

# NIRMA UNIVERSITY



## MiniProject-II (CE505) Expense Approval and Reimbursement System

by

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A report submitted in partial fulfillment for the  
degree of B.Tech.

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November 2019

## **ABSTRACT**

This report discusses the idea of implementing Expense Approval and Reimbursement System. This System is made for the Institute of Technology, Nirma University's employees' reimbursements. The system tries to make whole procedure of expense approval reimbursement, digital for the faculties of university. All the documentations and permissions regarding expense approval will be done by this software. Permission will be granted by higher Authority and then travelling allowance and Daily allowance will be reimbursed by accounts section to faculty as per department/section wise.

## *Acknowledgements*

We are glad to manifest our huge thanks to all those who helped us to make this project and encouraged us to complete this project. Especially I acknowledge with appreciation for the support rendered by our Professor Mr. Malarlam Kumhar, who gave us guidance regarding our idea to complete this task within a given time with lot of enthusiasm. We are also very thankful to our friends who gave us suggestions to prepare this project as well as report.

## CERTIFICATE

This is to certify that the MiniProject-II (CE505) entitled Expense Approval and Reimbursement System (EARS) is duly submitted by Siddharth Jotwani (17bce034) and Dhruvik Kanada (17bce036) in the direction of partial fulfilment of the needs for the degree B.Tech. in Computer Science and Engineering Department, Institute of Technology Nirma University. The work is carried out with my guidance.

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# Contents

|  |           |
|--|-----------|
| <b>Acknowledgements</b>  | <b>ii</b> |
| <b>1 Introduction</b>  | <b>1</b>  |
| 1.1 Expense Approval and Reimbursement System                        | 1         |
| 1.1.1 Expense Approval . . . . .                                     | 1         |
| 1.1.2 Expense Reimbursement . . . . .                                | 1         |
| 1.1.3 Benefit of Expense Approval and Reimbursement System . . . . . | 2         |
| 1.2 Proposed System . . . . .  | 2         |
| 1.2.1 System Objective . . . . .                                     | 2         |
| 1.2.2 System Requirement . . . . .                                   | 2         |
| 1.2.3 Working . . . . .  | 3         |
| 1.3 E-R Model . . . . .  | 4         |
| <b>2 Login Dashboard</b>   | <b>5</b>  |
| 2.1 Login Page . . . . .   | 5         |
| 2.1.1 Login Types . . . . .  | 5         |
| 2.1.2 Login Methodology . . . . .                                    | 6         |
| 2.2 Forgot and Reset Password . . . . .                              | 6         |
| <b>3 Admin Dashboard</b>   | <b>9</b>  |
| 3.1 Admin Requirement . . . . .                                      | 9         |
| 3.2 Admin Dashboard . . . . .  | 9         |
| 3.3 Working Methodology . . . . .                                    | 10        |
| <b>4 User Dashboard</b>  | <b>14</b> |
| 4.1 User dashboard . . . . .   | 14        |
| 4.2 User Types . . . . .   | 15        |

|                     |                                       |           |
|---------------------|---------------------------------------|-----------|
| 4.2.1               | Faculty as User . . . . .             | 15        |
| 4.2.2               | HoD as User . . . . .                 | 16        |
| 4.2.3               | Dean as User . . . . .                | 16        |
| 4.3                 | Working Methodology . . . . .         | 17        |
| <b>5</b>            | <b>Accounts Dashboard</b>             | <b>21</b> |
| 5.1                 | Accounts Dashboard . . . . .          | 21        |
| 5.2                 | Account Section Requirement . . . . . | 22        |
| 5.3                 | Working Methodology . . . . .         | 22        |
| <b>Bibliography</b> |                                       | <b>24</b> |
| <b>Conclusion</b>   |                                       | <b>24</b> |
| <b>References</b>   |                                       | <b>25</b> |

# **Chapter 1**

## **Introduction**

### **1.1 Expense Approval and Reimbursement System**

#### **1.1.1 Expense Approval**

Expense Approval means in any business stream employer permits or allows to employees' expenses like travelling allowance and/ or daily allowance of his/her beneficial visits or expense for the company. Employees' have to claim the expense reimbursement to the employer. Employer approves all claims which are affordable or essential for the company. Which improves the work quality of employees and company.

#### **1.1.2 Expense Reimbursement**

The Expense reimbursement process approve employers to pay back to employees who had spent his/her own money for the benefit of a company. This money is not includes wages or income of employees.

### **1.1.3 Benefit of Expense Approval and Reimbursement System**

- Saves Time
- Improves Transparency in between
- Speeds up approval
- Provides budget overview
- Reduces overload
- Less paperwork

## **1.2 Proposed System**

### **1.2.1 System Objective**

Expense Approval and Reimbursement System is made for the Institute of Technology, Nirma University's employees reimbursements. The system tries to make whole procedure of expense approval reimbursement, digital for the faculties of university. All the documents and permissions regarding expense approval will be done by this software. Permission will be granted by higher Authority and then travelling allowance and Daily allowance will be reimbursed by accounts section to faculty as per department/section wise.

### **1.2.2 System Requirement**

This System is website based. It is made by applying concepts of Web Designing and Data Base Management Systems, connectivity is established with the help of XAMPP Control Panel and localhost.

For that required Softwares and Technologies are mentioned below.

- HTML
- CSS
- Java Script
- PHP
- MySQL Data Base
- XAMPP

### 1.2.3 Working

This Expense Approval and Reimbursement System has three types of users :

- 1. Admin**
- 2. Employee**
- 3. Account Section**

To use this system Employee (Faculty) has to login into his/her account which was provided by the admin. Employee can apply for the application of expense approval. This application is send to the corresponding head of the Department. After approving of HoD the application will be send to the Director/ Dean for the final approve. If Dean Approves the application then Employee will get the Order duly signed by Deputy Registrar. Then the Employee must fill out the TA/DA Form . TA/DA form is send to the Account Section and it will be reimbursed as per the order. And Employee / Faculty will get Reimbursement by his/ her account.

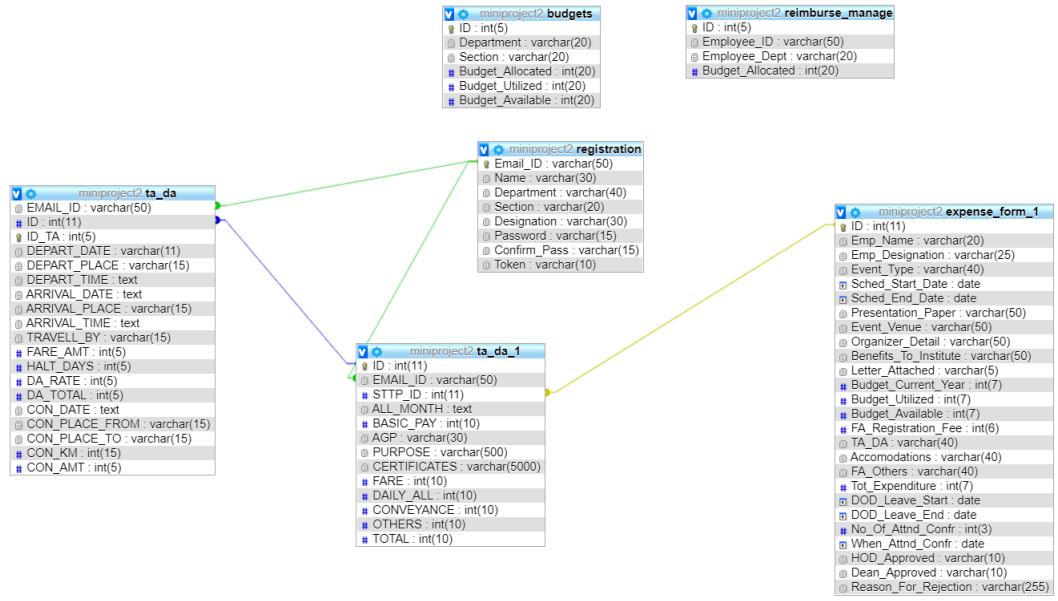


FIGURE 1.1: Entity Relational Diagram

### 1.3 E-R Model

Entity Relational Diagram for the system is as shown in figure 1.1. In this Project one Registration entity is required to store the employees' details. one entity needed for the storing a application details. One or two entity is required for the reimbursement and the account handling. All this entities are inter linked as shown in figure 1.1.

# **Chapter 2**

## **Login Dashboard**

### **2.1 Login Page**

Login page is the Home page of the system. By designation and authority many types of login can access. All them are different by working functionality.

#### **2.1.1 Login Types**

In this Expense Approval and Reimbursement System there are three types of logins are given as per requirement. First one is Admin. Admin Login has separate Dashboard as per authority and features of Administrator. Same as for the Account Section has separate dashboard by their requirements and working features. The third login type is user login. Which is for every type of users like all faculties, Head of the Department, Dean and all Co-employees. Login Page/ Home Page is given in figure 2.1.

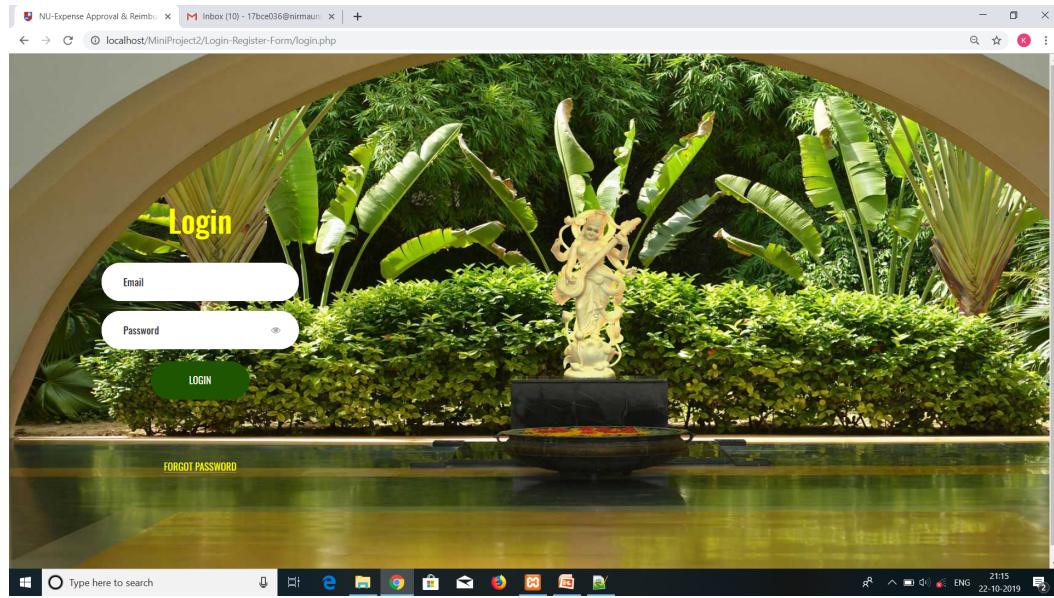


FIGURE 2.1: Login Page

### 2.1.2 Login Methodology

All the Loggers can login by their '@nirmauni.ac.in' ID and password. Initially the password is 'changeme' which set by the Admin and given to the each Logger. Whenever the logger login first time by this password, the Registration Window will be open. Logger has to enter all the details and must set the new password. And then login with new password. Registration window looks like given in the Figure 2.2.

## 2.2 Forgot and Reset Password

Whenever the logger forgot the password he/she has to go through 'Forgot password' link which is given in the login page. By clicking this link one forgot window will be open. Logger has to give the email id which is register to the system and press 'send mail' button. Logger will get one link in his/ her Email ID, By this link logger can reset the password and then has to login with new password. The

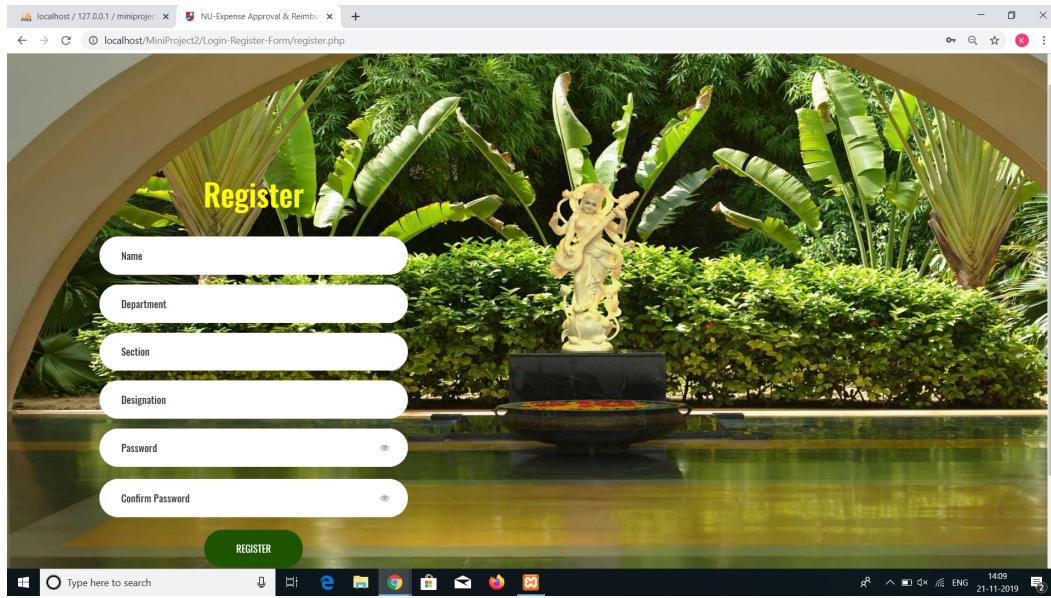


FIGURE 2.2: Registration Page

Forgot Password windows as given in Figure 2.3. and Reset Window is given in Figure 2.4.

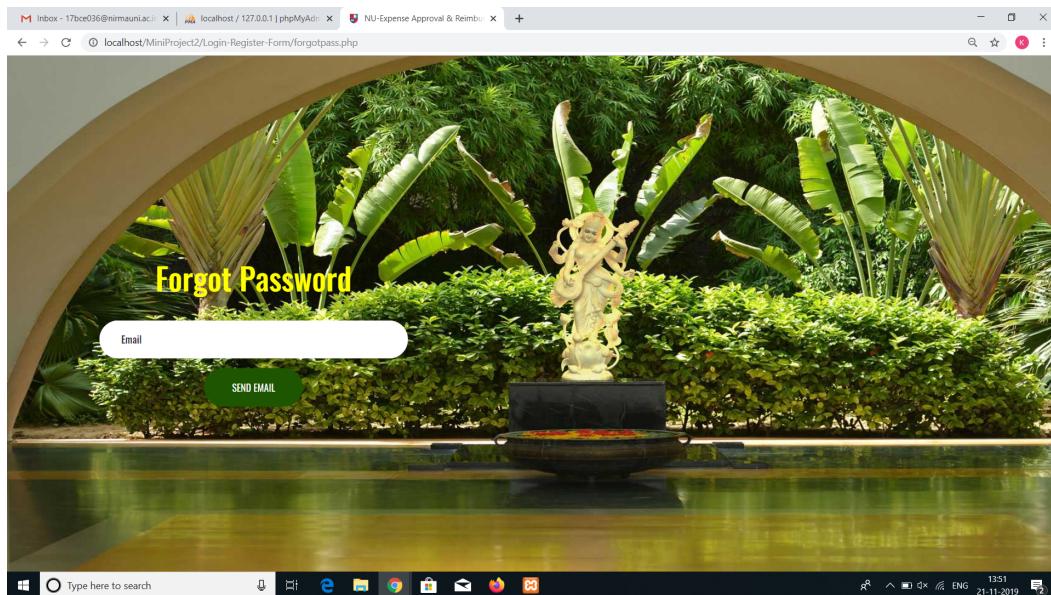


FIGURE 2.3: Forgot Password Page

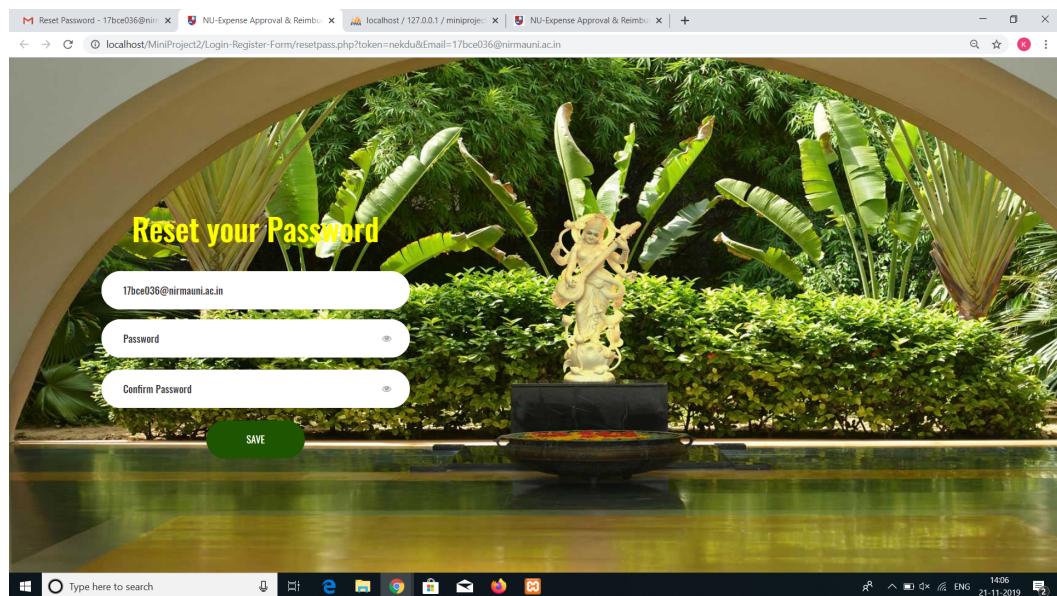


FIGURE 2.4: Reset Password Page

## **Chapter 3**

# **Admin Dashboard**

### **3.1 Admin Requirement**

Expense Approval and Reimbursement System needs one Admin to manage the everything. Admin can manage all the details of employees like add ,update and delete. Admin monitors all the applications and remove it from the record.

### **3.2 Admin Dashboard**

In this System separate dashboard for the admin. This can be access by the admin login. Admin can manage the everything by login this dashboard. Admin dashboard looks like in the system is given in Figure 3.1. Admin has one Register which contains all the details of employees department wise. The accessibility of account section is also decide by the admin permissions. Admin also monitors applications for expense approval from the faculties, HoD, Dean and co-employees of the institute as well as account section. Admin can see the developer information as well. He/ She can see the total number

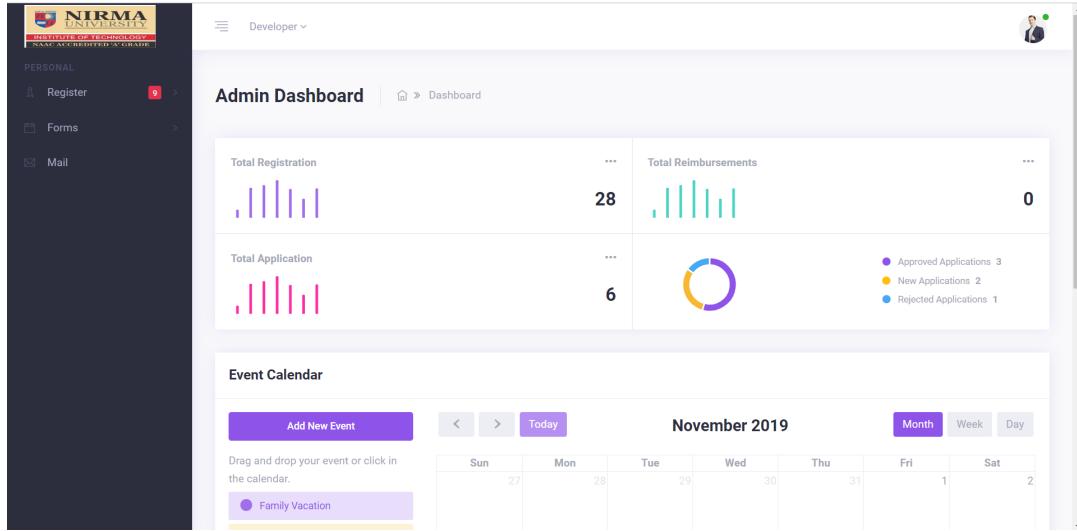


FIGURE 3.1: Admin Dashboard

of registrations , total number of applications, total approved applications, new applications, Rejected applications as well. Admin can see Total number of reimbursements by the accounts section.

### 3.3 Working Methodology

Admin enter the new entries of employee by his/ her department wise. Initially the password of every employee is set to ‘changeme’ by the admin itself. In case of any kind of change or update in registration details can only handled by the admin. For that Employee has to meet or mail to admin individually. In case any employee left the university or change the ids or post, in these case admin delete the records of employee from the database. The register window, Edit window and the entry tables are given in the figures below Figure 3.2 ,Figure 3.3, Figure 3.4 and Figure 3.5 respectively.

Admin also watches the whole systems. It means admin monitors each and every applications and status of each applications. Whenever need of remove the applications only admin can do this. admin



FIGURE 3.2: New Record Insertion with 'changeme' password

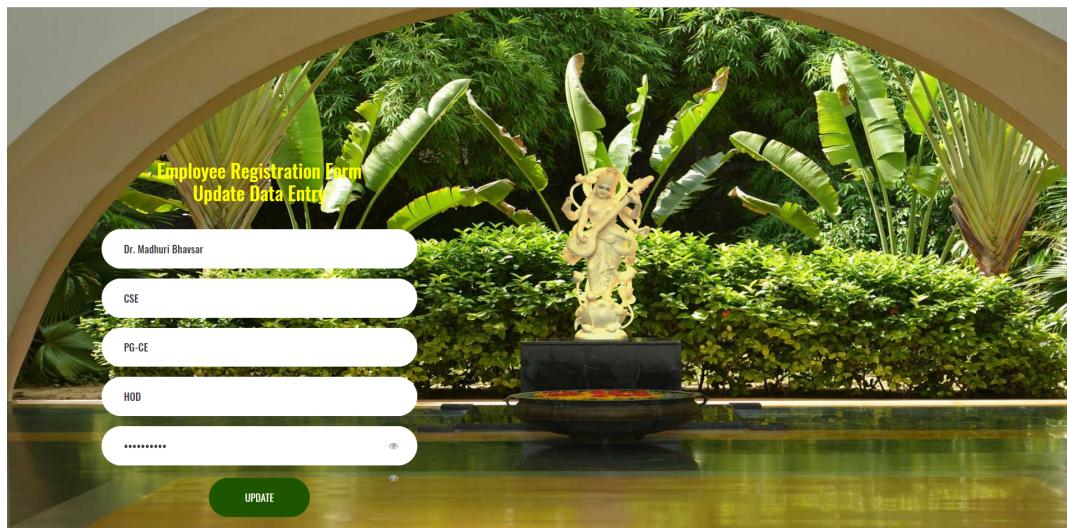
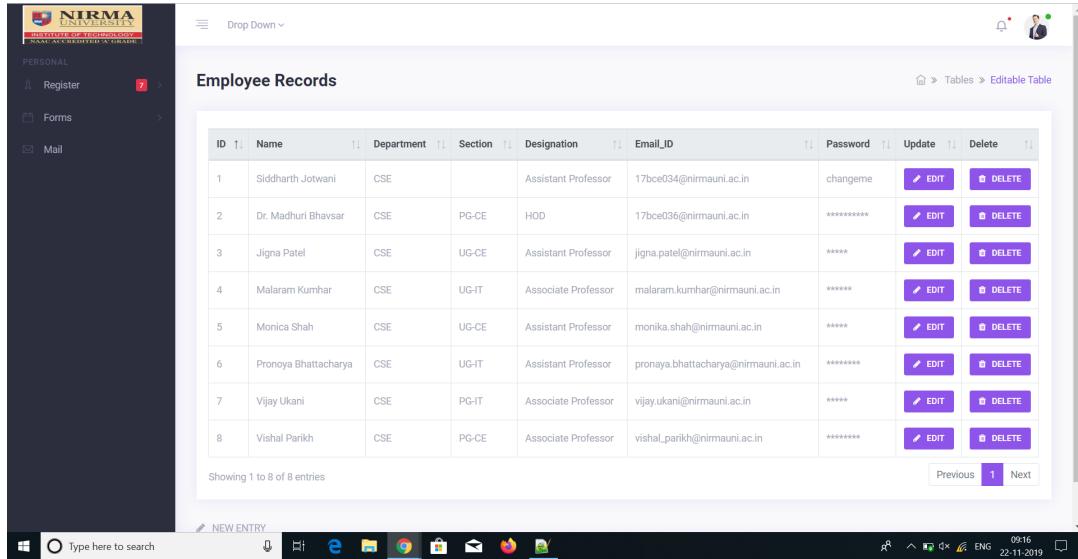


FIGURE 3.3: Update Employee Record

can view applications by event wise as given in Figure 3.6 and Figure 3.7. Admin has a right to see each application with the updates of application status as shown in figure 3.8



The screenshot shows a table titled "Employee Records" with the following data:

| ID | Name                 | Department | Section | Designation         | Email_ID                            | Password | Update | Delete |
|----|----------------------|------------|---------|---------------------|-------------------------------------|----------|--------|--------|
| 1  | Siddharth Jotwani    | CSE        |         | Assistant Professor | 17bce034@nirmauni.ac.in             | changeme |        |        |
| 2  | Dr. Madhuri Bhavsar  | CSE        | PG-CE   | HOD                 | 17bce036@nirmauni.ac.in             | *****    |        |        |
| 3  | Jigna Patel          | CSE        | UG-CE   | Assistant Professor | jigna.patel@nirmauni.ac.in          | ****     |        |        |
| 4  | Malaram Kumhar       | CSE        | UG-IT   | Associate Professor | malaram.kumhar@nirmauni.ac.in       | *****    |        |        |
| 5  | Monica Shah          | CSE        | UG-CE   | Assistant Professor | monika.shah@nirmauni.ac.in          | ****     |        |        |
| 6  | Pronoya Bhattacharya | CSE        | UG-IT   | Assistant Professor | pronoya.bhattacharya@nirmauni.ac.in | *****    |        |        |
| 7  | Vijay Ukanu          | CSE        | PG-IT   | Associate Professor | vijay.ukani@nirmauni.ac.in          | ****     |        |        |
| 8  | Vishal Parikh        | CSE        | PG-CE   | Associate Professor | vishal_parikh@nirmauni.ac.in        | *****    |        |        |

FIGURE 3.4: Department wise Employee Table

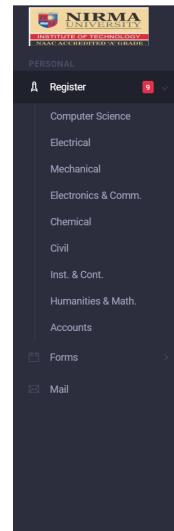


FIGURE 3.5: Registration Page

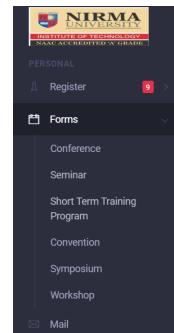
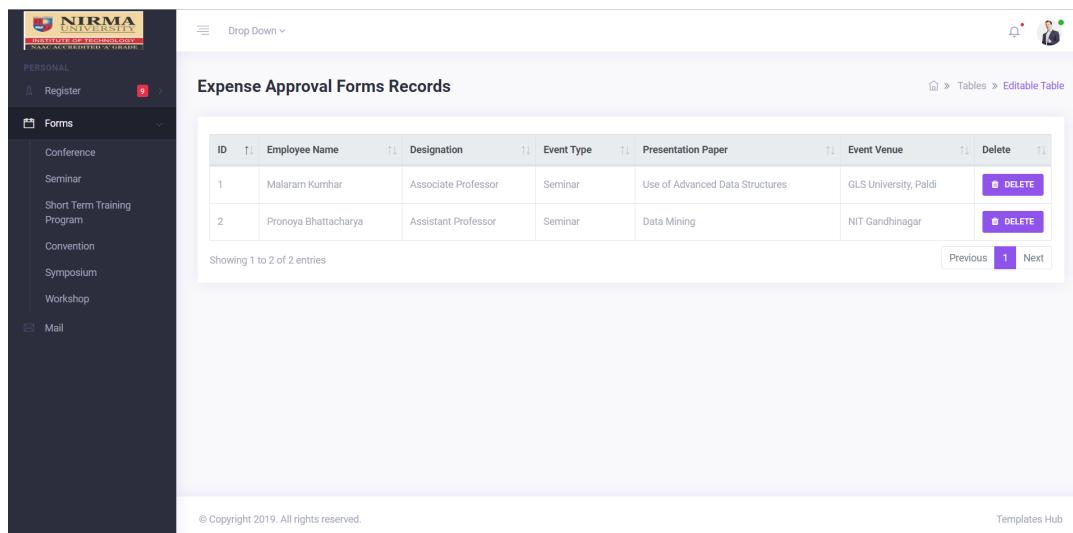


FIGURE 3.6: Event List



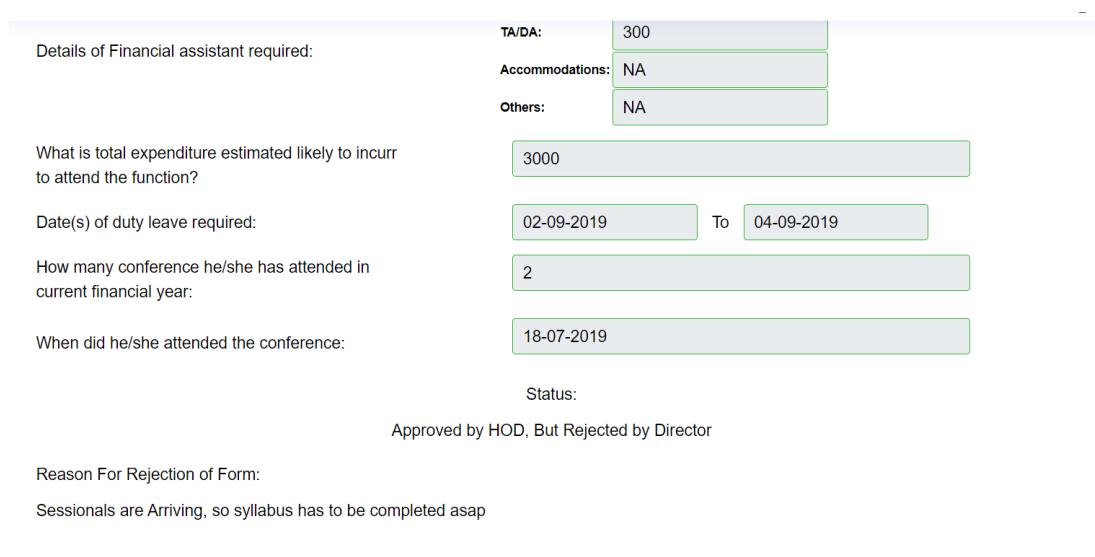
The screenshot shows a web-based application interface for managing expense approval forms. The header includes the Nirma University logo and navigation links for 'PERSONAL', 'Register', 'Forms' (which is currently selected), 'Drop Down', and a user profile icon.

The main content area is titled 'Expense Approval Forms Records'. It displays a table with the following columns: ID, Employee Name, Designation, Event Type, Presentation Paper, Event Venue, and Delete. Two entries are listed:

| ID | Employee Name       | Designation         | Event Type | Presentation Paper              | Event Venue           | Delete |
|----|---------------------|---------------------|------------|---------------------------------|-----------------------|--------|
| 1  | Malaram Kumhar      | Associate Professor | Seminar    | Use of Advanced Data Structures | GLS University, Paldi |        |
| 2  | Pronya Bhattacharya | Assistant Professor | Seminar    | Data Mining                     | NIT Gandhinagar       |        |

Below the table, a message says 'Showing 1 to 2 of 2 entries'. Navigation buttons include 'Previous', '1', and 'Next'. The footer contains copyright information ('© Copyright 2019. All rights reserved.') and a link to 'Templates Hub'.

FIGURE 3.7: Event wise Application Record



This screenshot shows an application form for financial assistance. The fields and their values are:

- TA/DA: 300
- Accommodations: NA
- Others: NA
- Total expenditure estimated likely to incur to attend the function: 3000
- Date(s) of duty leave required: 02-09-2019 To 04-09-2019
- How many conference he/she has attended in current financial year: 2
- When did he/she attended the conference: 18-07-2019
- Status: Approved by HOD, But Rejected by Director
- Reason For Rejection of Form: Sessionals are Arriving, so syllabus has to be completed asap

FIGURE 3.8: Application Form and Status

# Chapter 4

## User Dashboard

### 4.1 User dashboard

This System contains most interactive dashboard among employers and employees which is known as User Dashboard. All kind of users are belongs to this dashboard. For designations and authority wise functionality will be provided to each users. This dash board is the media between faculties and higher authority permissions and approval as well as reimbursement. The user dashboards looks like in system as given in Figure 4.1.

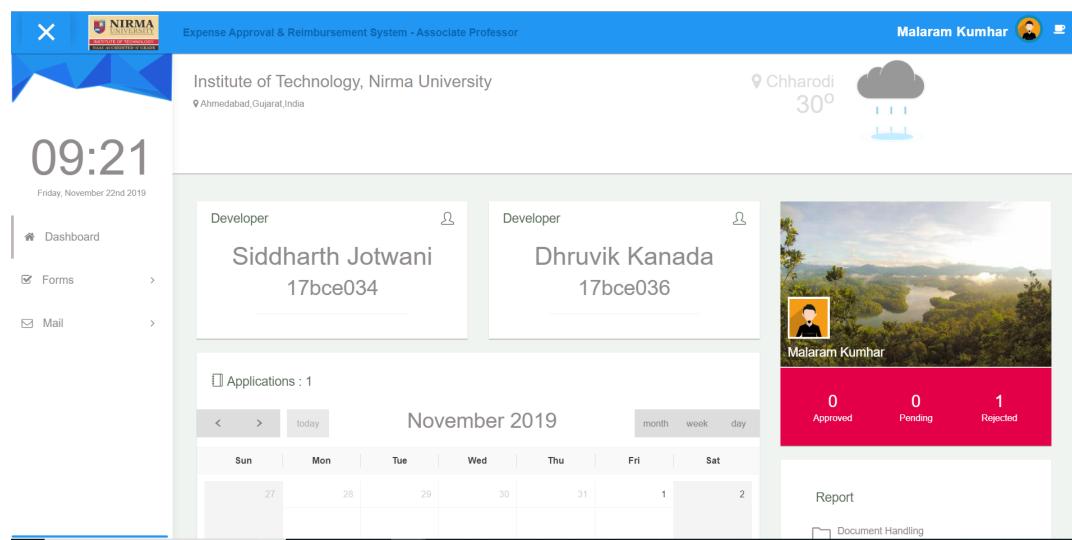


FIGURE 4.1: User dashboard

User dashboard contains information about developers of the system. It's also contains location as well as weather of that particular location, time and date for the system. Calendar is also provided in this user dashboard. User can set any events on that calendar by monthly view or weekly view. User can logout from the system at any instance. User also can see his/ her number of applications which approved, pending or Rejected. User can fill the sttp form and also access mail from directly to the user dashboard.

## 4.2 User Types

In Expense approval and reimbursement system has mainly three kind of users. One is faculty as user, Faculty can apply for the reimbursement against the university or department. Second type of user is Head of the Department and third type of user is Director or Dean of the institute. Some other users can also exists like co-employees of the institutes.

### 4.2.1 Faculty as User

Faculty is the most common user of this system. Faculty can apply for the reimbursement through this system. For getting reimbursement faculty has to fill all the details as given in STTP form. Faculty can checked the status of their applications by sent mail to the HoD as shown in figure 4.2. There will be appear updates for the status of the the applications and also can take a PDF of the application as per figure 4.3. Faculty has to fill the Travelling Allowance and Daily allowance form separately. By approving both faculty will get

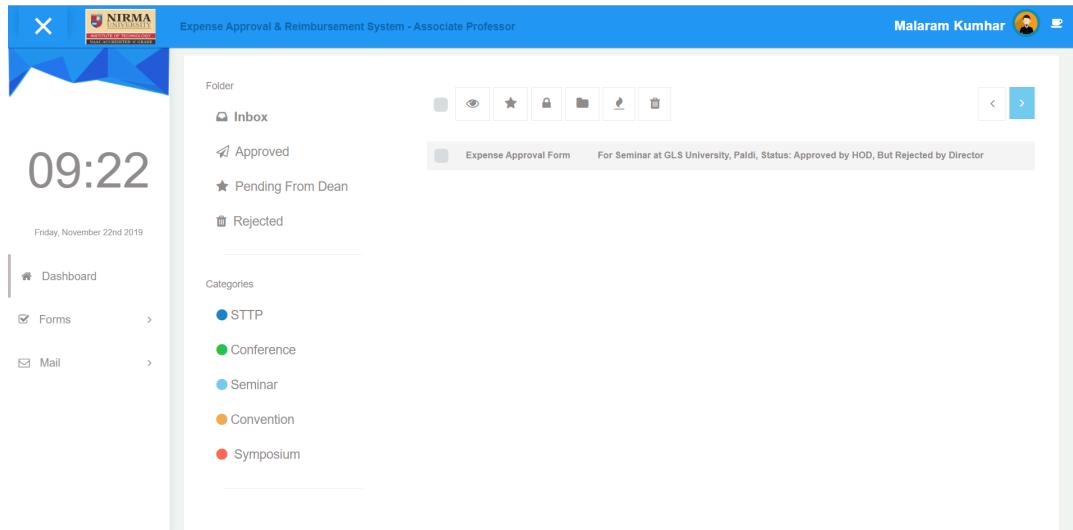


FIGURE 4.2: User Email format



FIGURE 4.3: Application status

reimbursement.faculty can take print outs of the application as well as permission order.

#### 4.2.2 HoD as User

Head of the Department is considered as the higher authority in this system. He/ She has a power to authenticate applicants and react accordingly. Head of the Department can approve or reject the applications of his/ her department's faculties as shown in Figure 4.4. HoD also can apply for the reimbursement to the Dean of the institute.

#### 4.2.3 Dean as User

Dean or Director of the institute is top most authorised person to approve applications for reimbursement. Dean can approve or reject

Budget Provision:

|                       |      |
|-----------------------|------|
| (b) Budget utilized:  | 2000 |
| (c) Budget Available: | 8000 |

Details of Financial assistant required:

|                   |     |
|-------------------|-----|
| Registration Fee: | 500 |
| TA/DA:            | 300 |
| Accommodations:   | NA  |
| Others:           | NA  |

What is total expenditure estimated likely to incur to attend the function?

Date(s) of duty leave required:

How many conference he/she has attended in current financial year:

When did he/she attended the conference:

Approve      Reject

FIGURE 4.4: Application at HoD or Dean for approval

applications which are must approved by the Head of the Departments. The applications of HoD's directly approved by Dean only.

### 4.3 Working Methodology

Applicant or user has to login the system and then fill out the application for reimbursement as shown in figure 4.7. After filling all the details of form applicant has to submit this form. If the applicant is faculty then form will sent to the respective head of the department else form will directly to the Dean of the institute. HoD has to decide whether application is approved or rejected by specific criteria. HoD will get red signal if the amounts for the reimbursement will exceeds than the available budget of particular section. Then the HoD can not approve the application. In case any other reasons like not worthy application for reimbursement then also reject the application. Otherwise approve the applications and the application will be sent the Dean. Dean also decides the application is valid or not for the reimbursement. If application is reject by any case then Dean or HoD can write a reasons for the rejection of application.



FIGURE 4.5: Approved status with permission order and TADA form link

FIGURE 4.6: Travelling Allowance/ Daily allowance Form

Applicant can see the status of application whether approve or reject or the pending from any authority as shown in figure 4.3. If the application is approved by both HoD and Dean then faculty will get the permission order from the Higher Authority as well as link of the Travelling allowance and Daily allowance form as shown in figure 4.5. Faculty can filled out that form by given time period and it will be submitted to the account section as per the figure 4.6. Also faculty has to take the printout of permission order and then submit it to the Deputy Registrar. Deputy Registrar will signed the order and passed it to the Account Section. The format for the permission order is shown in figure 4.8. Account section will verify the application of faculty By TADA and order passed by the Deputy Registrar. If the all requirements were satisfied then account section will reimbursed to the faculty directly in account of faculty through the payment gateway.



## STTP Details

---

1. Email ID : [malaram.kumhar@nirmauni.ac.in](mailto:malaram.kumhar@nirmauni.ac.in)
2. Name : Malaram Kumhar
3. Designation : Associate Professor
4. Department : CSE
5. Select Event which Applicant want to attend : Seminar
6. Scheduled Date : 2019-09-03 to 2019-09-05
7. Paper selected for presentation : Use of Advanced Data Structures
8. Place where the event will be organized : GLS University, Paldi
9. Organizer Detail : PhD Researcher at VIT
10. Benefits to the Institute : NAAC Accreditation Point 1
11. The letter of Invitation and letter of Acceptance of paper attached with the Application : Yes  
Budget Provision :
12. Budget Provision in current year : 5000
13. Budget utilized : 2000
14. Budget Available : 3000  
Details of Financial assistant required :
15. Registration Fee : 500
16. TA/DA : 300
17. Accommodations : NA
18. Others : NA
19. What is total expenditure estimated likely to incur to attend the function? : 3000
20. Date(s) of duty leave required : 2019-09-02 to 2019-09-04
21. How many conference he/she has attended in current financial year : 2
22. When did he/she attended the conference : 2019-07-18

Malaram Kumhar  
Date : 22/11/2019

FIGURE 4.7: PDF format for STTP form for printout purpose

|  |
|--|
|  <p>The logo of Nirma University, featuring a shield with a blue and red design, the text "NIRMA UNIVERSITY" in bold, and "INSTITUTE OF TECHNOLOGY" and "NAAC ACCREDITED 'A' GRADE" below it.</p>   |
| Date : 22/11/2019  |
| <b>ORDER</b>   |
| <p>The Director, Institute of Technology has approved Duty Leave to Mr.<a href="#">Pronoya Bhattacharya</a>,<br/><a href="#">Assistant Professor</a>, Department under the School of Technology, Institute of Technology, Nirma University to attend and present paper titled "<a href="#">Data mining</a>" in the <a href="#">Workshop</a> to be organized by <a href="#">ISTE Students Chapter</a> on <a href="#">05-09-2019</a> to <a href="#">07-09-2019</a>.</p>  |
| <p><b>The same is subject to following conditions :</b></p> <ol style="list-style-type: none"><li>1. He will be treated as on duty for the period covered by the programme with reasonable journey period.</li><li>2. He should report to the organizer well in time.</li><li>3. He should not drop out from the programme.</li><li>4. He has to obtain a certificate of attendance and satisfactory performance from the programme organizer.</li><li>5. He has to hand over the literature/books etc. that might be receiving from the programme to the Institute.</li><li>6. He has to prepare and submit self speaking technical report highlighting the experience/gains of the programme to the Director, Institute of Technology through Head of the Department.</li><li>7. Immediately after return from the programme, he should address a staff meeting with a view to share the knowledge gained from the programme.</li><li>8. The registration fee of Rs.<a href="#">20000/-</a> will be paid by the Institute.</li><li>9. TA/DA will be paid as per rule. In case of claim for conveyance charges, actual points of travel should be mentioned in the TA/DA bill. Also, in case of travel by train/ bus, actual ticket/ related vouchers either in original or certified photocopies should invariably be attached along with TA/DA bills.</li><li>10. He will attend the said programme subject to the condition of availability of budget.</li></ol> |
| <p><i>Deputy Registrar<br/>Institute Of Technology</i></p>   |

FIGURE 4.8: Permission order for the reimbursement

# Chapter 5

## Accounts Dashboard

### 5.1 Accounts Dashboard

Account dashboard is design for the collaboration between employees and the account section. It is logged by the account section's authorised persons. They can manage the budgets and accounts of each department. They handled budget section wise and also reimbursed section wise to the faculty. Accepts TA/DA applications from the applicant and matches the data and then reimbursed to the faculty. Account dashboard looks like in figure 5.1.

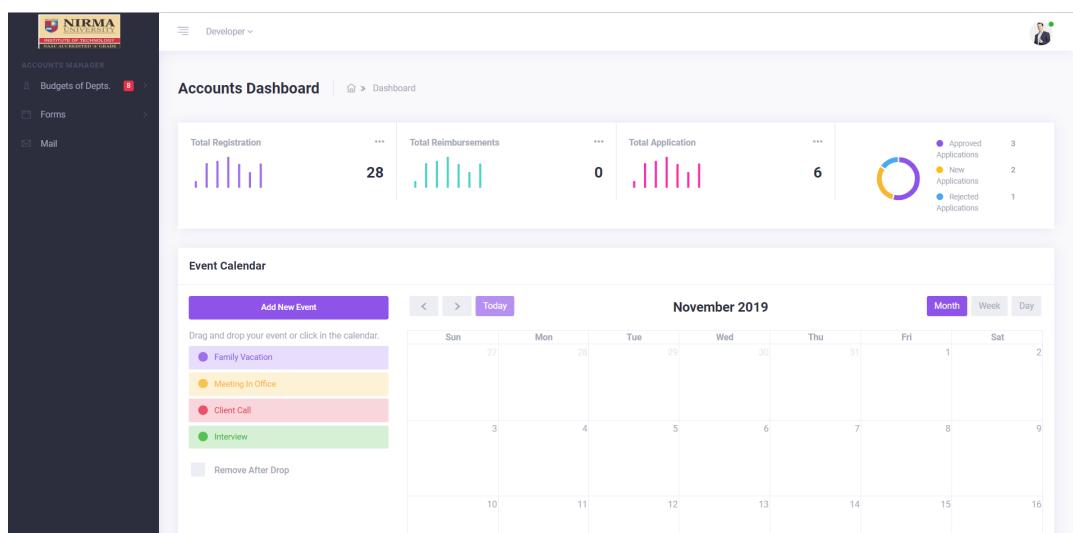


FIGURE 5.1: Accounts Dashboard

| ID | Department | Section | Budget Allocated | Budget Utilized | Budget Available | Update | Delete |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | CSE | UG-IT | 150000 | 100000 | 50000 |  |  |
| 2 | CSE | UG-CE | 130000 | 80000 | 50000 |  |  |
| 3 | CSE | PG-CE | 200000 | 90000 | 110000 |  |  |
| 4 | CSE | PG-IT | 210000 | 120000 | 90000 |  |  |

Showing 1 to 4 of 4 entries

NEW ENTRY

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Templates Hub

FIGURE 5.2: Section wise budget of the Department

## 5.2 Account Section Requirement

Account section is essential for this system because after all reimbursement will be done by itself only. Account section must pay the whatever the amount approved by the Authority of the system as per the rules and regulations of the university. Account section also manage the funding of all sections as shown in figure 5.2.

## 5.3 Working Methodology

Account section will get the Travelling allowance and Daily allowance applications from the applicants as shown in figure 5.3. Deputy Registrar will send permission order for reimbursement of the applicant to the account section. Account section will verify the application of travelling allowance and daily allowance which was submitted by the applicant as shown in figure 5.4. If all the details and proofs are validate then the account section will reimbursed the amount which is ordered by the higher Authority. Reimbursement will be paid directly to the bank account of the applicant by the payment gateway.

The screenshot shows a web-based application titled "Expense Approval Forms Records". The interface includes a sidebar with "ACCOUNTS MANAGER" and "Budgets of Depts." sections, and a main content area with a table titled "Expense Approval Forms Records". The table has columns for ID, Employee Name, Email-ID, Purpose, For Month of, and Delete. One entry is listed: ID 1, Employee Name Vishal Mehta, Email-ID vishal.mehta@nirmauni.ac.in, Purpose Travelling to conference center, For Month of 10-2019, and a Delete button. Navigation buttons for Previous and Next are at the bottom.

| ID | Employee Name | Email-ID                    | Purpose                         | For Month of | Delete                                |
|----|---------------|-----------------------------|---------------------------------|--------------|---------------------------------------|
| 1  | Vishal Mehta  | vishal.mehta@nirmauni.ac.in | Travelling to conference center | 10-2019      | <input type="button" value="DELETE"/> |

FIGURE 5.3: Application Table

The screenshot shows a form titled "Expense Approval Forms Records" for "Input By Vishal.Mehta@Nirmauni.Ac.In, Form ID 9". The form includes fields for Name (Vishal Mehta), Designation (Assistant Professor), Event Type (STTP), Traveling allowance bill for the month of (October, 2019), Basic pay (500), AGP (3000), and Purpose (Travelling to conference cent). Below the form is a table titled "Travelling" with columns for Departure, Date, Place, Time (am/pm), Arrival Date, Place, Time (am/pm), Travelled By, Fare amount, Half Days, Rate of D.A., Total D.A., Conveyance Date, and Frc. Two entries are listed: one from Vadodara to Bhavnagar on 05-10-2019, and another from Ahmedabad to Rajkot on 14-10-2019. At the bottom, there is a section for Certificates with checkboxes for "I have actually performed the journey as per details given in the bill" and "All the expenses mentioned above are my personal expenses".

| Departure    | Date      | Place | Time (am/pm) | Arrival Date | Place | Time (am/pm) | Travelled By | Fare amount | Half Days | Rate of D.A. | Total D.A. | Conveyance | Date | Frc |
|--------------|-----------|-------|--------------|--------------|-------|--------------|--------------|-------------|-----------|--------------|------------|------------|------|-----|
| 1 05-10-2019 | Vadodara  | 18:33 | 05-10-2019   | Bhavnagar    | 06:40 | Bus          | 500          | 3           | 1000      | 1500         | 05-10-2019 | Bh         |      |     |
| 2 11-10-2019 | Ahmedabad | 19:00 | 14-10-2019   | Rajkot       | 09:20 | Rail         | 1000         | 5           | 1000      | 1500         | 15-10-2019 | Ah         |      |     |

FIGURE 5.4: Application for reimbursement

reimbursed amount automatically deducted from the avail balance of the section. That will be manage by the Account section only, No other users can interfere between this.

# **Conclusion**

This report discusses the idea of implementing Expense Approval and Reimbursement System. This System is made for the Institute of Technology, Nirma University's employees' reimbursements. The system tries to make whole procedure of expense approval reimbursement, digital for the faculties of university. All the documentations and permissions regarding expense approval will be done by this software. Permission will be granted by higher Authority and then travelling allowance and Daily allowance will be reimbursed by accounts section to faculty as per department/section wise.

# References

- Tampletehub.net

Thanks for Reading...