

Steps to Apply for a Fuel Reimbursement

HCC Intranet

172.18.37.10/hccuser/Default.aspx

AppsSuggested SitesGooglePortal LocalHost

STEP 1 : CLICK here for Reimbursement Menu

HCC

User C1 - Welcome to HomePort

Projects

Leave

Travel

Reimbursement

Training

Employee Directory

People Speak

Gallery

Key Personnel

Idea Central

Add

Avinash Jaigovind Harde & Team

Rework or rejection accounting, if done properly, will help in cost optimisation

Pawan Shreevallabh Padiyar & Team

Vermicomposting is a renewable and environmentally friendly resource

News

HCC-HDC JV wins Rs. 2,126 crore Mumbai Coastal Road contract

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January 09

Durjoy Sanyal

Electrical Engineer

Equipment - Electrical

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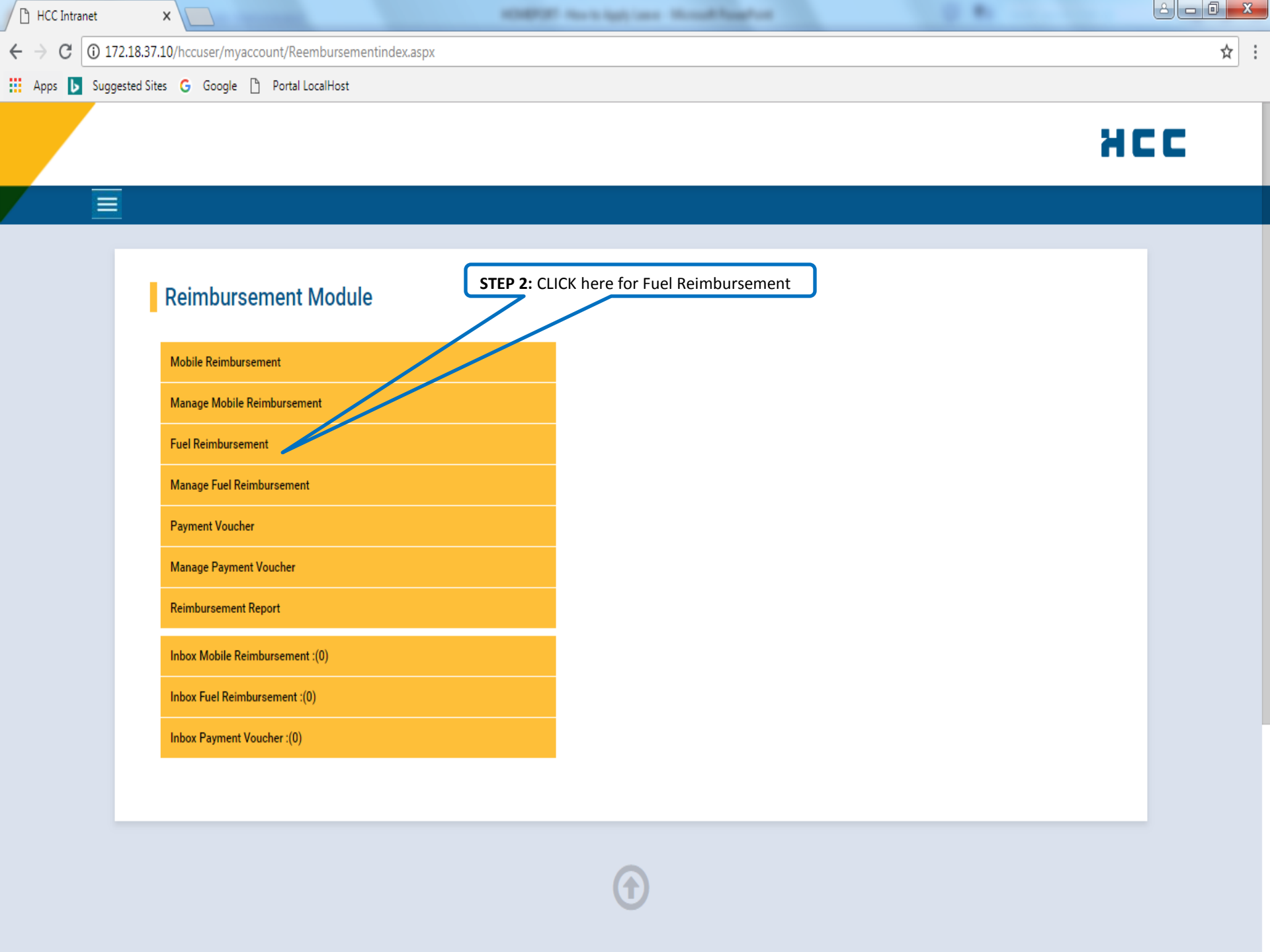
Yuvaraj Arvind Kulkarni

Assistant Manager - CSR

Corporate Social Responsibility

Head Office, Mumbai

January 10



Reimbursement Module

STEP 2: CLICK here for Fuel Reimbursement

Mobile Reimbursement

Manage Mobile Reimbursement

Fuel Reimbursement

Manage Fuel Reimbursement

Payment Voucher

Manage Payment Voucher

Reimbursement Report

Inbox Mobile Reimbursement :(0)

Inbox Fuel Reimbursement :(0)

Inbox Payment Voucher :(0)



Fuel Reimbursement Request

STEP 3: Please click on **[+] Claim Details**

Reimbursement Index

+ Claim Details

+ Outstation Details

Airport Parking (If Any)

Toll Parking / Washing Eligibility

Quantity Claimed for the Month (Ltrs.)

Amount Claimed for the Month

Outstation Travel for the Month (Km.)

Outstation Quantity for the Month (Ltrs.)

Yearly Eligibility (Ltrs.)

Total Quantity Claimed till date (Ltrs.)

Balance Eligibility (Ltrs.)

Upload File

 No file chosen

Approver

COS - -

Account - -

Submit

Back

HCC Intranet

172.18.37.10/hccuser/myaccount/FuelClaim_o.aspx?clmid=0&rem_id=0&inb=0

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HCC

Claim Details (Fuel)

STEP 4 : Please select fuel Bill date

Date

05/02/2019

Quantity (Ltrs.)

10

Rate

70

Yearly Eligible Qty (Ltrs.)

3300.00

STEP 5 : Please enter fuel quantity (Ltrs.)

Amount

700

Monthly Eligible Qty (Ltrs.)

275.00

Yearly Balance Qty (Ltrs.)

3290.00

Reimbursement Index

STEP 6 : Please enter Bill amount

STEP 7 : Please click on submit to submit claim details

Submit

Back

Note : Please enter fuel claim details bill wise & not lump sum.

HCC Intranet

172.18.37.10/hccuser/myaccount/Fuel_RemRequest_o.aspx?clmid=0&rem_id=0

AppsSuggested SitesGooglePortal LocalHost

HCC

Fuel Reimbursement Request

Reimbursement Index

+ Claim Details

Date	Quantity	Amount	Rate	Details
05/02/2019	10.00	700.00	70.00	View

+ Outstation Details

Airport Parking (If Any)

Toll Parking / Washing Eligibility

Quantity Claimed for the Month (Ltrs.)

Amount Claimed for the Month

Outstation Travel for the Month (Km.)

Outstation Quantity for the Month (Ltrs.)

Yearly Eligibility (Ltrs.)

Total Quantity Claimed till date (Ltrs.)

Balance Eligibility (Ltrs.)

Upload File

Approver

Submit

Back

Claim Details (Fuel)

STEP 9 : Please select fuel Bill date

Date

07/02/2019

STEP 10 : Please enter fuel quantity (Ltrs.)

Quantity (Ltrs.)

50

Reimbursement Index

STEP 11: Please enter Bill amount

Amount

4000

Rate

80

Monthly Eligible Qty (Ltrs.)

275.00

Yearly Eligible Qty (Ltrs.)

3300.00

Yearly Balance Qty (Ltrs.)

3230.00

STEP 12 : Please click on submit to submit claim details

Submit

Back

HCC Intranet

172.18.37.10/hccuser/myaccount/FuelClaim_o.aspx?clmid=0&rem_id=0&inb=0

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HCC

Claim Details (Fuel)

STEP 13: Please select fuel Bill date

STEP 14: Please enter fuel quantity (Ltrs.)

STEP 15 : Please enter Bill amount

STEP 16 : Please click on submit to submit claim details

Date

15/02/2019

Quantity (Ltrs.)

100

Rate

70

Yearly Eligible Qty (Ltrs.)

3300.00

Amount

7000

Monthly Eligible Qty (Ltrs.)

275.00

Yearly Balance Qty (Ltrs.)

3130.00

SubmitBack

Reimbursement Index

HCC Intranet

172.18.37.10/hccuser/myaccount/FuelClaim_o.aspx?clmid=0&rem_id=0&inb=0

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Claim Details (Fuel)

STEP 17: Please select fuel Bill date

STEP 18 : Please enter fuel quantity(L)

STEP 19: Please enter Bill amount

STEP 20: Please click on submit to submit claim details

Reimbursement Index

Date

25/02/2019

Quantity (Ltrs.)

90

Rate

83.33

Yearly Eligible Qty (Ltrs.)

3300.00

Amount

7500

Monthly Eligible Qty (Ltrs.)

275.00

Yearly Balance Qty (Ltrs.)

3040.00

Submit

Back

HCC Intranet

172.18.37.10/hccuser/myaccount/Fuel_RemRequest_o.aspx?clmid=0&rem_id=0

AppsSuggested SitesGooglePortal LocalHost

HCC

Fuel Reimbursement Request

Reimbursement Index

+ Claim Details

Date	Quantity	Amount	Rate	Details
05/02/2019	10.00	700.00	70.00	View
07/02/2019	50.00	4000.00	80.00	View
15/02/2019	100.00	7000.00	70.00	View
25/02/2019	90.00	7500.00	83.33	View

+ Outstation Details

Toll Charges

Airport Parking (If Any)

Quantity Claimed for the Month (Ltrs.)

250.00

Outstation Travel for the Month (Km.)

0

Yearly Eligibility (Ltrs.)

3300.00

Total Quantity Claimed till date (Ltrs.)

260.00

Upload File

Choose FilesNo file chosen

Approver

COS --

Toll Parking / Washing Eligibility

1000

Amount Claimed for the Month

20200.00

Outstation Quantity for the Month (Ltrs.)

0

Balance Eligibility (Ltrs.)

3040.00

Submit

Back

STEP 21 : Please click on [+] Outstation Details(If any)

Note : Please enter fuel claim details bill wise & not lump sum. As shown above

Claim Details (Fuel Outstation)

STEP 22: Please Select outstation Date

Date

07/02/2019

STEP 23 Please enter place name

Place

Delhi

Reimbursement Index

Kilometers Travelled

1500

STEP 24: Please enter kilometers Travelled

Driver Allowance

1000

STEP 26 : Please enter Parking charges

Parking Charges

500

Submit

Back

STEP 25: Please enter Driver Allowance

STEP 27 : Please click on submit to submit claim details((Fuel Outstation)



Reimbursement Index

Date	Quantity	Amount	Rate	Details
05/02/2019	10.00	700.00	70.00	View
07/02/2019	50.00	4000.00	80.00	View
15/02/2019	100.00	7000.00	70.00	View
25/02/2019	90.00	7500.00	83.33	View

Date	Place	Kilometers	Entitled Qty	Other Charges	Details
07/02/2019	Delhi	1500.00	187.50	1500.00	View

STEP 28: Please enter Toll charges
(Monthly Pass Amount only)

Toll Charges

1000

Airport Parking (If Any)

500

Quantity Claimed for the Month (Ltrs.)

250.00

Outstation Travel for the Month (Km.)

0

Yearly Eligibility (Ltrs.)

3300.0

Total Quantity Claimed till date (Ltrs.)

260.00

Toll Parking / Washing Eligibility

1000

Amount Claimed for the Month

23200.00

Outstation Quantity for the Month (Ltrs.)

187.50

Balance Eligibility (Ltrs.)

3040.00

Upload File

Choose Files No file chosen

Approver

Mr. User C3 - -

COS - -

Account - -

STEP 31: CLICK Submit to submit Request For Fuel Reimbursement for Approval

STEP 30: Please attached fuel bills scan copy .
you can attached more than one file(Mandatory)

Submit

[Back](#)

Steps to Modify Fuel Reimbursement Request

HCC Intranet

New Tab

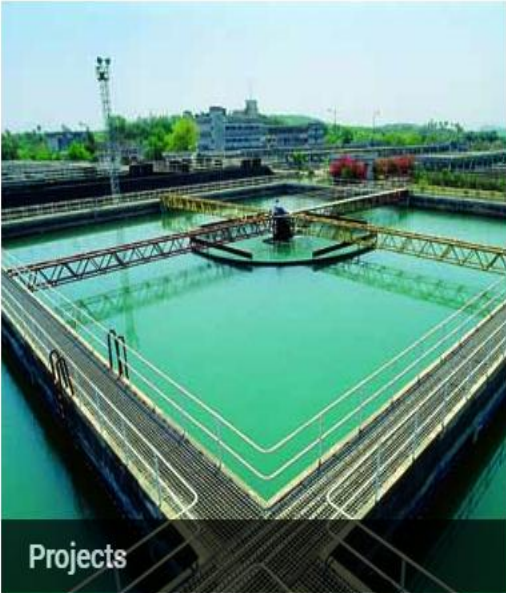
172.18.37.10/hccuser/default.aspx

AppsSuggested SitesGooglePortal LocalHost


STEP 1 : CLICK here for Reimbursement Menu

HCC


User C1 - Welcome to HomePort




Projects




Leave




Travel




Reimbursement



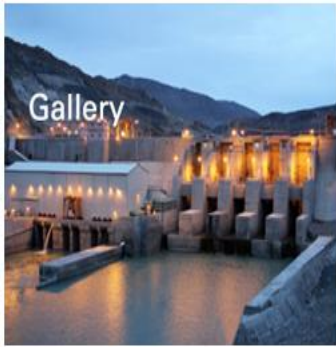
Training



Employee Directory



People Speak



Gallery

Key Personnel

Idea Central

Add


Avinash Jaigovind Harde & Team

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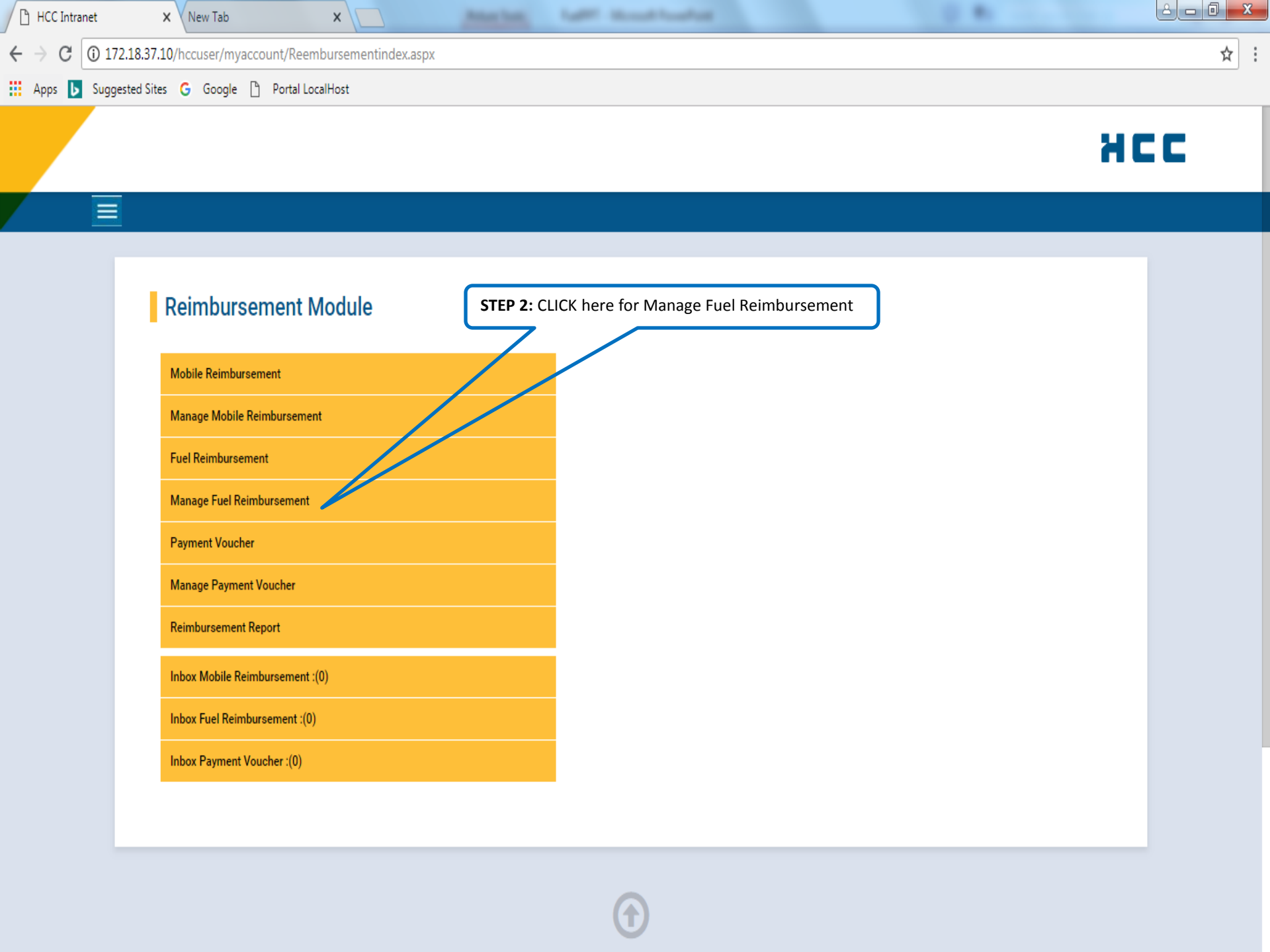
Corporate Social Responsibility

Head Office, Mumbai



January 10





Reimbursement Module

STEP 2: CLICK here for Manage Fuel Reimbursement

Mobile Reimbursement

Manage Mobile Reimbursement

Fuel Reimbursement

Manage Fuel Reimbursement

Payment Voucher

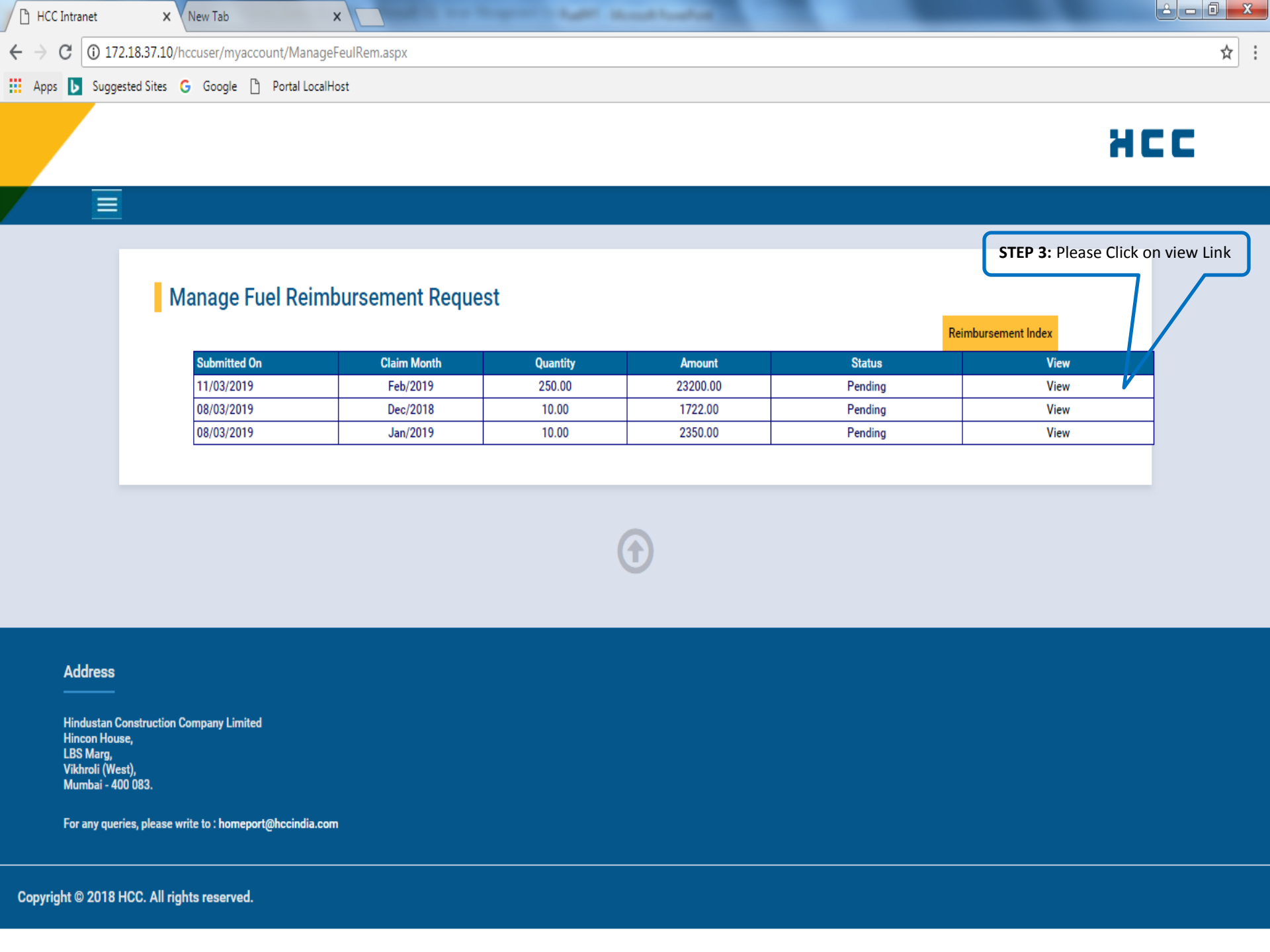
Manage Payment Voucher

Reimbursement Report

Inbox Mobile Reimbursement :(0)

Inbox Fuel Reimbursement :(0)

Inbox Payment Voucher :(0)



STEP 3: Please Click on view Link

Manage Fuel Reimbursement Request

Reimbursement Index

Submitted On	Claim Month	Quantity	Amount	Status	View
11/03/2019	Feb/2019	250.00	23200.00	Pending	View
08/03/2019	Dec/2018	10.00	1722.00	Pending	View
08/03/2019	Jan/2019	10.00	2350.00	Pending	View

Address

Hindustan Construction Company Limited
Hincon House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.

For any queries, please write to : homeport@hccindia.com

STEP 4: Please Click on view to edit fuel claim details

+

Claim Details

Date	Quantity	Amount	Rate	Details
05/02/2019	10.00	700.00	70.00	View
07/02/2019	50.00	4000.00	80.00	View
15/02/2019	100.00	7000.00	70.00	View
25/02/2019	90.00	7500.00	83.33	View

+

Outstation Details

Date	Place	Kilometers	Entitled Qty	Other Charges	Details
07/02/2019	Delhi	1500.00	187.50	1500.00	View

Toll Charges

1000.00

Airport Parking (If Any)

500.00

Quantity Claimed for the Month (Ltrs.)

250.00

Outstation Travel for the Month (Km.)

1500.00

Yearly Eligibility (Ltrs.)

3300.00

Total Quantity Claimed till date (Ltrs.)

280.00

Toll Parking / Washing Eligibility

1000

Amount Claimed for the Month

23200.00

Outstation Quantity for the Month (Ltrs.)

187.50

Balance Eligibility (Ltrs.)

3040.00

Upload File

Choose Files

No file chosen

Claim Files	Files
99911521_11032019_1_Hydrangeas.jpg	View
99911521_11032019_2_Tulips.jpg	View

Approver

Mr. User C3 - - Pending -

COS - -

Account - -

Submit

Cancel

Back

HCC Intranet

172.18.37.10/hccuser/myaccount/FuelClaim_o.aspx?clmid=1&rem_id=9

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HCC

Claim Details (Fuel)

Date

05/02/2019

Quantity (Ltrs.)

15

Rate

66.67

Yearly Eligible Qty (Ltrs.)

3300.00

Reimbursement Index

STEP 5: Please edit Fuel quantity(Ltrs.)

STEP 6: Please edit Bill Amount

Amount

1000

Monthly Eligible Qty (Ltrs.)

275.00

Yearly Balance Qty (Ltrs.)

3035.00

SubmitDeleteBack

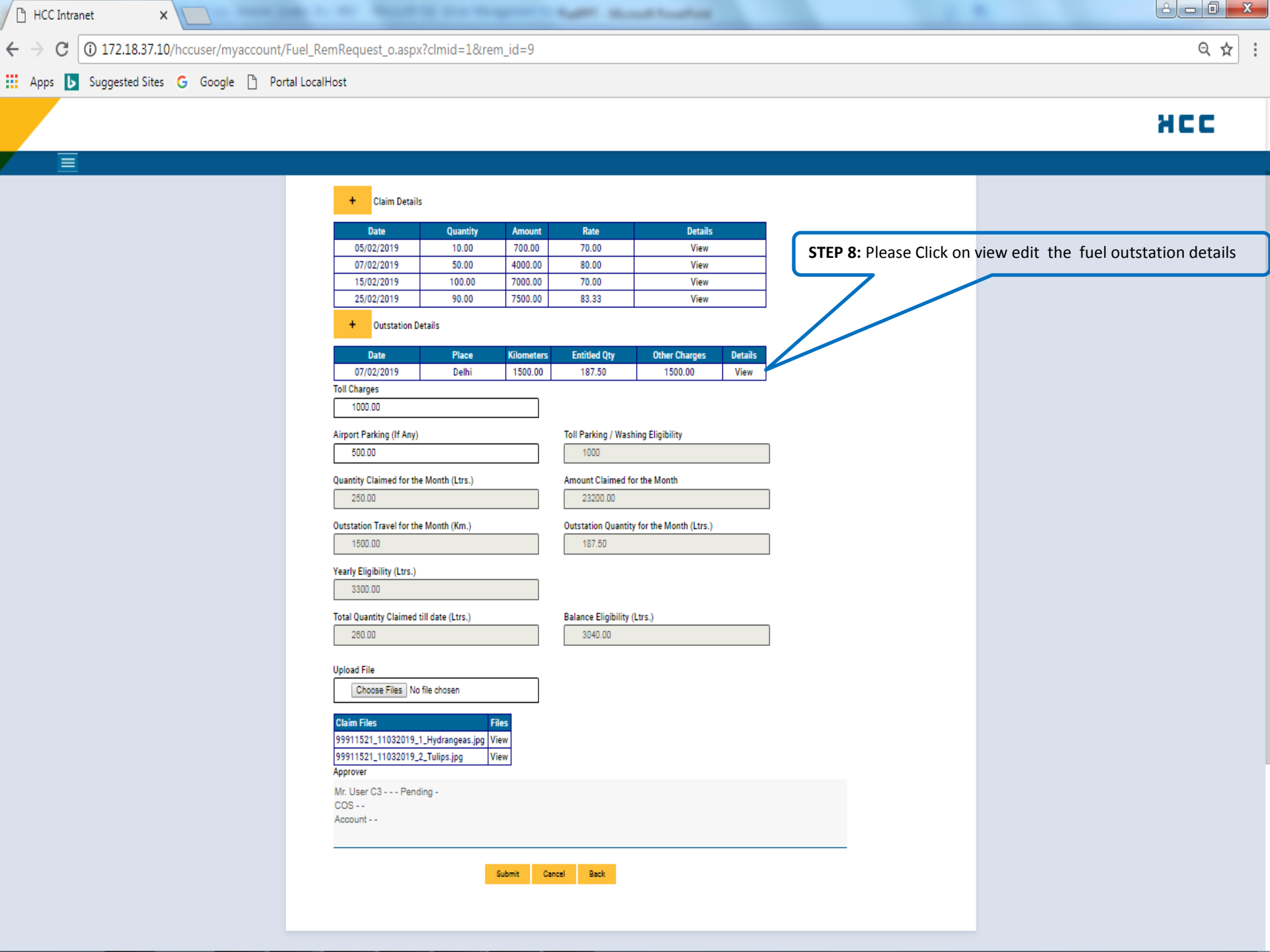
STEP 7: Please Click on Submit button to submit Fuel claim details

Note : similarly you can also edit remaining (3) Fuel claim details.

Address

Hindustan Construction Company Limited
Hincan House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.

For any queries, please write to : homeport@hccindia.com



+ Claim Details

Date	Quantity	Amount	Rate	Details
05/02/2019	10.00	700.00	70.00	View
07/02/2019	50.00	4000.00	80.00	View
15/02/2019	100.00	7000.00	70.00	View
25/02/2019	90.00	7500.00	83.33	View

+ Outstation Details

Date	Place	Kilometers	Entitled Qty	Other Charges	Details
07/02/2019	Delhi	1500.00	187.50	1500.00	View

Toll Charges

Airport Parking (If Any)

Quantity Claimed for the Month (Ltrs.)

Outstation Travel for the Month (Km.)

Yearly Eligibility (Ltrs.)

Total Quantity Claimed till date (Ltrs.)

Toll Parking / Washing Eligibility

Amount Claimed for the Month

Outstation Quantity for the Month (Ltrs.)

Balance Eligibility (Ltrs.)

Upload File

 No file chosen

Claim Files	Files
99911521_11032019_1_Hydrangeas.jpg	View
99911521_11032019_2_Tulips.jpg	View

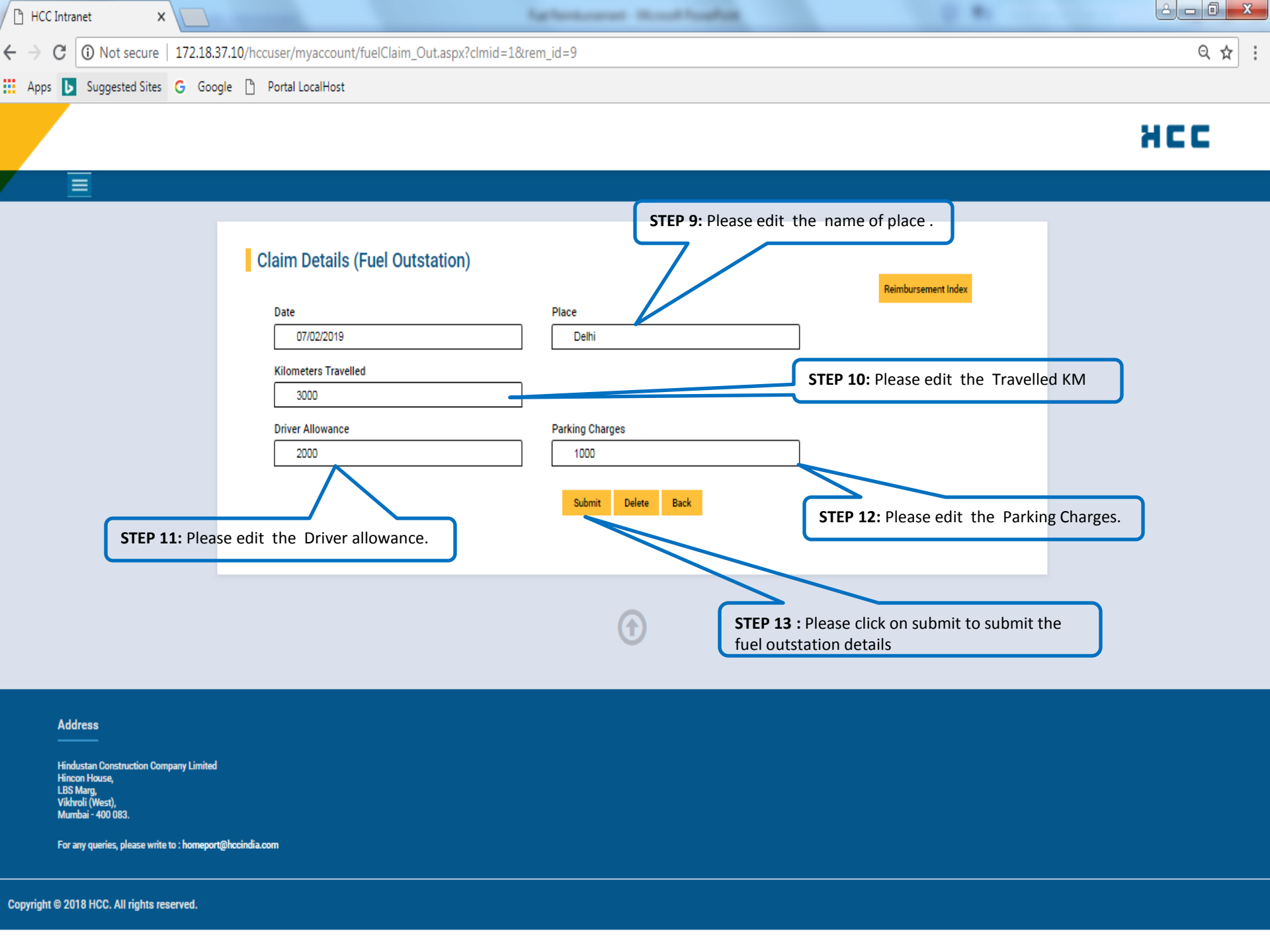
Approver

Mr. User C3 - - Pending -

COS - -

Account - -

STEP 8: Please Click on view edit the fuel outstation details



Claim Details (Fuel Outstation)

Date

07/02/2019

Place

Delhi

Reimbursement Index

Kilometers Travelled

3000

STEP 10: Please edit the Travelled KM

Driver Allowance

2000

STEP 11: Please edit the Driver allowance.

Parking Charges

1000

STEP 12: Please edit the Parking Charges.

Submit

Delete

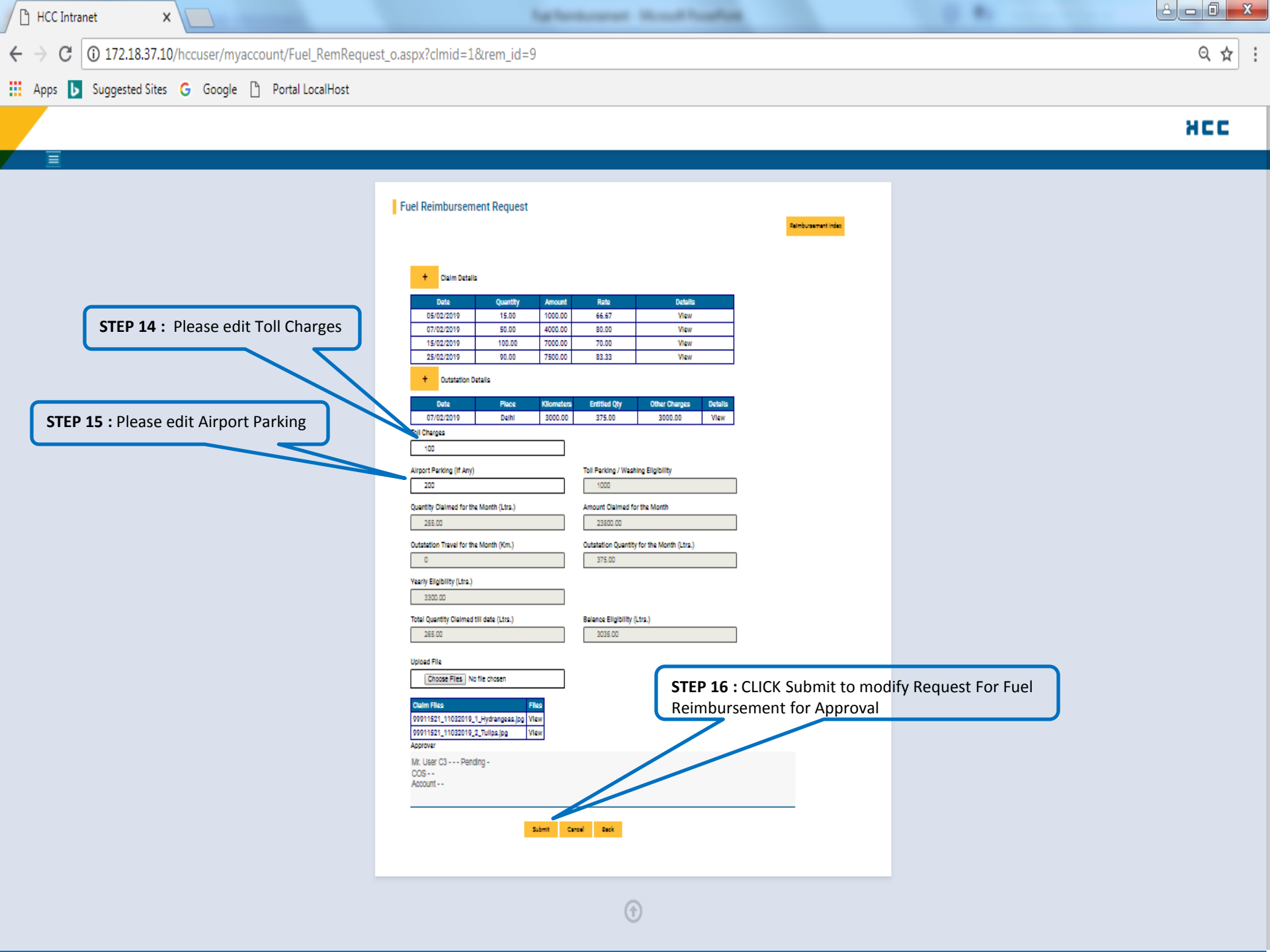
Back

STEP 13 : Please click on submit to submit the fuel outstation details

Address

Hindustan Construction Company Limited
Hincon House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.

For any queries, please write to : homeport@hccindia.com



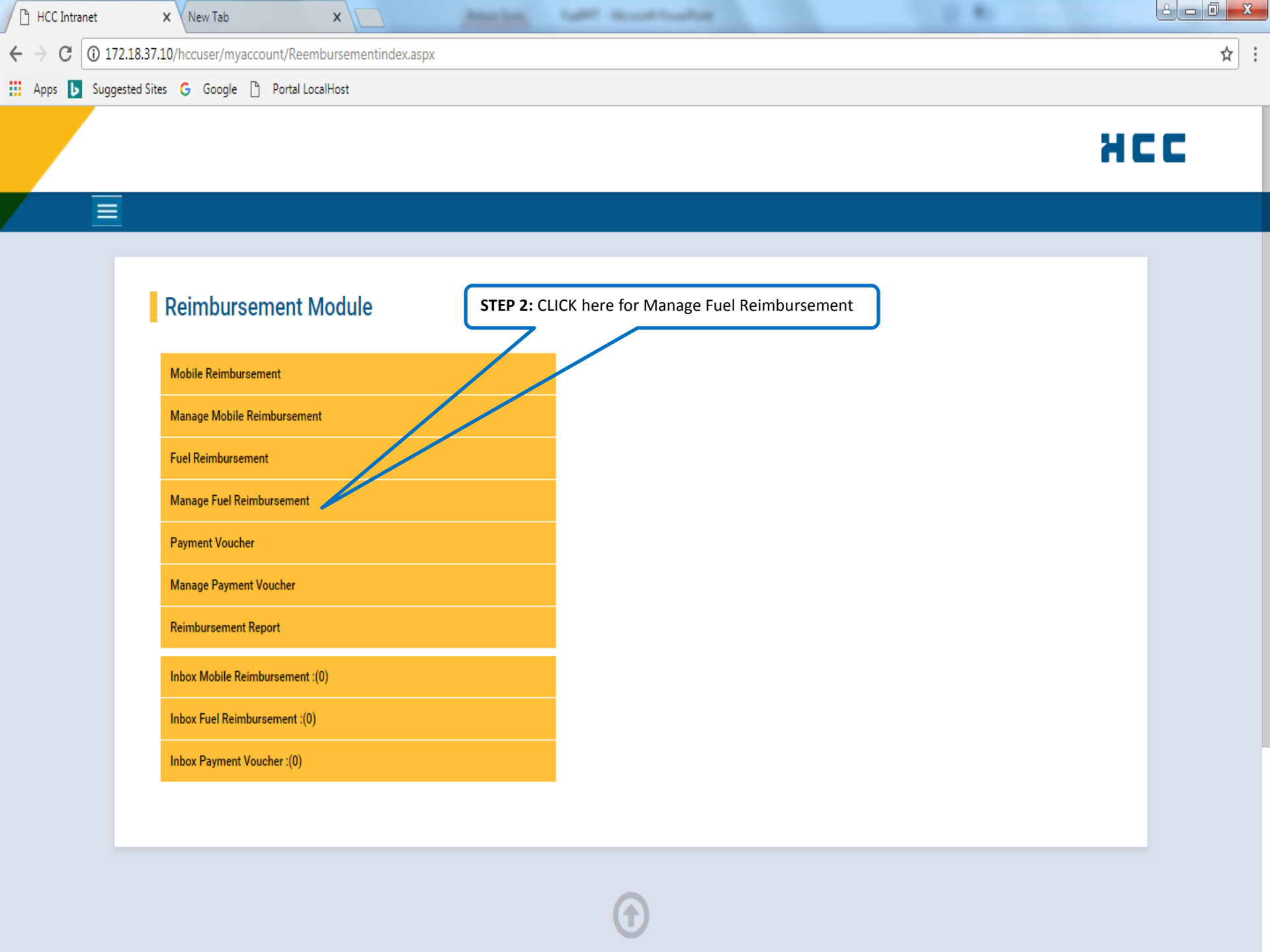
STEP 14 : Please edit Toll Charges

STEP 15 : Please edit Airport Parking

STEP 16 : CLICK Submit to modify Request For Fuel Reimbursement for Approval

Steps to re-submit Requests Send for
Correction by COS





Reimbursement Module

STEP 2: CLICK here for Manage Fuel Reimbursement

Mobile Reimbursement

Manage Mobile Reimbursement

Fuel Reimbursement

Manage Fuel Reimbursement

Payment Voucher

Manage Payment Voucher

Reimbursement Report

Inbox Mobile Reimbursement :(0)

Inbox Fuel Reimbursement :(0)

Inbox Payment Voucher :(0)

HCC Intranet

172.18.37.10/hccuser/myaccount/ManageFeulRem.aspx

AppsSuggested SitesGooglePortal LocalHost

HCC

Manage Fuel Reimbursement Request

Reimbursement Index

Submitted On	Claim Month	Quantity	Amount	Status	View
11/03/2019	Feb/2019	255.00	23800.00	Correction	View
08/03/2019	Dec/2018	10.00	1722.00	Pending	View
08/03/2019	Jan/2019	10.00	2350.00	Pending	View

STEP 3 : Please Click on view for correction

Note : Carefully Read Remarks by COS

↑

Note : Please refer step 4 to step 13 of steps to modify/Correction fuel reimbursement Request.

Address

Hindustan Construction Company Limited
Hincon House,
LBS Marg,
Vikhroli (West),
Mumbai - 400 083.

For any queries, please write to : homeport@hccindia.com

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