


QUICK GUIDE TO APPLY PDP REIMBURSEMENT THROUGH PAYMENT PORTAL

ACCESS INTRANET




Navigate to <https://systems.aspiresys.com/> and **click on payments**




attention. always.

Intranet Apps


SEVENTH SENSE




GROUPS
Groups help you to work more conveniently within separate fields.




FORUM
Exchange your ideas and views on any area of your interest here.




ARTICLES
Read and comment on articles written by other Aspirians here.




BLOG
Read and comment blog posts written by other Aspirians here.




MEET AN ASPIRIAN
Get to know your colleagues.




IDM/PMS
Manage employee performance, compensation and data along with org-structure here




LMS
Manage your leaves & your team's leaves.




TAS
Manage resource allocation and utilization along with billing details and reporting here




TRAVEL
Request for Visa, ticket and Forex for your foreign travel here




ECS
Request and track relieving process.




EHRIS
Employee HR Information System



TRAINING SYSTEM
Manage courses and training materials along with training calendar here



IMS
Log, Track, Resolve and Close your Incidents here.



PAYMENTS
Request and track your reimbursement of all your expenses for travel or any other official spends here

Click On Payments

PAYMENT PORTAL



Reimbursements and Payments Requisition System

shyam.shankar ▾

Click on Other reimbursement

Reimbursements

My Requests

My requests

TRAVEL REIMBURSEMENT

OTHER REIMBURSEMENT

REQUEST ID	PROJECT DETAILS	TYPE	EXPENSES TOTAL	SUBMITTED ON	STATUS	ACTIONS
No record(s) found						

PAYMENT PORTAL



aspire
SYSTEMS
attention. always.

Reimbursements and Payments Requisition System

Reimbursements

My Requests

Other reimbursement request

Notes

- Please note that your reimbursement claim will not be paid if bill is not attached to each line item in RRS even if it is approved by your respective managers.
- Original bills must be sent to Finance team as soon as the claim is raised in RRS. This is mandatory as statute requires us to maintain original back up of all payments.
- If bills are attached partially in RRS, payment will be made in subsequent payment cycle only for those bills are attached.
- Reimbursement claim once approved will be processed within the next 15 days cycle (workings days) and credited to your account subject to all details and verification of original documents and any other queries that Reimbursement team in Finance may have.
- Kindly wait for 15 + 2 working days from the date of approval to follow up with Reimbursement team.
- Tickets must be attached for all per diem allowance requests for which "Allowance" should be selected as category.

PROJECT NAME

Management

DU/ Department/ Practice

Talent Nurturing

CURRENCY

INR

DATE	PARTICULAR OF EXPENSES	DETAILS OF EXPENSE	CURRENCY	AMOUNT	FILE UPLOAD	REIM FROM CUSTOMER	ACTION
23-Dec-2022	Professional Developer		Select			<input type="checkbox"/>	

Add

Select "Professional Development" from Particular of **Expenses**

Select "your practice" from Practice drop down list

Select "Appropriate Currency " from Practice drop down list

Select "Management" from Project Name drop down list

Write the details of "Expenses"

Type the certification cost (refer to PD Policy

Upload the result mail as a pdf document

Note : You need to upload the certificate in the Payment portal with in 100 days of the exam date.

PAYMENT PORTAL



TOTAL AMOUNT

REMARKS

Reset

Save draft

Send for Review

Point of contact details:

Other reimbursement	Singeetham Raghav (singeeetham.raghav@aspire.sys.com)
Corporate card reimbursement	Udaya Karthikeyan(udaya.karthikeyan@aspire.sys.com)
1 st Level of escalation (Offshore except RapidValue)	Ramya Sivaraman (ramya.sivaraman@aspire.sys.com)
1 st Level of escalation (Onsite except RapidValue)	Sundaresan Ganesan (sundaresan.ganesan@aspire.sys.com)

After Completing the fields
click “Send for Review”



HANK YOU .