Joining Support Expense Claim Guidelines and Procedure:

Guidelines:

1. Employees can claim all expenses related to joining support only once, partial claim is NOT permitted, and claims should be submitted with original bills/receipts within 3 months of date of joining/expense (whichever is earlier). In case you're unable to claim within 3 months of date of joining, please take guidance from Onboarding team by raising a ticket in Guru.
2. Trainees have the option of claiming Joining support-related expenses within 3 months of the date of confirmation/expense date (whichever is earlier).
3. In case of any exceptions in any of the fields, justification and additional approval would be needed, hence it is recommended that you check the eligibility beforehand and take guidance from Onboarding team in case of any queries.

Procedure to submit the bills:

1. Employees can fill in the details in next page (Joining Support Expense Claim Form), it is an editable PDF, please input all the details against each field and fill the fields relevant to you. (Ex. To enter your name, click on the box adjacent to the field name: "Employee Name" and enter your name).
2. Please send the completed form (along with scanned copies of all bills/invoices as applicable) in one single email to the mail ID joiningandrelocationsupport@drreddys.com . No hard copies need to be sent.
3. Claims are processed along with the monthly salary.
4. Bills and approvals received on or before the 10th of the month will be processed along with current monthly salary.
5. Bills and approvals received after the 10th of the month will be processed with next month's salary.

Note: In case of any queries at any step, please reach out to Guru.

Joining Support Expense Claim Form

Dr.Reddy's

Employee Details

Employee Name

Department

Employee ID

Work Location

Business Unit

Date of Joining

Enter in DD-MM-YYYY format

Joining Expense Details

City/Town of Departure

Enter City

Pre-Employment Medical Checkup

Enter Amount(INR)

Approximate distance from city of departure to work location

Enter value(KM)

Did you travel by own vehicle?   Toll Expenses

Enter Amount(INR).Bills mandatory

Travel Mode - Self   Travel Expenses and Conveyance (Self)

Enter Amount(INR) Bills mandatory

Travel Mode - Family   Travel Expenses and Conveyance (Family)

Enter Amount(INR) Bills mandatory

Initial Stay Expenses Paid by?   Initial Stay Expenses

Enter Amount(INR)ONLY if paid by you Bills mandatory

Local Conveyance

Note: For local conveyance, enter the expenses incurred for cab charges from Hotel to Office and vice-versa

Packaging and Transportation of Household items

Enter Amount(INR)ONLY if paid by you. Bills mandatory

Distance between City of Departure and Work location	Eligibility Limit (INR, exclusive of taxes)
Less than 300 KM	25,000
Between 300 to 1000 KM	50,000
Above 1000 KM	80,000

Transportation Cost of Self owned two-wheeler

Enter Amount(INR). Bills mandatory

Transportation Cost of Self owned four-wheeler

Enter Amount(INR). Bills mandatory

State Registration Charges/Taxes

Enter Combined Amount(INR)for both two and four wheeler. Bills mandatory

Brokerage charges for registering vehicle in new location

Enter Amount(INR)for both two and four wheeler. Bills mandatory

Brokerage charges for House Rental Accommodation

Enter full Amount(INR).Bills mandatory

Pet Relocation Charges

Enter Amount(INR). Bills mandatory