🔼 Warning

- 1. Expense report number IN86212795 for 2250.00 has been submitted.
- 2. One or more required imaged receipts are yet to be submitted.

Expense Report IN86212795





Submission Instructions

Original Receipts Instructions

Please retain your original receipts until your expense report has been paid.

Imaged Receipts Instructions

Click on "Follow the link to upload receipts" below. This will generate an email with the submission address and the expense report number. Print the bar coded cover page which is available by clicking on 'Printable Page' and place it on top of your receipts. Scan the bar code and receipts to a PDF and attach it to the email. The bar coded cover page must be the first page of the imaged file. Do not alter the email address or the subject line.

Additional Instructions

Your Supervisor will receive an email notification that approval is required for your expense report. Upon approval, a notification will be sent to you. Your expense report will be paid after it has been approved and Accounts Payable performs an audit including verification of required receipts.

NEW

You can now attach imaged receipts in the following formats: JPG, JPEG, TIFF, PNG. Make sure that the receipts size is the largest possible. Small sizes may not be read clearly. Ensure your receipt images are not embedded in the email and show as attached files.

Follow the link to upload receipts IN86212795

General Information

27-JAN-2023 Name Ansari, **Report Submit Date** Sarfaraz

Project Source N/a Ahmed

N/a (1226268)

Project Code N/a **Expense Dates** 01-AUG-2022 -N/a

01-DEC-2022 **Business Purpose** 01 Business

Cost Center IN5387 Development Purpose Internet

01 Business Reimbursement Development

Report Total 2250,00 INR Original Receipts Status Not Required 2250,00 INR

Reimbursement Amount **Imaged Receipts Status** Required Open Attachment Link

None

Expense Lines

Expense Allocations Approval Notes [0] **Approvers**

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required		Reimbursable Amount (INR)	Details
01-Aug-2022	450.00 INR	Telecomm - Internet Services & Other	August 2022 Internet Reimbursement	SKYLAB DIGITAL CABLE INTERNET SERVICE		٧		450.00	
01-Sep-2022	450.00 INR	Telecomm - Internet Services & Other	September 2022 Internet Reimbursement	SKYLAB DIGITAL CABLE INTERNET SERVICE		٧		450.00	
01-Oct-2022	450.00 INR	Telecomm - Internet Services & Other	October 2022 Internet Reimbursement	SKYLAB DIGITAL CABLE INTERNET SERVICE		٧		450.00	뢷
01-Nov-2022	450.00 INR	Telecomm - Internet Services & Other	November 2022 Internet Reimbursement	SKYLAB DIGITAL CABLE INTERNET SERVICE		٧		450.00	뢷
01-Dec-2022	450.00 INR	Telecomm - Internet Services & Other	December 2022 Internet Reimbursement	SKYLAB DIGITAL CABLE INTERNET SERVICE		٧		450.00	Ē
							Total	2250.00	

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