



Reimbursement Management

Developed By VivifySoft

Employee Reimbursement Management System

- ◆ Digital solution for managing employee expenses
- ◆ Covers service-based expenses, travel & refreshment claims
- ◆ Role-based access for Employees & Admin
- ◆ Real-time dashboard & reports

Employee Dashboard & Claims

- ◆ View assigned services in dashboard
- ◆ Enter local tour / service expenses
- ◆ Monthly refreshment claim (once per month)
- ◆ Submit travel allowance with attachments

Admin Management Panel

- ◆ Employee creation & management
- ◆ Service assignment to employees
- ◆ Verify, approve or reject expenses
- ◆ View refreshment & travel claims
- ◆ Secure attachment handling

Reports & Downloads

- ◆ Expense report in Excel format
- ◆ Combined expense reports
- ◆ Refreshment claim reports
- ◆ Attachment & proof reports
- ◆ Employee-wise & service-wise data

Business Value

Why This System?

- ◆ Reduces manual work & errors
- ◆ Faster reimbursement processing
- ◆ Full transparency & control
- ◆ Easy to use & scalable
- ◆ Ideal for growing organizations



THANK YOU