

Flexi Benefit Plan – Reimbursement Process

The People Office

April 01, 2022

Click myDeclarations

myView

Welcome

Welcome to GlobalView. You can manage all aspects of your time, pay and personal details.

We are constantly adding new features but if you have any suggestions, please use the Feedback link to share it with us.

myLinks

- HRSD
- SMILE Foundation
- National Pension Scheme!
- Voluntary Provident Fund (VPF)

myPay

September 30, 2019

From: September 1, 2019 To: September 30, 2019

27 Days until next pay

25.69% Net pay versus previous period

myDeclarations

Frequently asked questions

Do you have any questions or problem?

About Me >

Click View/Edit button to view and make changes

myDeclarations

myInvestments

Investment	Amount
Housing (HRA / CLA / C...	₹ 0
Income From Other Sou...	₹ 0
Section 80C Deductions	₹ 0
Section 80 Deductions	₹ 0

myFlexibleBenefits

Benefit	Amount
Education Allowance	₹ 0
Hostel Allowance	₹ 0
Meal Voucher	₹ 12,400.00
National Pension Scheme	₹ 0
Leave Travel Allowance	₹ 0
Company Owned Car-F...	₹ 1,00,000.00
Company Owned Car-D...	₹ 1,50,000.00
Self-Owned Car-Fuel &Mal...	₹ 0
Self Owned Car-Driver	₹ 0
Self-Owned Car-Fuel &Mal...	₹ 0

myClaims

Claim	Total	Claimed	Balance
Company Owned Car-F...	₹ 1,00,000	₹ 24,719.00	₹ 75,281.00
Company Owned Car-D...	₹ 1,50,000	₹ 50,000.00	₹ 1,00,000.00
Medical Reimbursement	₹ 0	₹ 0	₹ 0

myView

About Me

myPay

myForms

myDeclarations

ALLOCATION CLAIMS

Claims

ADD CLAIM

REFERENCE NUMBER ▼	CLAIM TYPE	REQ. AMOUNT	REQUESTED DATE	STATUS
No data available in table				

Rows Per Page 10 0 of 0

Click Add Claim Button

RETURN

Add Claim

Claim Type

- Leave Travel Allowance - Domestic Trip ▼
- Fuel & Maint - Self-Owned car(<1600 CC)
- Self-Owned car - Fuel (>1600 CC)
- Company Owned Car-Fuel and Maintaince
- Self Owned Car-Driver
- Company Owned Car-Driver

Thumbs Up

Total Eligible Amount	Balance Amount
₹ 0	₹ 0

Select appropriate option from the drop down list

[RETURN](#)

Add Claim

Claim Type: Leave Travel Allowance - Domestic Trip

Total Eligible Amount

₹ 1,20,000.00

Balance Amount

₹ 1,20,000.00

Journey Begin Date: 1st Apr 2020

Journey End Date: 3rd Apr 2020

Mode Of Travel: Please Select

Starting Point: Mumbai

Destination Place: MH

Trip No.*: 1223

Number Of Lta Leaves: 3

Leave Start Date: 1st Apr 2020

Leave End Date: 3rd Apr 2020

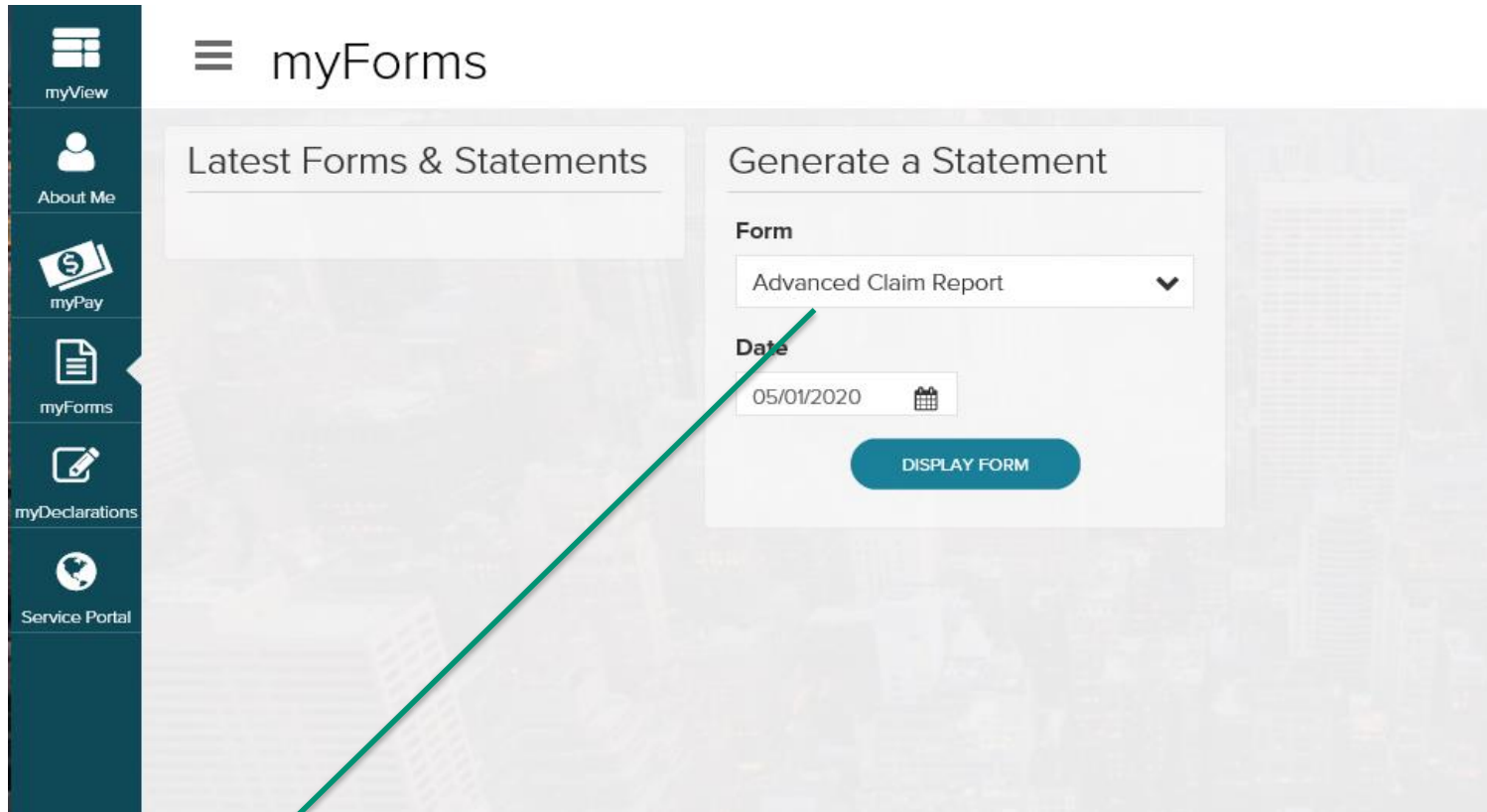
Off-Cycle Requested: ☐

Tax Exemption Requested: ☒

LTA Block*: Domestic Trip: 01/01/2018 - 31/12/2021

Action	Bill Number*	Bill Amount*	Bill Date*	Source	Destination	Mode of Travel	Dependant-Age-Gender	Requested Amount	Upload Proof
ADD BILL									
	1234	120000	1st Apr 2020	xyz	Goa	Airways	10	₹ 1,20,000	

Update and Submit claim



The screenshot displays the FIS myForms web application. On the left is a dark blue sidebar with icons and labels for myView, About Me, myPay, myForms (which is highlighted with a white arrow), myDeclarations, and Service Portal. The main content area has a header with a hamburger menu icon and the text 'myForms'. Below this, there are two main sections: 'Latest Forms & Statements' and 'Generate a Statement'. The 'Generate a Statement' section contains a 'Form' dropdown menu with 'Advanced Claim Report' selected, a 'Date' field with '05/01/2020' and a calendar icon, and a blue 'DISPLAY FORM' button. A green arrow points from the 'Advanced Claim Report' dropdown to a green callout box at the bottom left.

Select Advanced claim report option and the claim date to download voucher.

Steps:

1. Online submission of claim forms - **login through SSO <https://myapplications.microsoft.com/>**).
2. Scanned copies of claims updated online up to the 7th of the month will be considered for processing in the current month.
3. Do not forget to drop the hardcopy of the duly signed claim form along with the original bills and other supporting documents in the FBP drop box.
4. Employee can view the claim status online on ADP Global View portal.
5. For all queries related to FBP claims please reach out to location payroll partners.

1. Make sure bills are current of Financial year.
2. Ensure that Online submission of the claim happens by 7th of the month to be processed with current month cycle.
3. Make sure scanned copy of all the relevant proofs(bills/tickets/AMS snapshot for LTA/Driver license copy/RC copy/Duly filled & signed form 12BB) are uploaded.
4. Take printout of the forms after online submission.
5. Ensure that E number is written at the back of all the bills.
6. Make sure all the documents that you have uploaded on ADP ESS portal are attached with the claim form and dropped in the FBP Drop Box.
7. In company owned car, for claiming driver's salary and fuel & maintenance, copy of driver license, RC Book copy needs to be attached with the voucher for the first time.
8. In self owned car, for claiming driver's salary and fuel and maintenance, copy of driver license, RC Book copy needs to be attached with the voucher every time
9. Last day for dropping the hard copies of your claims is 7th of the month.
10. Claims submitted after the cut-off date 7th March will not be considered.
11. Read the relevant policies : FBP Policy, Company car Scheme and ensure claim is in line with the FBP policy
12. Details of items which are not claimable ,appearing in the bill should not be claimed or updated in the claim form.
13. Keep scanned copies of the bills for future reference.
14. NOTE:- Your local People Office representative will send an email for collection of rejected claims once received from ADP at the end of each month



Car Driver

Allowed:

- ✓ Bill to be of current FY
- ✓ Revenue stamp to be affixed on the driver salary receipt (Bangalore exempted)
- ✓ Employee location to be mentioned. In case of Bangalore location, revenue stamp is not mandatory
- ✓ Driver license to be provided along with driver salary receipt
- ✓ Driver should be signed in the salary receipt



Not Allowed:

- X: Driver salary receipt should not be consolidated
- X: Tips for Driver/ Service attendant is not allowed



Fuel and Maintenance

Allowed

- ✓ Fuel bills are allowed
- ✓ Service and maintenance bills are allowed
- ✓ Road tax, Insurance paid receipt are allowed
- ✓ Vehicle registration number to be mentioned on the service bill
- ✓ RC Copy to be enclosed
- ✓ Exemption allowed for only one vehicle
- ✓ Vehicle should be on employee name only (For Self Owned Car)
- ✓ Registration Fee allowed
- ✓ Employee has to mention vehicle number on the bills
- ✓ Purchase of seat cover, mat, tyre, Radial tyres are allowed
- ✓ Purchase of Sun screen & cleaning product are allowed
- ✓ Bill for Tyre puncture/ air filling allowed
- ✓ Car washing/ clearing charges allowed



Not Allowed

- X: Beautification expenses such as Toys, curtains, stickers are not allowed
- X: Purchase of CD player/ Music system not allowed
- X: Purchase of Car perfume is not allowed
- X: Bill amount/ date overwritten without counter signature to be disallowed



Leave Travel Allowances

Allowed:

- ✓ Form 12 BB is mandate.
 - ✓ Leave approval to be attached
 - ✓ Mode of travel - to be specified in the Portal
 - ✓ Original boarding pass to be attached for all passenger for journey by air
 - ✓ eTicket is allowed for Air / Train / Public transport (Like Buses)
 - ✓ Ship travel is allowed
 - ✓ Dependents to be specified in LTA claim form
 - ✓ Maximum no of Children = 2
 - ✓ LTA is allowed only for dependents specified in the Dependents column
 - ✓ Travel by taxi is allowed and original taxi bill to be attached
 - ✓ Travel for dependents accompanied by self (employee) for both 'to and from' is mandatory
 - ✓ Trip sheet is mandatory with specified kilo meter for travel by taxi
 - ✓ Total Kilo Meter to be provided by Employee
 - ✓ Taxi bill to be signed and stamped
 - ✓ IRCTC 1st class AC fare will be calculated for All the road Travel
 - ✓ Employee should provide proof of payment vide cheque / credit card etc., The exemption would be calculated based on the assumption of travel in train based on the shortest route of travel.
 - ✓ Break up in journey (example: BLR to Jammu by flight and from Jammu to Leh by road) is allowed
 - ✓ Bill after the employee's date of joining to be approved
 - ✓ Ticket must be provided for all mode of travels
 - ✓ Bill amount/ date overwritten without counter signature to be disallowed
 - ✓ One Leave(PL/CL/CO) can be clubbed with weekend & Holiday
- In case of package tours travel fare needs to be explicitly mentioned in the invoice copy



Not Allowed:

- X: Other expenses viz. lodging, boarding, site seeing, local transportation etc to be disallowed
- X: **Bills of last FY is disallowed**
- X: Claim form without specifying the Final Destination for multiple travel is disallowed
- X: More than 2 exemption is not allowed between block period 2018-2021

Thank you

Empowering
the Financial World

