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EMPLOYEE REIMBURSEMENT SYSTEM

1. Introduction:-

1.1 Overview:

Employee Reimbursement System is a Web Application useful for an Organization where in the employees will add the bills need to be reimburse by the Organization, so that once the bills which need to be reimburse will be pass through the higher officials or authorities of the Organization. That means when an employee of an Organization submits the bill, this bill need to be approved by the higher officials of the Organization than only the money will be reimbursed. First the Manager will approved the bill than the Director of the Organization will approve the bill. Once higher authorities approved it, Accountant will pay the Employee Reimbursement.

1.2 Purpose:

The purpose of my Project Employee Reimbursement System is to provide an Interface using which the reimbursement relating to employee of an Organization can be Done in an easier and in convenient way. Also higher authorities of an Organization can view the bills inserted by the employees of an Organization and can accept or reject the bills for Reimbursement.

1.3 Scope:

The Employee Reimbursement System is an Application for any Organization, this Application is very useful to Reimbursement the bills like (Hotel, Travel, Relocation, etc...) for the employees, and it will reduce the time delay and avoid the complexity for the Organizations. With this Application it is very easy to claim the Reimbursement amount from the Organizations. This Application will be within an Organization, where in the employees will sent the request for money reimbursement and the higher official will decide to reimburse or not.

1.4 Goals:

The main Objective of the Project is to best Utilize the reimbursement the amount for the Employees in an Organization in the Easy manner, the users involved in the

Uploading the receipt for a specific expenses for the sake of companies and the top level Employees are retrieve the reports.

1.5 Features of Project (Advantages):

a) Can be applied to any real time Organization.

b) Reduce the time.

c) Reduces the manual work load.

d) Exchange of Reports Information is very easy through this.

2. Existing System:

In the Existing System that is practically if we talk the process of reimbursement is almost a manual process in any Organization. In this process an employee looking for reimbursement here fills a form and write down the description for which he needs a reimbursement and how much. After few days he is given the reimbursement money after the process of the checking the description of the employee is completed. So we all can see clearly that only the information of the employee and the amount of reimbursement is only entered in the computer rest of the process is completely manual one.

3. Proposed System:

I am trying to propose a system which overcomes all such disadvantages which has been mentioned in the above existing system by automating the whole process. What exactly I am trying to do is I will be automating the whole process into a Web Application where we shall be having the login facilities for all the Employees depending on their designations. And will also maintain the site by updating this information of each and every employee.

4. Modules:
Module 1- Admin Module:

Once employee register in our application, this details will be passed to admin, who will go through the employee details and can accept or reject the registration , if admin accepts the registration than user can login or can use our application if not user are not allowed to use our application.

Module 2- Employee Module:

The Employee Module plays a very vital role. This Module can be used to submit the expenses like travelling, hotel, relocation and so on.

Employee Module features:

1) Login: User login into the System with his user name and password, if he is a valid user then he his navigate to the home page.
2) User applies the reimbursement amount for his various expenses for the sake of company in the home page.
3) He can check the expenses status whether it may credited or rejected.

Module 3- Manager Module:

This module can be used to decide about a particular employee expenses to accept or reject the expenses. If manager rejects the particular expenses then he send a mail to the particular employee why he is not approving the particular expenses.

Manager Module Features:

1) All the details of the employees expenses will came to the manager for approving or rejecting.
2) Expenses may be approved or rejected after the observation of the attached receipts.
3) Once he accepted that expenses he forward that to his top level authorities.

Module 4- Director Module:

This module can be used to accept and forward the particular expenses to the account department. Max 90% the director accepts the bills came from the manager in very rare cases the director reject the expenses approved by the manager.

Director Module Features:

1) He will accept or reject the expenses which will forwarded by the manager.

2) If he rejected the expenses of an employee he wrote some comments why he is not accepting that expenses.
3) Once he accept that expenses he forward that to account department.

Module 5- Accountant Module:

This is the main module for our application in this module we will get the particular expenses for a particular time period. Like year wise, and particular details like hotels costs, relocation bill and food etc.

Accountant Module Features:

1) He credits the amount for a particular employee, once he got the mail from the top level management.
2) He update the reimbursement status to approved or Yes.

Overall Description:

The Employees Need to login with their Respective Username and Password then he enter his expenses with the Respective receipts and then he send a mail to the manager, Once manager received the mail from the employees. Then he will verify the bills claimed by the employees and he can approve or reject the bills if he reject the bill then he send a mail to that particular employee why he is rejecting that particular expenses. If he accept that expense claimed by the employee then he send the details to the next level, the next level can be the director or the chair person of the Organization. Once the head person accept the reimbursement, then he send the details to the account related department for credit that much amount to the particular person.

Front End: HTML, CSS, JavaScript

Back End: Asp.net with C#

Database: SQL

Reference:

Asp.net general information and tutorials: http://www.asp.net,

https://www.expensepoint.com, https://m.youtube.com, https://www.google.com/