodation

Hotel invoice (with Capgemini name and address + VAT/GST amount and percentage), a copy of the American Express card statement, travel agency (or Self Booking Tool) invoice should be provided. Expenses related to your stay are reimbursed at their real value, with a ceiling as indicated in the Annexure III. Meals (**for levels E1 and above**) are reimbursed at their real value, with a ceiling as indicated in the Annexure II

The local cities limits might be more restrictive than the summary list provided on the link. Through MyExpenses (Concur) tool, all local city rates will be automatically applied to any travelers visiting the country.

### 3.5 Important Notes

- Hotel Rates - Where client rates are cheaper than Capgemini rate, employees are encouraged to book through the client's contract. However, Capgemini travel policy still applies including safety requirements (to be checked by the travel managers)

One should always consider Capgemini if guidance on sustainable travel or cost are more favorable and can generate savings

- Hotel cancellation: All rooms will be guaranteed for late arrival. If Employees are not travelling or cannot make it to the hotel, they must cancel or inform the room reservation to avoid a "no-show" charge. Cancellations may be made by calling your travel agency or hotel reservation desk. If cancellation is made directly with the hotel, employees are advised to request and retain a "cancellation number" as documentation of the transaction.
- "No-show" charges will not be reimbursed
- Hotel invoice should mention complete name of the company, address, GST number, VAT/GST amount and percentage clearly.
- Long stay option to be considered for stay of 14 days and above and such bookings should be done through approved long stay partners



## 4 Meetings & Events

### 4.1 Guidelines for meetings and events are listed below:

- For internal or non-client meetings within the country, either within or outside Capgemini premises, the number of attendees should be reduced to a minimum.
- Videoconferencing should be used as an alternative whenever possible
- Option of holding meeting within a Capgemini building should be fully evaluated before incurring cost of an external facility.
- Organization of meetings and events should be managed through procurement process and Capgemini referenced suppliers (airlines, hotels, etc.) should be used.

### 4.2 Approval Process

#### 4.2.1 Domestic Meetings

Internal off-site meetings involving more than one-night stay will need prior approval for:

- Up to 50 employees, by respective India BU Head
- More than 50 employees, by India CEO

#### 4.2.2 International Meetings

For international meetings, the approval process is as below:

- International internal meetings < 20 attendees must be authorized by an Executive Vice President
- International internal meetings > 20 attendees but <50 must be authorized by GEC member
- International internal meetings > 50 attendees must be authorized by Group CEO

## 5 Other Travel Related Expenditure

### 5.1 Work Permit / Visa Expenses

Visa for most countries are arranged through Capgemini appointed Visa Desk and billed directly to company. Related expenses like medical expenses, courier charges, photos for visa, etc., can be claimed through expense application. Cost of visas, for countries not supported by company travel agent, will be reimbursed through expense application. While claiming such expenses, receipts and credit card statement (if incurred overseas) should be attached. Visa for family, wherever eligible (for example when an employee is seconded, etc.), should be borne by the employee and claimed as reimbursement. However, expenses related to new passport issuance or renewals are not eligible for reimbursement.

### 5.2 Work Related Taxis (Car Rentals)

#### 5.2.1 Domestic

Employees are eligible for claiming the local conveyance expenses as per the table below:

Levels	All Domestic Cities
E1 and above	Day Car** / Auto rickshaw* / Metered Taxi at actual / OLA, Uber or equivalent
A1 to D2	Auto rickshaw* / Metered Taxi / OLA, Uber or equivalent

\* Bills are not required to be produced for local taxi/auto rickshaws upto INR 750. However, such expenses will be reimbursed, provided the claimed distance/expenses by the employees clear the sanity checks (distance, fare etc.) performed by the reimbursement team.

\*\* Day car can be booked if meetings are arranged in multiple locations in the same city

Claims pertaining to metered taxis/OLA/Uber/day car will have to be supported with receipts. Please note that for all same city airport transfers (from Residence to Airport, Airport to Office / hotel, hotel / office to Airport, Airport to residence) employees are required to use only metered taxis, OLA, Uber or equivalent available at the respective airport. Exceptions (if any) must be approved by the India BU head. Use of private/personal car to travel between cities (e.g., Mumbai-Pune, Bengaluru-Chennai) for business purposes is not encouraged and, if undertaken, will be at employee's risk and insurance.

#### Intercity Transfers

For all intercity transfers (Mumbai-Pune, Bengaluru-Chennai, Bengaluru-Salem and other applicable cities), employees are required to use authorized car vendors with approved Capgemini rates through Travel desk or directly use intercity service by OLA/Uber. Capgemini authorized India vendors are Avis/Car Club/CarzonRent/Eco Rent-A-Car/Saswad Tours.

In case of local taxis and autos, where bills / receipts are not provided it is mandatory to mention origin & destination details while claiming the same.

### 5.2.2 International

Employees travelling overseas need to follow LOA issued to them prior to travel and abide by the terms mentioned therein.

The Group has selected preferred car rental companies in all major geographical locations (except for Asia-Pacific). These agreements should be used whenever possible

The preferred suppliers are:

- Europcar for rentals in France and UK
- Avis / Budget for rentals in the rest of Europe and North America

## 5.3 Travel Kit Allowance

### 5.3.1 Eligibility Criteria

Travel kit allowance is applicable from **levels A2 to C2**, who are on India payroll and are travelling on for on-site assignment. This can be claimed once in a three-year block period.

The maximum entitlement is up to INR 10,000 and will be reimbursed only if the following conditions are:

- Once in a three-year block period
- Eligible items include winter clothing (sweaters, overcoat, thermal inner wear, Winter Boots, Business Suit Managers, Baggage and International driving permit processing cost).
- Above items can be purchased at home or host country.
- Expenses incurred needs to be settled within 30 days of travel

Important Notes:

- Regular clothing (office wear), utensils, groceries will not qualify for the travel kit allowance
- All reimbursement claims need to be routed through “Expense Application” along with expense receipts. Reimbursement will be made in Indian rupees only.
- In case employee leaves the services of the Company within a period of 12 months from the date of payment of kit allowance, entire amount claimed as kit allowance will be recovered as part of his / her final settlement.

## 5.4 Meal Reimbursement

For **levels A1 to D2**, all food expenses incurred for self (breakfast, lunch/dinner) will not be reimbursed separately as these are included in the per diem. In cases, where employees are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply.

For **levels E1 and above**, all food expenses can be claimed at actual. In cases, where employees are accompanied by clients, then the limits for meal invites as specified in the Annexure IV will apply. If accommodation bills include mini bar expenses, nature of expense should be specified clearly e.g.: mineral water, snacks etc.

In cases, where visiting Indian employees are required to take the onsite team for meals, then the local country meal limits as per Annexure-I will apply. As per the group rule, employees at the highest level (during that meeting/event) will have to claim the reimbursement.

## 5.5 Tips Reimbursement

In countries where giving tips is a practice, they should to be restricted to a maximum of 10% of the actual invoice amount. In many countries (France as an example), service is included in the invoice and tips are entirely discretionary (2 to 5% of invoices)

In countries where there is an additional pre -applied gratuity (auto-gratuity) same will be reimbursed provided appearing on face of the invoice. Under no circumstances meal expenses to exceed limits mentioned in the policy document. Amount claimed as tips need to be mentioned on face of the invoice.

## 5.6 Telephone Expenses

All employees either working at Capgemini or client offices are required to use fixed line or Skype / Teams (this applies to incoming calls also if working abroad). As a general principle, when travelling abroad use of India mobile phone number needs to be avoided

- Employees are asked to deactivate data while travelling internationally and instead use Wi-Fi

## 5.7 Internet Access

- Internet expenses cannot be claimed separately and is included in the per diem
- As a general principal when travelling abroad try to avoid using a paid WIFI spot. You should always try to use either free or client / office internet connection.
- Most Capgemini preferred hotels have internet access included in our negotiated rates.
- In any case, always prefer Wi-Fi connection for data usage to data roaming, which is much more expensive

## 5.8 Excess Baggage

Excess baggage is not applicable for business travel less than 30 days and traveling on Business Visa. However, this rule may be relaxed in case the airline charges a separate fee for taking even one baggage for check-in. Excess baggage expenses incurred as a result of carrying business materials (brochures, posters etc.) will be reimbursed at actual provided the following are provided:

- Approval from the manager
- Declaration that the expenses incurred are for business purposes
- Original receipt issued by the airline

## 5.9 Lease Breakage / Brokerage

This is not applicable for business travel less than 30 days. However, in the case of long travel (more than 30 days) should an instance arise (on account of early project closure etc.) the following will be adopted

- 2 months breakage fee
- 2 months brokerage

The above will be reimbursed based on original receipts and satisfactory justification of early return. Please refer to the International Assignment Services Policy for more details

## 6 American Express Corporate Card (AMEX) -

- Group has mandated that all grade D, E & F employees must use AMEX corporate credit card for all official travel related requirements including airfare.
- Employees in grades other than D, E & F must use AMEX corporate card (if they have one) and/or Forex cards (refer to Forex policy document for details). In case the employee doesn't have Amex card or if Amex is not accepted, employee can use personal credit card to guarantee a hotel in Egencia portal.
- AMEX corporate credit card is available to all employees in grades D, E & F free of cost.
- No new AMEX corporate cards will be issued to employees in grades other than in Grades D, E & F
- For all employees whose AMEX corporate cards are linked in MyExpenses, company will make direct payment to American Express based on expense report generated and approved through MyExpenses tool. Such employees must ensure that they do not make any direct payment for such official expenses to American Express to avoid double payment
- All employees whose AMEX corporate cards are not linked in MyExpenses are responsible for making payment directly to AMEX, irrespective of whether the amount in question is reimbursed to the employee.

- For the purpose of Project/Business events it may be contemplated to provide Capgemini branded merchandise to employees. In such cases, employees of rank Senior Manager and above holding an official AMEX card in India can use their card to buy online on brand store. Purchase of Capgemini branded merchandise or vouchers issued by the brand store up to INR 50,000 per person will be reimbursed through MyExpenses application, subject to India BU head approval. No PO process would be necessary in this case and claim can be made through MyExpenses with approval from BU Head attached. For expense over INR 50,000, PO processes must be initiated.
- Only official expenses are permitted to be incurred on AMEX corporate card.
- To assist you with your expense claims, you can view your AMEX statements online at <https://www.americanexpress.com/in/> (enter your User ID and Password to access your card statement and payment options)
- D, E&F grade employees can reach out to IN, Amex Helpdesk [amexhelpdesk.in@capgemini.com](mailto:amexhelpdesk.in@capgemini.com) for Amex application assistance
- In case any employee resign from Capgemini and defaults on payment, Capgemini reserves the right to check outstanding position of the employee and take appropriate measures
- On resignation from Capgemini, employee must contact Travel Operations SPOC (Details given at [https://talent.capgemini.com/in/pages/supportfunctions/procurement\\_india/categories/indirects/travel\\_and\\_meetings/travel\\_procurement\\_team\\_contacts/](https://talent.capgemini.com/in/pages/supportfunctions/procurement_india/categories/indirects/travel_and_meetings/travel_procurement_team_contacts/)) and obtain AMEX card clearance. Clearance will be given based on no dues pending on the card account
- Expense claims pertaining to expenditure through AMEX corporate card, which are processed through MyExpenses, should NEITHER submit any monthly AMEX Card statement (if expense incurred on foreign currency) NOR the original receipts. All receipts must be as soft/electronic copy
- Expense claims pertaining to expenditure incurred through AMEX corporate card (which is not linked to MyExpenses)/any other personal card, must be claimed as cash in MyExpenses along with original receipts.
- For certain specific countries, original receipts are MUST for claiming tax benefits. All employees are expected to maintain these receipts even if they have claimed expenses using soft/electronic copy
- Exchange rate incorporated in the expense statement should be as per rate mentioned in the AMEX statement or supported by appropriate receipt.

## 7 Exception for Persons with Disabilities

### Important Notes:

- In case of locations mandated to be travelled by train, an employee having difficulty in traveling by train due to her / his disability can travel by air.
- In case hotel room is not available which is accessible, within the amount designated for a given position, then, as a reasonable adjustment, the amount can be increased to the next level.
- Reasonable adjustment required due to disability will be initiated and informed to Guesthouses and Hotels e.g. accessible room, housekeeping assistance or any specific request based on individual needs
- If a person with disability requires an escort or assistance while traveling, the same could be provided as reasonable adjustment.
- In case the attendee / participant of the meeting / event has a disability, care should be taken to ensure that accessibility concerns are considered and provided for so that the person can participate on an equal basis with others.
- Every meeting / event announcement should include the following line, which would help in preparing for the event / meeting. "In case a person with disability is attending the meeting / event and needs any reasonable adjustment, such as accessible venue, sign language interpreter, information in accessible format, wheelchair or any other assistance, writes to individual HOD or India Travel Manager before (date).
- Special assistance required due to disability can be added in Travel Application remarks column. Travel desk will inform concerned airline / hotel / guesthouse accordingly.

# Section II – Non-Travel Expenses

Non-travel related expenses of following nature can be claimed by employees through “MyExpenses Application”.

## 1 Mobile & Data Card Reimbursement

### Handsets & Data cards

The cost of handsets & data cards (Includes Dongle & Hotspot) will not be reimbursed.

### Internet Expenses

Employees at all levels can claim up to INR 1000 (Inclusive of taxes) per month for internet usage, provided the following conditions are met:

- The internet connection is used for business / client purposes
- Invoice should be in the name of the employees
- Invoice should have a number, date, vendor name, vendor address, GST no. of the vendor along with the amount of GST charged by the service provider.
- Cost for project related pool data cards will be reimbursed upon approval from India BU Head/Project Manager

Please refer to FAQs uploaded on Talent at the below links

[FAQ on Internet Expense Reimbursement](#)

### Mobile Expenses

Mobile expenses will be reimbursed to employees as per the following conditions:

- Employees are required to take out of office client calls or international calls outside office hours or during domestic travel
- Expenses are incurred only for business purposes (employees are strongly encouraged to use office phones for all official calls when not traveling)
- The eligibility or the extent of claim for each level is given below

Levels	Permissible Limits per month (Inclusive of taxes)
A and B	INR 300*
C	INR 550
D	INR 700
E	INR 1,500
F	INR 3,500

\* - Reimbursement for grades A1 – B2 will be only for project related expenses and must be approved by the Project Manager while claiming.



## International Roaming Expenses

- All employees traveling abroad for short duration (i.e., those who are not seconded onshore) are eligible for claiming this reimbursement through MyExpenses
- The reimbursement will be on actual expense, up to a maximum value as per table above
- The duration of travel will determine the maximum value

Duration of Travel	Permissible Limit (Inclusive of taxes)
7 days	INR 4,200
10 days	INR 5,000
28/30 days	INR 8,000

## 2 Internet Access

- Internet expenses cannot be claimed separately and is included in the per diem (if traveling)
- As a general principal when travelling abroad try to avoid using a paid WIFI spot. You should always try to use either free or client / office internet connection.
- Most Capgemini preferred hotels have internet access included in our negotiated rates.
- In any case, always prefer Wi-Fi connection for data usage to data roaming, which is much more expensive

## 3 Weekend Work

People may occasionally need to work over Holidays / Saturday / Sunday to complete projects / assignments. In case of such work subject to not less than 6 hours of work, following can be claimed

### FOOD EXPENSES

- Employees can claim INR 150, without bills or up to INR 300 with bills

### CONVEYANCE

- Whenever company transport is available within reasonable time frames, such facility should be availed, and the reimbursement shall not apply.
- In other cases, metered taxi (with bills) or auto fare will be reimbursed. Bills are not required to be produced for Auto. However, such expenses will be reimbursed, provided the claimed distance/expenses by the employees clear the sanity checks (distance, fare etc.) performed by the reimbursement team

## 4 Entertainment Expenses

Main purpose of incurring entertainment expenses should be only for enhancement of business. Entertainment expenses can be incurred for **levels E1 and above** with prior approval of India BU head. All expenses incurred under this category needs to be documented, along with details of purpose, names of individuals present for the event both from Capgemini and client.

Bills should be taken by the Capgemini's most senior employee in the highest level (in the event/team) to be eligible for claim.

Entertainment expenses will include all activities generally considered to provide entertainment, amusement or recreation.

Prior e-mail approval must be obtained from India BU head along with copy marked to India, General Counsel-Ethics & Compliance Officer and the same needs to be enclosed along with expense voucher.

### Important Notes:

- All Entertainment Expenses incurred for team size exceeding 20 people needs to be routed through Procurement process.

Thresholds provided in **Annexure IV**, for capping meal reimbursement / meal invitation should be used as a reference.

## 5 Relocation Expenses

Relocation expenses will be processed and paid as per "Relocation Policy" and will be routed through HR department. Employees who are eligible to claim relocation expenses are tagged to an HR project code basis which they can claim the expenses on MyExpenses which are then further processed by T&E team.

## 6 Project Team Events (Lunch / Dinner / Get together)

- These expenses can be claimed by Managers and above only after obtaining prior written approval from India BU head
- Frequency for team lunch or dinner needs to be restricted to twice a year, capped at INR 1,000 per person per event. Reimbursement on expenses can be claimed through MyExpenses, so long as the total amount claimed does not exceed multiple of INR 1,000 per person per event (e.g., if 60 people from a team participate in the event, then the total amount should not exceed INR 60,000). In case the amount exceeds INR 1,000 per person per event limit, it must be approved by India BU Head.
- In case of a BU event, where either visiting Capgemini leaders from other countries or clients also participate, India BU Head can approve an expense not exceeding INR 200,000.

- For any team or BU event, if the amount exceeds INR 200,000, PO process needs to be followed with Procurement team, after approval from India BU Head. The PO will follow normal India approval process
- India BU Head approval is required in case the Project Team Event is organized in the same city. India CEO approval is required in case the Project Team Event is organized in a city outside of their current workplace
- For claiming expenses towards Team meals, list of attendees should be provided along with the supporting receipts. Bills should be taken by the senior most Capgemini employee present at the event and such person would be eligible for claim.

## **7 Repairs to laptop**

Repair expenses will be reimbursement only if an approval e-mail from ITICS department is enclosed

## **8 Project Incentive**

Project incentive needs to be routed through payroll and using PICS portal after obtaining approvals as mentioned in the authorization matrix

## **9 Awards & Rewards**

Reimbursement of expenses for awards like meals with family, visiting amusement parks / theatre, or any other, must be routed through Payroll and not be claimed through MyExpenses application. Please note that the amount received through this process will be taxed as per the Indian Income Tax rules

## **10 Training Seminars Conferences & Workshops**

Training, Workshops, Seminars, Conferences & Programmed (not including certified courses) up to INR 10,000 per person will be reimbursed through MyExpenses application, subject to India BU head approval. For expense over INR 10,000 and not exceeding INR 50,000, the claim needs to be approved by India BU Head and India L&D Head. No PO process would be necessary in this case and claim can be made through MyExpenses with approval from L&D attached. For expense over INR 50,000, PO processes must be initiated.

## 11 In House Lunch

Special lunch can only be requested for client visits (not allowed for employees from other Capgemini offices visiting India). Managers and above can request the same with prior approval of the India BU head.

### 11.1 Lunch organized through cafeteria vendor

Lunch ordered for up to 25 guests, payment will have to be made in cash and claimed through expense claim process attaching the original invoice / receipt received from the caterer.

Lunch ordered for more than 25 guests, a Purchase Order (PO) should be submitted to the vendor 24 hours in advance, in absence of a PO by the requestor, project team will have to pay cash for food to be purchased and claim the same through expense application. Any quantity / cost increase above the PO value will have to be settled in cash and claimed through expense application.

### 11.2 Lunch organized through outside vendor

Food ordered for more than 5-15 guests from outside vendor (other than caterers appointed in our cafeteria), food request will have to be routed thorough procurement team. Payment for the same will have to be made by Credit Card / Cash and claimed through expense application

## 12 Office Late Sitting

Some employees working in general shift maybe required to stay late in office due to work commitments and will be allowed to claim meal allowances from their projects. An additional expense type has been introduced in MyExpenses for this purpose - 'Meals - Office Late Sitting' under expense category Meals & Entertainment. To claim reimbursement for such expenses, please follow the given steps

- Get an approval from respecting project manager and India BU head
- The entitlement of the claim would be INR 150 without bills or up to INR 300 with bills
- Attach approval of project manager/India BU Head along with relevant receipts when claiming the expense
- This will not be applicable for employees who receive shift allowances

## 13 COVID-19 Vaccination reimbursement

As part of the special initiatives, all Capgemini India employees are eligible to claim vaccination cost reimbursement for themselves and dependents declared in insurance portal. To claim reimbursement for such expenses, please follow the given steps

The entitlement of the claim would be upto a maximum of INR 1500 per dose per person with bills for 2 doses (INR 3,000 for 2 doses).

- This will not be applicable for dependents who are not declared in the insurance documents
- The claims can be made against certain project codes provided by ICRES vide their communication dated April 6, 2021, the expense claim has to be raised only after both the vaccine doses have been administered for one individual. Employees can attach the invoices for both doses in the same expense claim for each individual and claim for reimbursement.

# Section III – Expenses Routed Through Procurement Process

## 1 Other Items

The following expenses will have to be routed through the procurement team in the first place. These will not be considered as reimbursable items

- Flowers / bouquet / arrangements
- Rangoli & floral decoration during client visit or festive occasions
- Chocolate / sweet boxes
- Gift vouchers
- Purchase of ITICS related products e.g. connectors, adaptors, batteries, head phones
- Printing items e.g. posters, danglers, brochure leaflets, visiting cards
- Special stationery items e.g. pens, rubber stamps etc.
- Certification fees (Excluding certification fees that is covered by L&D section)

### Important Notes:

Expenses on above items incurred outside India in foreign currency need to be claimed through expense application against original receipt.

It is each employee's responsibility to comply with the rules set out in the Group Anti-Corruption Policy and to consult with his or her manager in case of doubt. It is the responsibility of each manager to ensure compliance with the Group Anti-Corruption Policy before approving an expense claim, and to consult with the General Counsel -Ethics & Compliance Officer in case of doubt.

# Section IV– Expenses Routed Through L&D.

## 1 External Certification

All fulltime Capgemini India (Non-FS) Employees are eligible to get reimbursement for External certification which is in line with his / her skills.

Please refer the below guidelines:

- a. 30% of high potential 1 & 2 raters in B1 & B2 bands nominated by each BU
- b. Certifications driven through mail request by Customer or initiated by BU head
- c. B and C band employees with certification indicated in PMD as a part of development plan during N+1 appraisal.

On successful completion of certification, the employee should produce a scanned copy of the certificate to L&D.

**Note:**

- All FS employees should connect with their respective Learning Business Partner within their India BU for certifications requirements
- There is no limit set for the number of certifications one can go through in a year as long as proper approval route is followed.

## 2 Certification Reimbursement:

- Employees who meet the eligibility criteria and willing to take up the certification has to take approval from the necessary level based on the finance authorization matrix and forward it to L&D prior to certification.
- L&D will verify the eligibility and will communicate either the email id or the portal in which the employee has to update the certification information.
- On successful completion of certification, the employee should produce a scanned copy of the certificate to L&D.
- L&D will send an acknowledgement for the certificate.
- The employee can claim the certification cost as an expense in the reimbursement tool along with the approval mails/acknowledgement from L&D.

# Section V – Non-Reimbursable Expenses / Exclusions

1. Capgemini reserves the right to deny reimbursement of expenses of personal nature and would not be limited to items mentioned below:
  - Employees claiming expenses pertaining to another team member or expenses pertaining to approver (N+1) will not be reimbursed
  - Baby-sitters or child day care fees.
  - Briefcases and planners - allowed only if forming a part of kit allowance
  - Clothing - allowed only if forming a part of kit allowance
  - Car washing
  - Corporate card “rewards” membership fees
  - Club membership fees
  - Entertainment (which is not client related)
  - Adult Entertainment Venues
  - Expenses related to vacation or personal days while on a business trip
  - Golf fees (when not part of customer entertainment)
  - Gum, candy, cigarettes, cigars
  - Gift vouchers purchases for any reason whatsoever
  - Haircuts or shoe-shines
  - Health club facilities, saunas, massages
  - Loss or theft of personal funds or property
  - Souvenirs and personal gifts
  - Movies (In-room or theater)
  - No show charges for hotel, rental cars, car service etc.
  - Non-compulsory insurance coverage (annual fee)
  - Personal accident insurance

- Personal entertainment, including sporting events
- Personal property insurance
- Personal telegrams
- Personal toiletries
- Pet kennels or pet storage fees
- Repairs due to accidents
- Routine vehicle maintenance and tune-ups
- Traffic, parking, towing, or other tickets, fees, or fines.
- Transportation to and from office
- Videos, CDs, cassette tapes
- Any expense deemed excessive or unusual unless prior written approval has been obtained from India BU head
- Airline, or hotel upgrades
- Additional insurance purchased by employee for specific business trip
- Loss of baggage during business travel
- Insurance premiums for self and spouse
- Taxes of personal nature
- Purchase of White goods. (all types of electronic items)
- Shift Allowance, or any other expenses which are not related to business or are personal in nature, should not be claimed

## **2. Discontinued Reimbursements**

### **Data Card / Handset Reimbursements**

There will be no reimbursement for mobile hand-set cost and employees are encouraged to buy their own handsets. Reimbursements of mobile / data card usage is governed by Section II, 1.0 of this policy

### **Passport Issue / Renewal Expenses**

There will no reimbursements for expenses related to passport issue (application fee / other charges) and passport renewals. However, work permit charges and visa charges will be reimbursed at actual.



## Section VI– Steps for claiming expense reimbursement

Expense should be submitted in MyExpenses (Concur) application

<https://eu1.concursolutions.com/UI/SSO/p0600901gfhu> within 30 days from expenditure date

- Expense reimbursement cycle is 7th, 17th, & 27th of each month and if any of the day is public holiday or weekly off reimbursement will happen on next working day. Payment cycle will be as below
  - All expense claims received from 1st to 10th are processed & paid on 17th pay cycle
  - All expense claims received from 11th to 20th are processed & paid on 27th pay cycle
  - All expense claims received from 21st to 30th are processed & paid on 7th pay cycle
- Hardcopies need not be submitted in MyExpenses. It is required for 8 specific countries only - France, Netherlands, UK, Austria, Denmark, Sweden, Norway and Finland.
- Expense application can be accessed from India Talent home page. Go to URL <http://talent.capgemini.com/in/> > ACCESS ALL > Useful Tools > MyExpenses. From Outside India/Corp domain, type the URL <https://eu1.concursolutions.com/UI/SSO/p0600901gfhu> in your browser.
- Access to Expense application is also available over VPN client and Web VPN, you can access the URL <https://webvpn.in.capgemini.com>, get authenticated using the Safeword token and click the links for MyExpenses. However, it is recommended that you download the Concur app on your mobile phone and use it for your claims and approvals
- For all visits to certain European countries (UK, Netherlands, France, Austria, Sweden, Finland, Denmark, Norway), after expense report has been approved hard copy of receipts must be submitted, as directed, at the below respective locations. In case employees are located overseas (European countries) for long durations and cannot submit approved hard copies, they need to take email approval from BU head for soft copy processing and attach the approval with hard copies on submission. Only approval over email will not be sufficient.

Location	Drop Box / Mailroom / Person
Pune	Reception (Unit1, Unit2, Unit 0, 2 Annex, Unit GLC), Technology Park, MIDC, Talwade
Bangalore	Finance Department (of both PSN & 6B offices)
Hyderabad	SB2, Ground Floor, Capgemini Office.
Chennai	Drop Box at Prestige Cyber Tower, 11 <sup>th</sup> floor.
Gurgaon	HR Dept- 11 <sup>th</sup> floor DLF, Cyber Green
Kolkata	Capgemini India Pvt. Ltd. Candor Tech Space Block DH, Rajarhat, New Town

	Kolkata – 700156
Mumbai	Mailroom (Airoli)
Salem & Trichy	Mail room drop box
Noida	Mail room drop box

# Annexure

## ANNEXURE I- International Travel Per Diem Limits

Per Diem (from A to D) is defined below.

Country	Currency	Per Diem
Australia (Dollar)	AUD	75
Argentina	USD	50
Austria (Euro)	EUR	50
Bangladesh	USD	40
Belgium (Euro)	EUR	50
Brazil	USD	55
Bulgaria	EUR	50
Canada	CAD	50
Chile	USD	40
China	USD	40
Croatia	EUR	40
Cyprus	EUR	50
Czech Republic	EUR	50
Denmark	EUR	50
Egypt	USD	40
Finland	EUR	50
Fiji	USD	40
France	EUR	50
Germany	EUR	50
Ghana	USD	40
Greece	EUR	50
Guatemala	USD	50
Hong Kong	USD	45
Hungary	EUR	40
Indonesia	USD	35
Iraq	USD	40
Iran	USD	40
Ireland	EUR	40
Israel	USD	40
Italy	EUR	50
Japan (Yen)	YEN	5200

Jordan	USD	40
Kenya	USD	40
Korea	USD	40
Kuwait	USD	40
Latvia	EUR	40
Luxembourg	EUR	50
Malaysia (Ringgit)	MYR	170
Mexico	USD	40
Morocco	EUR	50
Mozambique	USD	50
Myanmar	USD	50
Netherlands	EUR	50
New Zealand	USD	50
Norway	EUR	60
Oman	USD	50
Palestine	USD	40
Philippines	USD	40
Poland	EUR	40
Portugal	EUR	50
Puerto Rico	USD	40
Qatar	USD	40
Romania	EUR	50
Russia	EUR	50
Saudi Arabia	SAR	275
Serbia	EUR	50
Singapore	SGD	60
Slovakia	EUR	40
South Africa	USD	40
Spain	EUR	50
Sweden	EUR	50
Switzerland	EUR	50
Syria	USD	40
Taiwan	USD	40
Thailand	USD	40
Turkey	EUR	50
United Kingdom	GBP	40
Ukraine	EUR	40
United Arab Emirates	AED	155

United States of America	USD	50
Vietnam	USD	40
Yemen	USD	40
Zimbabwe	USD	50
Angola	USD	40
Bahamas	USD	40
Bahrain	USD	45
Belarus	USD	40
Bolivia	USD	40
Cambodia	USD	40
Colombia	USD	40
Dominican Republic	USD	40
Estonia	EUR	40
Iceland	EUR	50
Jamaica	USD	40
Liechtenstein	EUR	50
Maldives	USD	40
Malta	USD	45
Nepal	USD	40
Panama	USD	40
Slovenia	EUR	40
Sri Lanka	USD	40
Tunisia	EUR	40
Uruguay	USD	40
Other EU	EUR	40
Other APAC/Africa and Americas	USD	40

## ANNEXURE II- International Meal Limits (for Levels E1 and above)

Meal invitation (in case we are inviting clients) is applicable for all levels. The same limits will apply if an Indian employee (for Levels E1 and above) is traveling onsite and taking the team out for meals. This requires BU head approval

Ceilings are with **taxes** (except in Canada / USA / India) and **tips included** and can be amended at any time

Country	Currency	Meal Invitation (per person)	Meals (per person)
<b>Australia</b>			
Adelaide	AUD	135	50
Brisbane, Canberra, Melbourne	AUD	135	50
Perth, Sydney	AUD	135	50
Others	AUD	135	50
<b>Argentina</b>	USD	50	25
<b>Austria</b>	EUR	75	25
<b>Bahrain</b>	BHD	38	15
<b>Belgium</b>			
Brussels & Brussels airport	EUR	90	30
Others	EUR	90	30
<b>Brazil</b>			
Araraquara, Bauru, Brasília	BRL	200	80
Blumenau, Fortaleza, Jundiaí, Porto Alegre, Ribeirão Preto	BRL	200	80
Rio de Janeiro, São Paulo, Campinas, Barueri	BRL	200	80
Other cities	BRL	200	80
<b>Canada</b>			
Calgary/Montreal/Toronto/Vancouver	CAD	144	48
Other Cities	CAD	144	48
<b>China</b>			
Beijing	CNY	450	250
Others	CNY	450	250
<b>Colombia</b>	USD	40	25
<b>Czech Republic</b>	CZK	1900	600
<b>Denmark</b>	DKK	810	300
<b>Finland</b>	EUR	90	50
<b>France</b>			
Others	EUR	75	25
Paris & "Paris area"	EUR	90	30
Lyon, Lille, Bordeaux, Toulouse, Marseille, Rennes, Montpellier, Nice, Strasbourg, Nantes	EUR	90	30
<b>Germany</b>			
Bonn, Frankfurt, Hamburg, Karlsruhe, Dusseldorf	EUR	90	30

Berlin, Cologne, Hanover, Konstanz	EUR	90	30
Munich / Stuttgart/Wolfsburg	EUR	90	30
Other cities	EUR	90	30
<b>Guatemala (excluding taxes)</b>	USD	40	25
<b>Hong Kong</b>	HKD	600	250
<b>India city caps are excluding the new 2018 taxes</b>			
Mumbai / Delhi / Bangalore	INR	4500	2500
Gurugram, Hyderabad, Kolkata	INR	4500	2500
Pune, Chennai	INR	4500	2500
Other cities	INR	4500	2500
<b>Ireland</b>	EUR	110	37
<b>Italy</b>			
Rome, Milan, Turin	EUR	90	30
Other cities	EUR	90	30
<b>Japan</b>	JPY	12000	4000
<b>Malaysia</b>	MYR	150	70
<b>Morocco</b>	MAD	500	300
<b>Netherlands</b>			
Utrecht, Eindhoven, Hague, Rotterdam, Amsterdam	EUR	90	30
Others	EUR	90	30
<b>New Zealand</b>	NZD	135	45
<b>Norway</b>	NOK	900	500
<b>Philippines</b>	PHP	1500	700
<b>Poland</b>			
Krakow	PLN	150	70
Katowice, Wroclaw, Warsaw, Poznan	PLN	150	70
Others	PLN	150	70
<b>Portugal</b>	EUR	40	15
<b>Romania</b>	EUR	75	30
<b>Russia</b>	RUB	2700	1100
<b>Saudi Arabia</b>	SAR	600	240
<b>Singapore</b>	SGD	90	40
<b>Slovakia</b>	EUR	75	25
<b>Spain</b>			
Madrid/Barcelona	EUR	75	26
Other cities	EUR	75	26
<b>Sweden</b>			
Stockholm	SEK	1050	350
All Cities	SEK	1050	350
<b>Switzerland</b>	CHF	150	50
<b>Taiwan</b>	TWD	1425	700
<b>UK</b>			
London	GBP	75	30

Basildon, Bracknell, Slough, Basingstoke	GBP	75	30
Manchester Airport	GBP	75	30
Huntingdon, Worthing, Edinburgh, Milton Keynes, Staines, Swansea, Glasgow	GBP	75	30
Emsworth, Fareham, Hampshire, Portsmouth, Southampton	GBP	75	30
Newbury, Chesterfield, Gloucester	GBP	75	30
Arundel, Ashford, Bromley, Durham, Leeds, Cardiff, Derby, Southend-On-Sea	GBP	75	30
Brighton	GBP	75	30
Hayes /Heathrow area, Birmingham, Bradford, Croydon, Gatwick, Liverpool	GBP	75	30
Newcastle Upon Tyne, Northampton	GBP	75	30
Plymouth, Stratford-Upon-Avon	GBP	75	30
Warwick	GBP	75	30
Telford	GBP	75	30
Woking, Reading, Surbiton, Cambridge	GBP	75	30
Other cities	GBP	60	30
<b>United Arab Emirates</b>	AED	400	160
<b>USA city caps are excluding taxes</b>			
Austin, Chicago, Houston, Los Angeles, Newark, San Francisco Bay Area/Airport	USD	100	50
Jersey City	USD	100	50
New York	USD	100	50
San Francisco Downtown	USD	100	50
Seattle, Bellvue	USD	100	50
Others USA	USD	100	50
<b>Vietnam</b>	USD	35	20
<b>Other countries</b>	EUR	75	30



**ANNEXURE III- International Hotel Accommodation Limits (for all levels – ceilings are without taxes [except in Canada / USA / India])**

Country	Currency	International Hotel Accommodation Limits	Alternative Lodging Limits
<b>Australia</b>			
Adelaide	AUD	160	110
Brisbane, Canberra, Melbourne	AUD	195	140
Perth, Sydney	AUD	280	200
Others	AUD	210	140
<b>Argentina</b>	USD	150	102
<b>Austria</b>	EUR	125	85
<b>Bahrain</b>	BHD	80	N/A
<b>Belgium</b>			
Brussels & Brussels airport	EUR	140	85
Others	EUR	135	85
<b>Brazil</b>			
Araraquara, Bauru, Brasília	BRL	180	N/A
Blumenau, Fortaleza, Jundiaí, Porto Alegre, Ribeirão Preto	BRL	215	N/A
Rio de Janeiro, São Paulo, Campinas, Barueri	BRL	400	N/A
Other cities	BRL	300	N/A
<b>Canada</b>			
Calgary/Montreal/Toronto/Vancouver	CAD	180	125
Other Cities	CAD	170	120
<b>Chile</b>	CLP	92500	60000
<b>China</b>			
Beijing	CNY	1250	850
Others	CNY	1250	850
<b>Colombia</b>	USD	150	N/A
<b>Czech Republic</b>	CZK	3900	2750
<b>Denmark</b>	DKK	1250	875
<b>Finland</b>	EUR	150	102
<b>France</b>			
Others	EUR	100	75
Paris & "Paris area"	EUR	160	110
Lyon, Lille, Bordeaux, Toulouse, Marseille, Rennes, Montpellier, Nice, Strasbourg, Nantes	EUR	125	85
<b>Germany</b>			
Bonn, Frankfurt, Hamburg, Karlsruhe, Dusseldorf	EUR	130	95
Berlin, Cologne, Hanover, Konstanz	EUR	120	82
Munich / Stuttgart/Wolfsburg	EUR	140	96
Other cities	EUR	115	82
<b>Guatemala (excluding taxes)</b>	USD	120	N/A

<b>Hong Kong</b>	HKD	2200	1550
<b>India city caps are including the new 2018 taxes</b>			
Mumbai / New Delhi NCR / Bangalore	INR	10500	7350
Chennai, Hyderabad, Kolkata, Pune	INR	7800	4560
Other cities	INR	6500	4550
<b>Ireland</b>	EUR	155	102
<b>Italy</b>			
Rome, Milan, Turin	EUR	130	95
Other cities	EUR	100	68
<b>Japan</b>	JPY	38000	26500
<b>Malaysia</b>	MYR	500	350
<b>Morocco</b>	MAD	1200	850
<b>Netherlands</b>			
Utrecht, Eindhoven, Hague, Rotterdam, Amsterdam	EUR	130	95
Others	EUR	120	82
<b>New Zealand</b>	NZD	225	155
<b>Norway</b>	NOK	1500	1030
<b>Philippines</b>	PHP	7000	N/A
<b>Poland</b>			
Krakow	PLN	450	300
Katowice, Wroclaw, Warsaw, Poznan	PLN	400	300
Others	PLN	300	200
<b>Portugal</b>	EUR	100	68
<b>Romania</b>	EUR	100	68
<b>Russia</b>	RUB	11000	N/A
<b>Saudi Arabia</b>	SAR	900	N/A
<b>Singapore</b>	SGD	350	250
<b>Slovakia</b>	EUR	130	95
<b>Spain</b>			
Madrid/Barcelona	EUR	130	95
Other cities	EUR	100	68
<b>Sweden</b>			
Stockholm	SEK	1750	1300
All Cities	SEK	1400	1000
<b>Switzerland</b>	CHF	275	193
<b>Taiwan</b>	TWD	5000	3500
<b>UK</b>			
London	GBP	150	106
Basildon, Bracknell, Slough, Basingstoke	GBP	110	80
Manchester Airport	GBP	110	80
Huntingdon, Worthing, Edinburgh, Milton Keynes, Staines, Swansea, Glasgow	GBP	105	78

Emsworth, Fareham, Hampshire, Portsmouth, Southampton	GBP	100	70
Newbury, Chesterfield, Gloucester	GBP	100	70
Arundel, Ashford, Bromley, Durham, Leeds, Cardiff, Derby, Southend-On-Sea	GBP	90	61
Brighton	GBP	90	61
Hayes /Heathrow area, Birmingham, Bradford, Croydon, Gatwick, Liverpool	GBP	86	59
Newcastle Upon Tyne, Northampton	GBP	86	59
Plymouth, Stratford-Upon-Avon	GBP	86	59
Warwick	GBP	86	59
Telford	GBP	96	63
Woking, Reading, Surbiton, Cambridge	GBP	130	95
Other cities	GBP	80	53
<b>United Arab Emirates</b>	AED	850	600
<b>USA city caps are excluding taxes</b>			
Austin, Chicago, Houston, Los Angeles, Newark, San Francisco Bay Area/Airport	USD	225	155
Jersey City	USD	230	160
New York	USD	365	250
San Francisco Downtown	USD	290	200
Seattle, Bellvue	USD	220	155
Others USA	USD	160	110
<b>Vietnam</b>	USD	140	106
<b>Other countries</b>	EUR	150	N/A

#### ANNEXURE IV - Meal Reimbursement Domestic Travel

Ceilings inclusive of taxes and tips, applicable for levels E1 and above and for invitees (per invite)

Levels	Mumbai/Delhi/Bangalore/Kolkata/Chennai	Other Cities
E1 & above	INR 1500	INR 1000