1. **Employee Expense Management System**

**Abstract:**

Employee Expense Management System is an automated system that can be useful to employees and the managers in any organization. Employee Expense Management System provides the facility to define the tasks in the organization and also allows the managers to vouchers for any reimbursable expenses born by the employee.

**Existing System:**

The existing system uses Microsoft Excel Sheets for storing data. When a manager needs information of an employee Voucher, one has to search for the specified file in the file system. Report generation is done manually by copying the content of the different files into another file. Information retrieval is a very complex process. Lack of organization of the files may lead to information loss due to accidental deletion of files.

**Proposed System:**

The Proposed system provides the centralized database. It stores data related to expense vouchers for any reimbursable and description of the each detailed information of. It can also create Excel reports and PDF documents based on the information in its database. The performance is improved due to well designed database. Security of the system is enhanced. Time is saved in report generation and it is easy to update the details.

**Modules:**

The system is proposed to have the following modules:

1. Administrator module
2. Manager module
3. Employee module
4. Backup Admin

**Administrator module:**

Administrator allocates voucher to managers and assigns detailed information of expenses incurred along with amounts to members. Administrator assigns a priority to each Report that is generated. Administrator can also access voucher related information. Admin generates reports based on data submitted by managers.

**Manager module:**

Every voucher should start a new process instance (case). Managers should be able to view vouchers waiting for their approval in their Inbox by logging in to the application. Employee should be able to track progress of his vouchers. At any point in the workflow, managers should have the option of rejecting any voucher stating appropriate reasons and controls the team member’s access to the vouchers assigned. Manager has the permission to generate the reports and update the information of team members and can add new members to the project.

**Employee module:**

Based on the Employees department and designation, the vouchers should flow to his supervisors for their approvals. The number of approvals required will vary according to total amount of the voucher and approval limits set for supervisors.

**Backup Admin:**

Back up admin Means Accounts department users should be able to view approved vouchers of all employees and mark vouchers as paid. This step completes the lifecycle of the voucher and the associated process instance.