

Expense report number IN4791386 has been submitted to the system. After successful faxing/submission of the bar code and receipts, this report will be sent to the PID approver for approval.

Expense Report IN4791386

VIIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page

Submission Instructions

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.



^{*}For all Geographies except (India) do scan and email Barcode page along with Receipts to submitexpenses@sapient.com.

Check list to follow:

- ☐ Use the Barcode page as the cover sheet for your receipts.
- □BARCODE PAGE should be printed in black and white only on A4/Letter size page in portrait mode without resizing
- □Only one expense report should be e-mailed in PDF or TIFF format at a time.
- ☐ Make sure there is no blank pages in PDF file, if any do remove the same before emailing it to submitexpenses@sapient.com.

General Information

Name Suri, Dakshi Receipts Status Required (148666)Report Submit Date 25-JUL-(148666)2019 Expense Dates 01-JUL-2019 -Report Total 6,914.00 01-JUL-2019 INR Cost Center 0000 Reimbursement Amount 6,914.00 Purpose **Employee INR**

Relocation **Expenses**

Expense Lines Expense Allocations Weekly Summary Approval Notes [2]

Cash and Other Expenses

Business Expenses

Date	Receipt Amount	Expense Type	Business Justification (Same text will appear on client invoice, if Billable)	Merchant Name	Receipt Required	Receipt		
01-Jul-2019		EMPLOYEE RELOCATION EXPENSE	NA	Go Air	•		5,010.00	
01-Jul-2019		EMPLOYEE RELOCATION EXPENSE	NA	Ola	•		1,904.00	

^{*}India mail expense reports to Home office.

^{*}Receipts are mandatory and should be attach after barcode page.

Total

6,914.00

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