COVID19 Expense Reimbursement Process

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

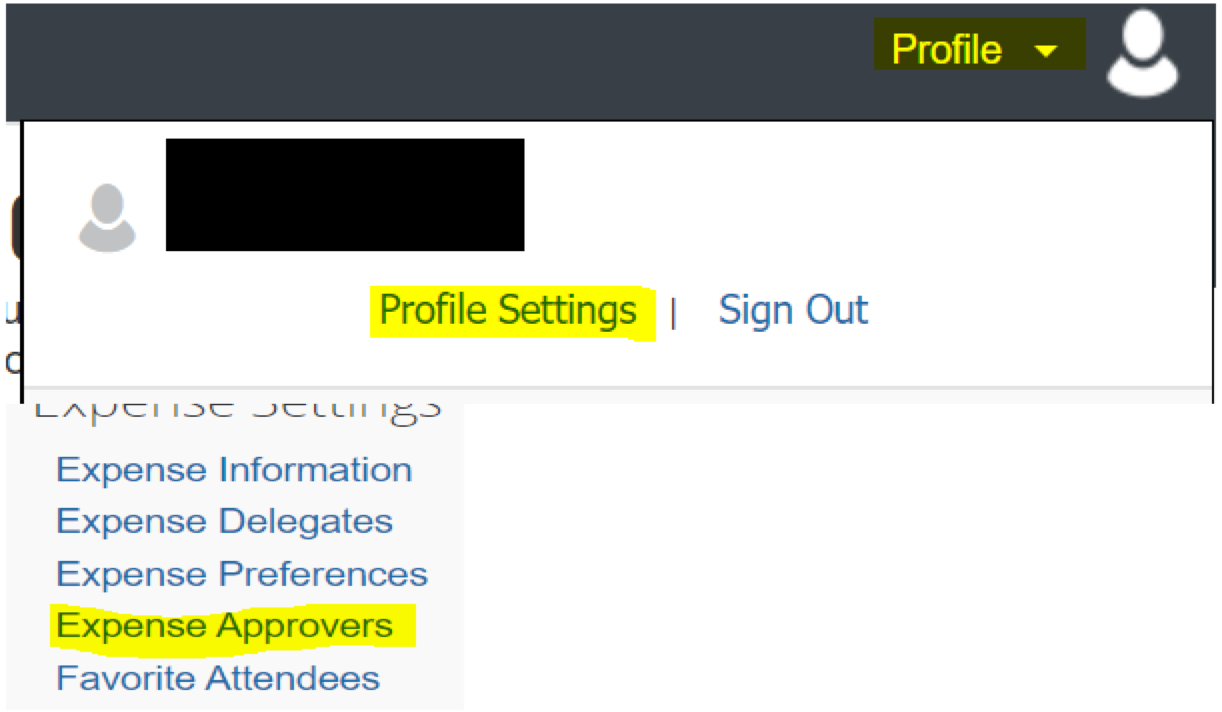
6. Bank Swift/Bic Code 11 alphanumeric characters bank code named **IFSC code** in India (available in Pass book, Check book or contact bank). Enter in capital letters .g. **CITI**0000004. Do not enter SWIFT code.

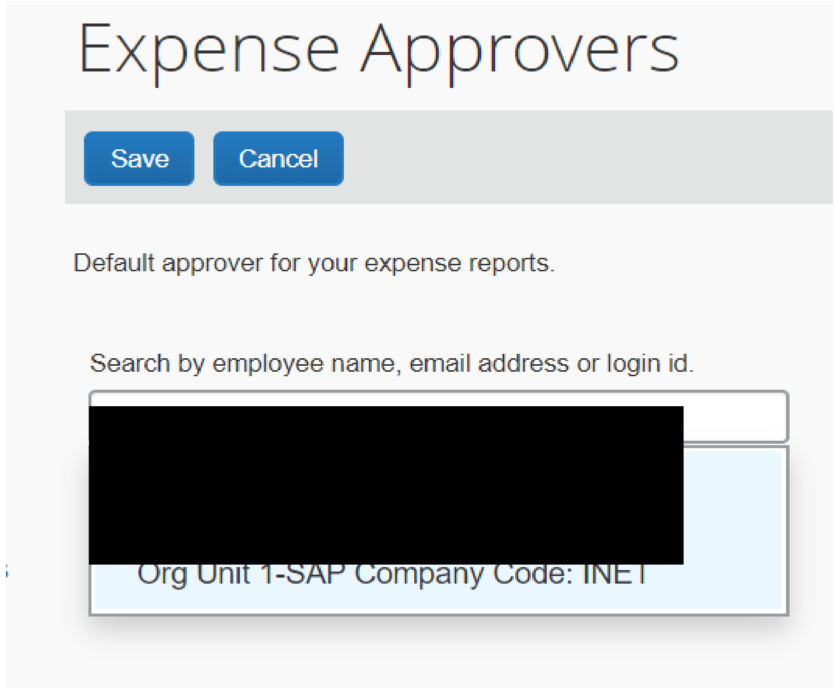
Have further question ? Please **click here** https://my.dxc.com/employee-resources/expenses.html

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

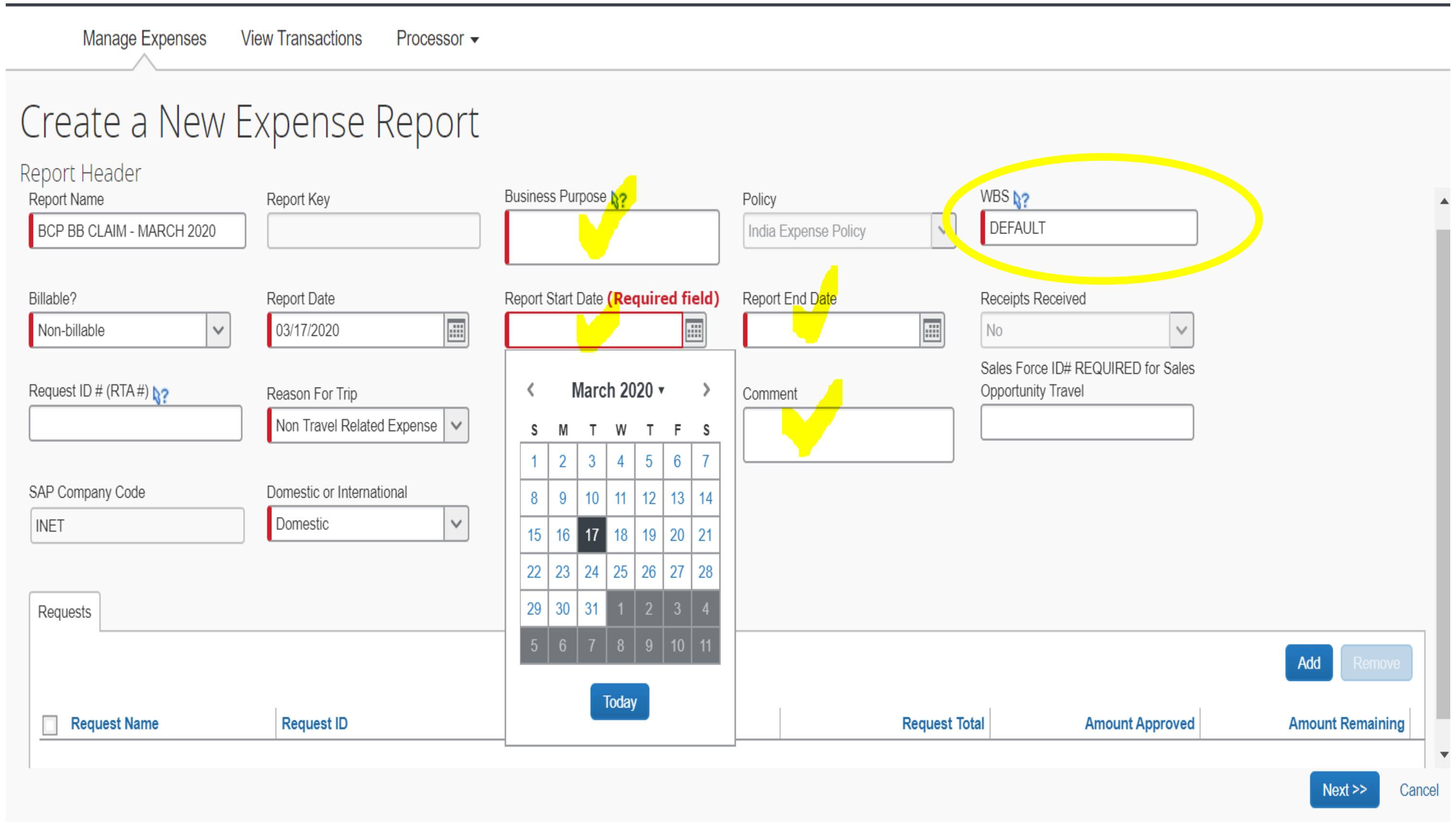


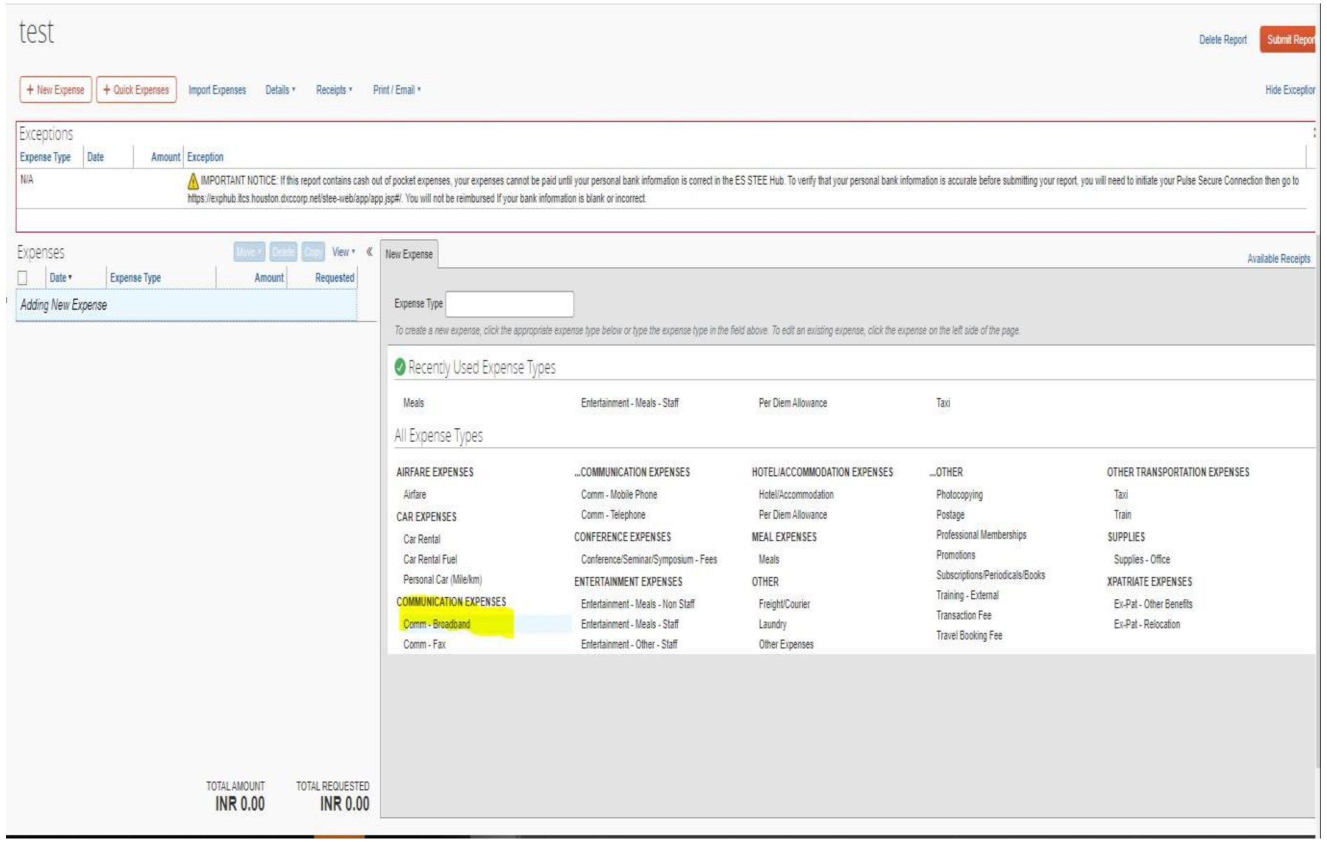


If manager is **NOT** having the access to approve the expense ? Please submit request below:

https://dxcportal.sharepoint.com/sites/rsssa/Lists/Expense_User_ID_Request/AllItems.aspx

Steps to submit expense





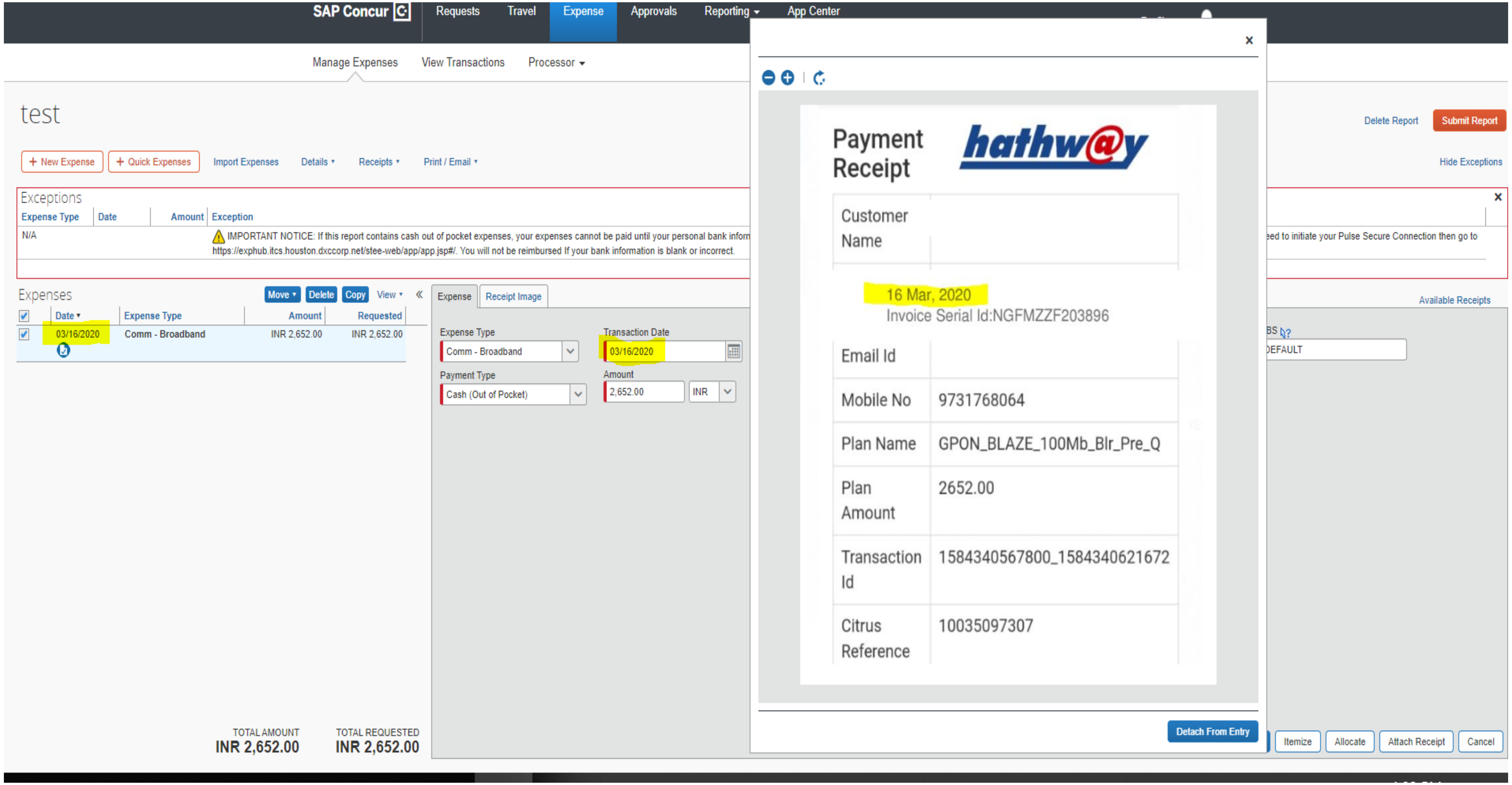
Please select appropriate expense category

****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



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 had 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.)

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