

Relocation Support Expense Claim Guidelines and Procedure:

Guidelines:

1. Employees can claim all expenses related to relocation support only once, partial claim is NOT permitted, and claims should be submitted with original bills/receipts within 3 months of date of relocation/expense (whichever is earlier). In case you're unable to claim within 3 months of date of relocation, please take guidance from Relocation support team by raising a ticket in Guru.
2. 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 Relocation support team in case of any queries.

Procedure to submit the bills:

1. Employees can fill in the details in next page (Relocation 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 joiningandrelocationssupport@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.

Relocation Support Expense Claim Form

Employee Details

Employee Name

Department

Employee ID

Work Location

Business Unit

Date of Relocation

Enter in DD-MM-YYYY format

Relocation Expense Details

City/Town of Departure

Enter City

Children School Fees

Enter Amount(INR). Bills mandatory

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

Transportation Cost of Self owned two-wheeler

Enter Amount(INR). Bills mandatory

Transportation Cost of Self owned four-wheeler

Enter Amount(INR). Bills mandatory

Transportation Cost of company leased four-wheeler

Enter Amount(INR). Bills mandatory

State Registration Charges/Taxes

Enter Combined Amount(INR)for both two and four wheeler(including leasedcars). 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