CLAIM PROCEDURE OF TUITION/TRAINING – REALPAGE INDIA
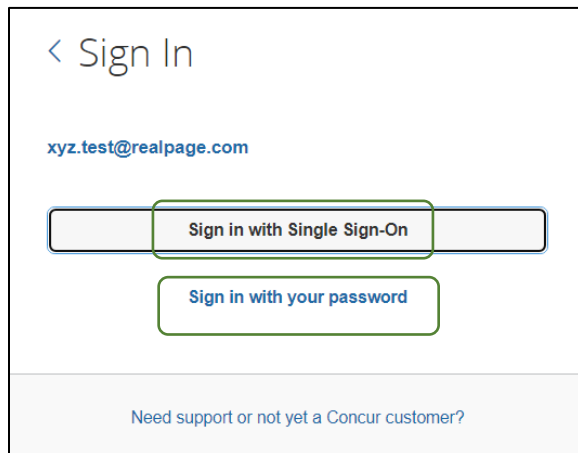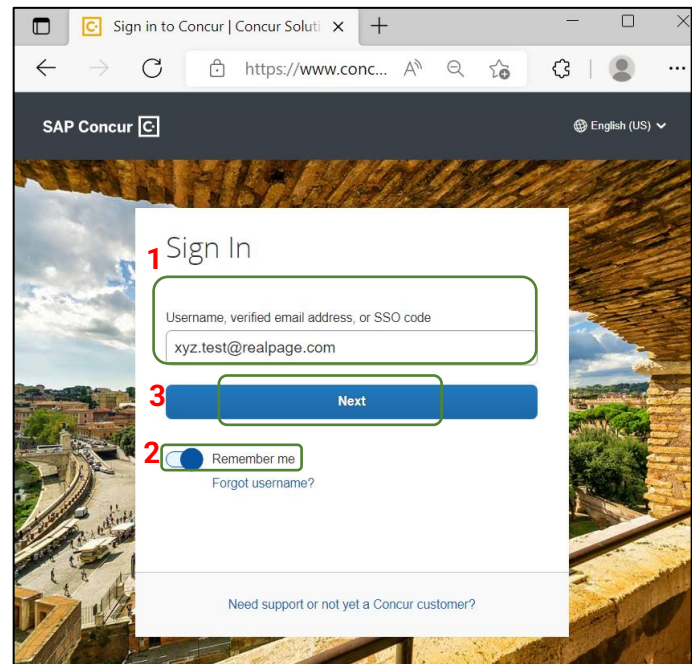
Step 1:

- Click here to Login

- Enter email address in Username field

- Enable **Remember me**

- Click **Next**

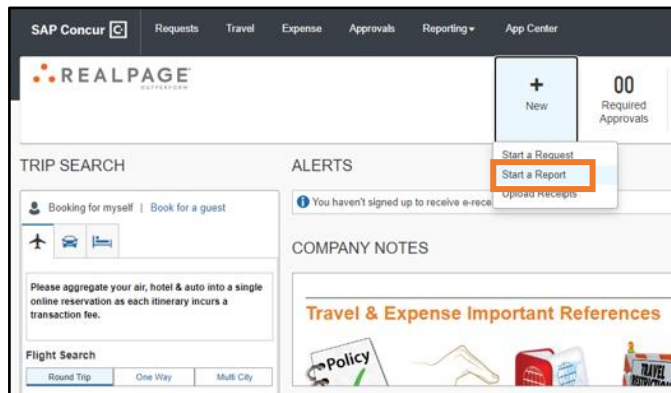**Step 2:**

- Either SSO or password option can be followed

Result: User signed into the system

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Follow these steps to create a new expense report:

Step 3:

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

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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 | Hide Receipt |

🌐 Allocate

* Required field

Expense Type *
Tuition/Training Reimbursement

Transaction Date *   Business Purpose *
06/09/2023   Advanced Scrum Training

Vendor Name *   City of Purchase *
ABC Training Institute   Hyderabad, INDIA

Payment Type *
Due to Employee

Amount *   Currency *
50,000.00   India, Rupee

☐ Personal Expense (do not reimburse)

                            Receipt Status *
                            Receipt

P.O. Number   Cost Center *
                            (8849) 8849

Comment

↑
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.

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Step 8:

- Click **Submit Report**

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.

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