

Offshore Cash Form

Offshore Expenses incurred can be claimed using this form



Employee No.	344593	Employee Name	Anish U
Location	Karnataka	Location Currency	INR
Employee Band	TEAM RAINBOW	Claim Status	Claim Approved
Expense Category	Offshore - Others	Approver Email ID	karthikeyan.s38@wipro.com
Claimed Amount	1000.00	Total Approved Amount	1000.00
Claim No.	2003259728	Expense / Bill Date	08/02/2016
Project	Non-project expense	Company Code	WT85

Line-Item History (Offshore - Others)

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	07/25/2016	4	KM	100.00	200.00	Madiwala	StackRoute,Koramangala	Immersive Training	Claim Approved	NA

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	07/26/2016	4	KM	100.00	200.00	Madiwala	StackRoute,Koramangala	Immersive Training	Claim Approved	NA

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	07/27/2016	4	KM	100.00	200.00	Madiwala	StackRoute,Koramangala	Immersive Training	Claim Approved	NA

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	07/28/2016	4	KM	100.00	200.00	Madiwala	StackRoute,Koramangala	Immersive Training	Claim Approved	NA

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	07/29/2016	4	KM	100.00	200.00	Madiwala	StackRoute,Koramangala	Immersive Training	Claim Approved	NA

Conveyance - Sub Total: 100.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
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Please Note:

- Employee needs to update their ERA bank a/c details in order to get their reimbursement.
- Claim will be processed within 3 working days (Excluding Saturdays, Sundays & Wipro holidays)
- Claims should be supported with original bills and the same should have bill number, date, name, address, Service tax number, VAT number, and Registration number & contact number.
- The bills should not have any overwriting.
- The date on the bills must match with the date of expenses incurred.
- In case of New Joiner and Transfer expenses for Team rainbow employees Rs.3200 & Rs.8400 respectively will be paid centrally. No need to create separate Cash claims.
- SLA of 3days will commence once the claim is scanned and the mail communication (Receipt of documents) is received by the employee.
- Due to month end activity (closing in SAP accounting) there will be 1-2 days delay in settling of the claims invariably between 31st -2nd of the month.
- Notice period expenses which are subjected to income tax will be paid with succeeding payroll provided the claim is processed within 18th of the month.
- For all certification courses TT manager(Talent Transformation) approval is mandatory.
- For WT employees- Rajesh Gururaja(rajesh.gururaja@wipro.com)
- For WI employees-Automated mail approval from Wisdom.
- Sodexo passes are not reimbursable. Since it is already programmed under your WBP plan for tax savings expenses incurred in the Sodexo is not reimbursable.



344593



2003259728



CASH