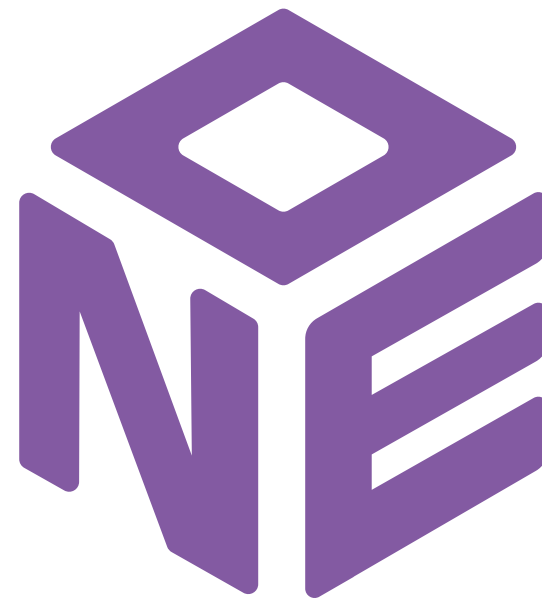


# COVID19 Expense Reimbursement Process



**DXC**

# Agenda



1. **How to update your Bank Details**
2. **Expense approver setup process**
3. **Various types of expense**
4. **Most common mistakes by employees**
5. **FAQ**

# How to update your Bank Details (Only for L-ES)



Before submitting your expense report, please validate your personal bank information in the STEE HUB. If your bank information is not correct, your expense report will not be processed for payment.

## 1. Click on the below link to update your bank information

**Note:** Please make sure you are connected with VPN (Pulse) before login to STEE Hub .

**This Steps is not required for L-CSC / L-XCH Entity.** ( Have Question – Please log HR Connect ticket )

<https://exphub.itcs.houston.dxccorp.net/stee-web/app/app.jsp>

## 2. Log into DXC Expense HUB, go to the “Maintain Employee Bank Details” in the left menu and click on “Add OTV Bank”

Note: After creating the entry, please thick “Active Bank” box if you want it to be the active bank.

## 3. Bank Name – maximum 35 Western letters, e.g. CITIBANK, HSBC, ICICI, HDFC etc.

## 4. Bank Account Number – enter your bank account number (10 to18 digits) including leading zeros if required, as per the Bank documents e.g. bank Pass book or bank statement.

## 5. Do not use any special characters (dots, dashes, commas, letters etc) in fields

## 6. Bank Swift/Bic Code 11 alphanumeric characters bank code named **IFSC code** in India (available in Pass book, Check book or contact bank). Enter in capital letters .g. **CITI0000004**. Do not enter SWIFT code.

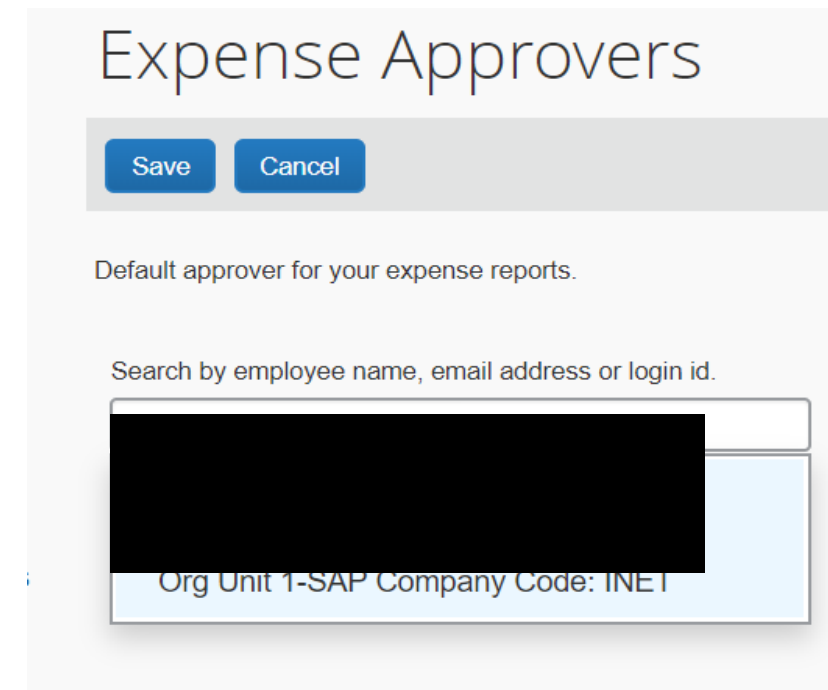
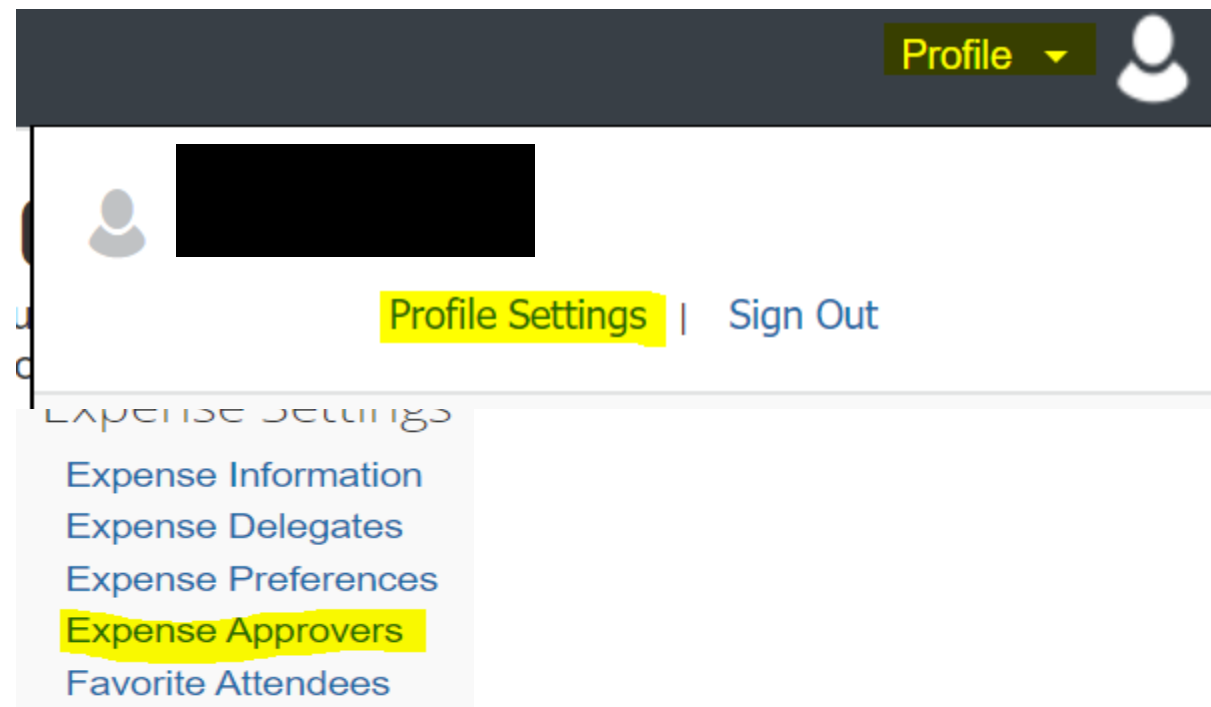
**Have further question ? Please click here** <https://my.dxc.com/employee-resources/expenses.html>

# Expense approver setup process



You will need to complete the following sections of your profile to ensure that Concur is setup for expense approver and your manager is having the access to approve the expense report.

1. Login to concur <https://expenses.dxc.com>
2. Go to upper right had corner of your Concur screen you will see the word “**Profile**”
3. click the dropdown and select “**Profile Settings**”
4. Choose option **Expense Approver** as below and save



If manager is **NOT** having the access to approve the expense ?  
Please submit request below:

[https://dxcportal.sharepoint.com/sites/rsssa/Lists/Expense\\_User\\_ID\\_Request/AllItems.aspx](https://dxcportal.sharepoint.com/sites/rsssa/Lists/Expense_User_ID_Request/AllItems.aspx)

# Steps to submit expense



Manage Expenses View Transactions Processor ▾

## Create a New Expense Report

Report Header

Report Name: BCP BB CLAIM - MARCH 2020 Report Key:

Business Purpose:  Policy: India Expense Policy WBS: **DEFAULT**

Billable?: Non-billable Report Date: 03/17/2020 Report Start Date (Required field):  Report End Date:

Request ID # (RTA#):  Reason For Trip: Non Travel Related Expense

SAP Company Code: INET Domestic or International: Domestic

March 2020

Today

Add Remove

Request Name Request ID Request Total Amount Approved Amount Remaining

Next >> Cancel

test Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Hide Exception

Exceptions

Expense Type Date Amount Exception

N/A

IMPORTANT NOTICE: If this report contains cash out of pocket expenses, your expenses cannot be paid until your personal bank information is correct in the ES STEE Hub. To verify that your personal bank information is accurate before submitting your report, you will need to initiate your Pulse Secure Connection then go to <https://exphub.its.houston.dxc.com/net/site-web/app/app.jsp#>. You will not be reimbursed if your bank information is blank or incorrect.

Expenses

Expense Type Date Amount Requested

Adding New Expense

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Meals	Entertainment - Meals - Staff	Per Diem Allowance	Taxi
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All Expense Types

AIRFARE EXPENSES	COMMUNICATION EXPENSES	HOTEL/ACCOMMODATION EXPENSES	OTHER	OTHER TRANSPORTATION EXPENSES
Airfare	Comm - Mobile Phone	Hotel/Accommodation	Photocopying	Taxi
CAR EXPENSES	Comm - Telephone	Per Diem Allowance	Postage	Train
Car Rental	CONFERENCE EXPENSES	MEAL EXPENSES	Professional Memberships	SUPPLIES
Car Rental Fuel	Conference/Seminar/Symposium - Fees	Meals	Promotions	Supplies - Office
Personal Car (Mile/km)	ENTERTAINMENT EXPENSES	OTHER	Subscriptions/Periodicals/Books	XPATRIATE EXPENSES
COMMUNICATION EXPENSES	Entertainment - Meals - Non Staff	Freight/Courier	Training - External	Ex-Pat - Other Benefits
Comm - Broadband	Entertainment - Meals - Staff	Laundry	Transaction Fee	Ex-Pat - Relocation
Comm - Fax	Entertainment - Other - Staff	Other Expenses	Travel Booking Fee	

TOTAL AMOUNT INR 0.00 TOTAL REQUESTED INR 0.00

Please select appropriate expense category

**\*\*Note\*\*** : Please ensure you update report date, start date, end date as per bill date \*\*

**Update WBS** : L-ES Employees update – **DEFAULT**

L-CSC/L-XCH Employees update WBS code from **etes** tool (<https://etes.csc.com/iTES/Loginframe.asp>)

# Steps to submit broadband expense



SAP Concur

RequestsTravelExpenseApprovalsReportingApp Center

Manage ExpensesView TransactionsProcessor

test

+ New Expense+ Quick ExpensesImport ExpensesDetailsReceiptsPrint / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			IMPORTANT NOTICE: If this report contains cash out of pocket expenses, your expenses cannot be paid until your personal bank information is provided. You will not be reimbursed if your bank information is blank or incorrect.

Expenses

Date	Expense Type	Amount	Requested
03/16/2020	Comm - Broadband	INR 2,652.00	INR 2,652.00

TOTAL AMOUNT  
INR 2,652.00

TOTAL REQUESTED  
INR 2,652.00

ExpenseReceipt Image

Expense Type

Comm - Broadband

Transaction Date

03/16/2020

Payment Type

Cash (Out of Pocket)

Amount

2,652.00

Currency

INR

Payment Receipt

Customer Name

16 Mar, 2020

Invoice Serial Id:NGFMZZF203896

Email Id

Mobile No

9731768064

Plan Name

GPON\_BLAZE\_100Mb\_Blr\_Pre\_Q

Plan Amount

2652.00

Transaction Id

1584340567800\_1584340621672

Citrus Reference

10035097307

Detach From Entry

ItemizeAllocateAttach ReceiptCancel

Example of good claim

# Most common mistakes by employees:



1. Transaction date and Invoice date should match
2. Invoice copy / Bills should have invoice number / bill number
3. Always put "DEFAULT" as WBS for Non-Billable Expense ( L-CSC – Update cost center from **etes** tool (click below)  
(<https://etes.csc.com/iTES/Loginframe.asp>)
4. Make sure you provide strong business justification for an expense
5. Typo errors in amount during submission
6. Do not submit hand written bills
7. Always attach original bills
8. Make sure you select the correct category for an expense





# FAQ

## 1. What is the URL for Concur?

The URL is <https://expenses.dxc.com> or you can Log into MyDXC.com using Single-Sign-On (SSO). In the Most Popular Section there is a direct link to Concur.

## 2. How to Update your Concur Profile / My manager as approver

You will need to complete the following sections of your profile to ensure that Concur is setup and ready for you when it is time to travel on behalf of DXC. How do I get to my Concur Profile? In the upper right hand corner of your Concur screen you will see the word "Profile" click the dropdown and select "Profile Settings"

Choose option Expense Approver as below and save.

## 3. Read and adhere to the Global Travel Expense and Reimbursement Policy

<https://dxc.policytech.com/dotNet/documents/?docid=1134>

this will ensure the prompt processing and payment of your expense reports

## 4. How can I get Request & Expense approver access?

An RSSA Request must be done requesting Request & Expense Approver Access. The link can be found on the Expense Management Website - <https://my.dxc.com/employee-resources/expenses/requestspecial-concur-access.html>

## 5. I am a Request & Expense approver and will be on vacation. What should I do?

You may notify your employees to redirect reports to another approver, or Travel & Expense allows you to easily establish a delegate to perform functions for you in Travel & Expense. Set delegate names, appropriate tasks, and timeframes in "Expense Settings" located under "Profile." (NOTE: If you set up a delegate as an approver, the delegate must already be a Request and Expense approver.)



