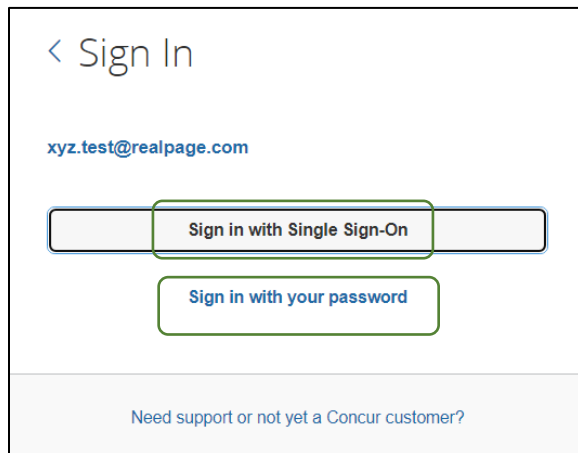
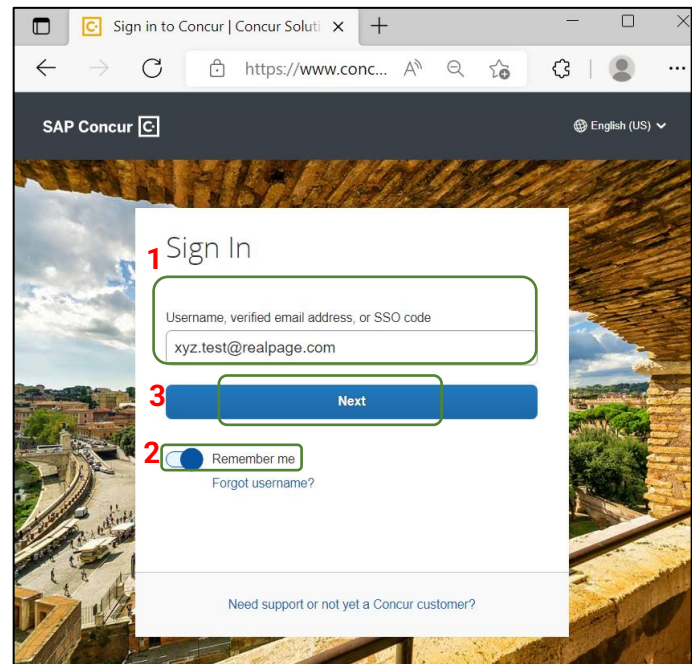


CLAIM PROCEDURE OF TUITION/TRAINING – REALPAGE INDIA

Step 1:

- Click [here](#) to Login
- Enter email address in Username field
- Enable **Remember me**
- Click **Next**

**Step 2:**

- Either SSO or password option can be followed

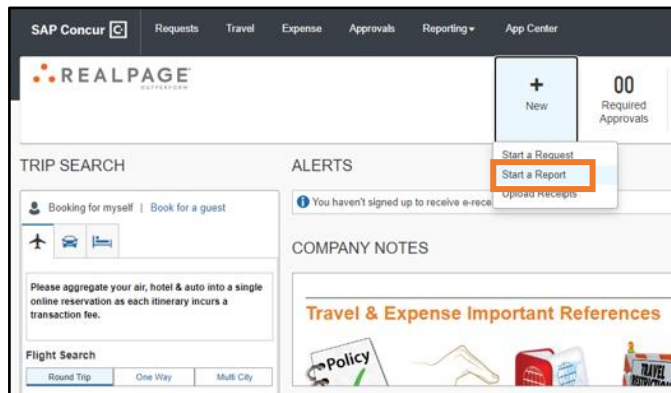
Result: User signed into the system

CLAIM PROCEDURE OF TUITION/TRAINING – REALPAGE INDIA

Follow these steps to create a new expense report:

Step 3:

- From Concur Home page, click **New -> Start a Report**



Create New Report

Create From an Approved Request

Report Name * Tuition Reimbursement 20...

Report Date 06/15/2023

Business Purpose * Training fees claim

Policy * Travel & Expense Policy

Cost Center * 8849

Comment

Cancel Create Report

Step 4:

- On the Create a New Report page, complete all required (noted by red asterisks) and optional fields as needed.
- Click the **Create Report** button.

Step 5:

- From the open expense report, Click **Add Expense**

Tuition Reimbursement 2023 INR 0.00

Delete Report Submit Report

Not Submitted | Report Number: GS4J3L

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense More Actions Move to

No Expenses

Add expenses to this report to submit for reimbursement.

CLAIM PROCEDURE OF TUITION/TRAINING – REALPAGE INDIA

Add Expense

0 Available Expenses

+ Create New Expense

tuition

Other

Tuition/Training Reimbursement

Step 6:

- Click **Create New Expense**
- Search for or select the appropriate expense type from the list.

Result: The New Expense page appears displaying the required and optional fields for the selected expense type.

Step 7:

Complete the required (noted by red asterisks) and optional fields

- Select **Due to Employee**, from the Payment Type dropdown menu. (By default the selected payment type will be Due to Employee)
- Click the **Attach Receipt Image** icon to upload and/or attach the receipt

Note: If the expense requires itemization, click the Itemization tab.

- Click **Save Expense**

New Expense

Cancel Save Expense

Details Itemizations

Allocate

Expense Type * Tuition/Training Reimbursement

Transaction Date * 06/09/2023

Business Purpose * Advanced Scrum Training

Vendor Name * ABC Training Institute

City of Purchase * Hyderabad, INDIA

Payment Type * Due to Employee

Amount * 50,000.00

Currency * India, Rupee

Receipt Status * Receipt

P.O. Number

Cost Center * (8849) 8849

Comment

Personal Expense (do not reimburse)

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are: .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

CLAIM PROCEDURE OF TUITION/TRAINING – REALPAGE INDIA

Step 8:


- Click **Submit Report**

Tuition Reimbursement 2023 INR
50,000.00

Not Submitted | Report Number: GS4J3L

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts 📄

Add Expense More Actions ▾ Move to ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>		Due to Employee	Tuition/Training Reimbursement	ABC Training Institute Hyderabad, INDIA	06/09/2023	INR 50,000.00
						INR 50,000.00

Expense Approval Flow:

- Level 1 Approval -> HR VP (Rekha Narendra)
- Level 2 Approval -> Reporting Manager

Anything claimed over INR 50,000 during calendar year is logged for additional validation/audit anytime in future.
