



Your business expense booking
could not get simpler



Tell us a bit about your company

Enter the company details.

Company Name

Eg. johnwilliams@acme.com

Business Category

Select business category

Team Size

Select the size of your team

Company HQ location

Eg. Newyork

HR Details

Upload your company HR details in CSV format [Download HR template](#)



Drag and drop or [Browse](#)

Continue



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Let's get you started on Expensebook

Email ID

Eg. johnwilliams@acme.com

Continue



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Let's get you started on Expensebook

Email ID

Jaideep@bms.com

Continue



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Let's get you started on Expensebook

Enter the 4 digit code that we sent to jason@acme.com [Edit](#)

4 Digit Code

[Resend](#)

[Continue](#)



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Let's get you started on Expensebook

Enter the 4 digit code that we sent to jason@acme.com [Edit](#)

4 Digit Code

5	5	5	5
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[Resend](#)

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Acme Pharmaceu|

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Tell us a bit about your company

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Company Name

BookMyShow

Business Category

Select business category

Services

Product team

Product team

Import Export

Eg. Newyork

HR Details

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Tell us a bit about your company

Enter the company details.

Company Name

BookMyShow

Business Category

Pharma and medicines



Team Size

Select the size of your team



Company HQ location

Eg. Newyork

HR Details

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Tell us a bit about your company

Enter the company details.

Company Name

BookMyShow

Business Category

Select business category

Team Size

Select the size of your team

- 0-5
- 10-25
- 25-50
- 50-100
- 100-500
- 500-1000
- 1000-10,000
- 10,000-50,000

Continue



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Tell us a bit about your company

Enter the company details.

Company Name

Acme Pharma

Business Category

Pharmaceuticals and Medicines



Team Size

25-50



Company HQ location

Mumbai

HR Details

Upload your company HR details in CSV format [Download HR template](#)



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Continue



Your business expense booking
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Tell us a bit about your company

Enter the company details.

Company Name

BookMyShow

Business Category

Product

Team Size

25-25

Company HQ location

Mumbai

HR Details

Upload your company HR details in CSV format [Download HR template](#)



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Continue



Approvals

Overview

Travel

Travel Requests

Cash Advance

Travel Expenses

Non Travel Expenses

Cash Advances

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Approvals

All trips

Gurgaon Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Approved	View Details
Banglore Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Pending	View Details
Delhi Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Pending	View Details
Gurgaon Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Pending	View Details
Gurgaon Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Pending	View Details
Gurgaon Conference	12-Aug-2023 to 15-Aug-2023	Pune ⇄ Gurgaon	Pending	View Details

Overview

Travel

Cash Advances

Approval

Expenses

Gurgaon Client Meeting

**Mumbai**

12 Aug 2023, Wed

**Delhi**

12 Aug 2023, Wed

Flight Details

Mumbai

Date

12-Aug-2023

Preferred Time

4:00PM

Booking Class

Business

Delhi

Date

12-Aug-2023

Preferred Time

4:00PM

Booking Class

Business

Hotel Request

Delhi

Check In

12-Aug-2023

Check Out

15-Aug-2023

Cab Request

12 Aug, 15 Aug, 23 Aug

Deny**Approve**

Approvals

Overview

Travel

Cash Advances

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Approvals

Travel Requests

Cash Advance

Travel Expenses

Non Travel Expenses

Travel Requests

Search Trip Name

Search by destination

Search by employee name

Employee Name	Trip Name	Destinations	Dates	
Mayank Singh	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details
Akash Rathod	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details
Shivam Patel	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details

Trip Approved

Approvals

Overview

Travel

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Expenses

Approvals

Travel Requests

Cash Advance

Travel Expenses

Non Travel Expenses

Travel Requests

Search Trip Name

Search by destination

Search by employee name

Employee Name	Trip Name	Destinations	Dates
---------------	-----------	--------------	-------

Mayank Singh	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details
Akash Rathod	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details
Shivam Patel	Gurgaon Conference	Pune ⇄ Gurgaon	12-Aug-2023 to 15-Aug-2023	View Details

Overview

Travel

Cash Advances

Approval

Expenses

Gurgaon Client Meeting

**Mumbai**

12 Aug 2023, Wed

**Delhi**

12 Aug 2023, Wed

Flight Details

Mumbai

Date

12-Aug-2023

Preferred Time

4:00PM

Booking Class

Business

Delhi

Date

12-Aug-2023

Preferred Time

4:00PM

Booking Class

Business

Hotel Request

Delhi

Check In

12-Aug-2023

Check Out

15-Aug-2023

Cab Request

12 Aug, 15 Aug, 23 Aug

Deny**Approve**

Approvals

Overview

Travel

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Cash Advance

Travel Expenses

Non Travel Expenses

Cash Advance Request

Search by Employee

Employee Name

Employee Name	Trip Name	Dates	Amount	
Mayank Singh	Gurgaon Conference	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve Deny
Mayank Singh	Pune Meeting	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve Deny
Mayank Singh	Gurgaon Conference	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve Deny

Approvals

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Travel Expenses

Non Travel Expenses

Cash Advance Request

Search by Employee

Employee Name

Employee Name	Trip Name	Dates	Amount		
Mayank Singh	Gurgaon Conference	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve	Deny
Mayank Singh	Pune Meeting	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve	Deny
Mayank Singh	Gurgaon Conference	📅 12-Aug-2023 to 15-Aug-2023	₹25,000.0	Approve	Deny

Note: This amount violates this employee's group limit.

Approvals

Overview

Travel

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Travel Expenses

Non Travel Expenses

Travel Expenses

Search Trip Name

Search by destination

Search by employee name

Employee Name

Trip Name

Destinations

Dates

Mayank Singh

Gurgaon Conference

Pune ⇄ Gurgaon

12-Aug-2023 to 15-Aug-2023

[View Details](#)

Akash Rathod

Gurgaon Conference

Pune ⇄ Gurgaon

12-Aug-2023 to 15-Aug-2023

[View Details](#)

Shivam Patel

Gurgaon Conference

Pune ⇄ Gurgaon

12-Aug-2023 to 15-Aug-2023

[View Details](#)

Overview

Travel

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Pune Conference

₹10,000

Advance Amount

₹7800

Amount remaining

Approve All

Deny All



₹500

₹500



₹500



₹500



₹500



₹5000



₹10,000

Food

Food

Food

Food

Flight

Hotel

12/10/23

12/10/23

12/10/23

12/10/23

12/10/23

12/10/23

12:00 PM

12:00 PM

12:00 PM

12:00 PM

12:00 PM

12:00 PM



Note: This amount violates this employees group limit.

Overview

Travel

Cash Advances

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Travel Requests

Pune Conference

₹10,000

Advance Amount

₹7800

Amount remaining

Approve All

Deny All



₹500

Food

12/10/23

12:00 PM



₹500

Food

12/10/23

12:00 PM



₹500

Food

12/10/23

12:00 PM



₹5000

Flight

12/10/23

12:00 PM



₹10,000

Hotel

12/10/23

12:00 PM

Transaction Approved

Overview

Travel

Cash Advances

Expenses

Approvals

[Travel Requests](#) [Cash Advance](#) [Travel Expenses](#) [Non Travel Expenses](#)

Non Travel Expenses

Search by category

Search by Employee Name

Select Month

Aug ▾

	Approved	Pen	Office Supplies	₹1,524.57	View Details
	Approved	Slack	Software Subscription	₹251.60	View Details
	Approved	Cher, can you approve this?	Travel	₹251.60	View Details
	Approved	Team Dinner	Food	₹251.60	View Details
	Approved	Lyft	Travel	₹251.60	View Details
	Approved	Stocks and stuff	Crypto	₹251.60	View Details

Overview

Travel

Cash Advances

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Expenses

All Requests

Non Travel

Search by

Employee

Maya

Aakas

Rahul

Maya

Expense details



Expense Type

Marketing

Total Campaign Amount

₹ 50,000

Campaign Description

Campaign of marketing Lorem ipsum sit lorem
doloer, Ipsum lorem sit lol, Dolar segn on tem

Campaign Channels

Youtube

Youtube

Facebook Ads

Upload Invoice

THE BUCK STOPS HERE		
Cypercity, B-15, Sector-10, Noida		
GSTIN: 98905301021C		
DINE IN Order		
BILL No.: A764410151 30/21, 30/22, 30/23		
Service Date: 2021-07-11 11:19 AM		
Order Source: None		
Table : 1, TERRACE-4 Guests: 3		
GTY ITEM AMT		
1	DALI KE SHIRLY	400.00
1	SHASHLIK PANNAI TIKKA	480.00
1	GRILLED AND SAUTED	360.00
1	VEGETABLES	180.00
1	PACKAGED WATER	60.00
3	DISPOSABLE GLASS	60.00
ITEMS		
1	SUB TOTAL	Rs. 1,380.00
1	SERVICE CHARGE@10.00%	Rs. 138.00
1	GST@2.5%	Rs. 34.50
1	COST@5%	Rs. 97.40
1	ROUND-OFF	Rs. 0.20
GRAND TOTAL		
1		Rs. 1,571.00

Approve

Deny

Time

2:00 PM

View Details

2:00 PM

View Details

2:00 PM

View Details

2:00 PM

View Details