

Offshore Cash Form

Offshore Expenses incurred can be claimed using this form



Employee No.	301600	Employee Name	Parag Somani
Location	Karnataka	Location Currency	INR
Employee Band	TEAM RAINBOW	Claim Status	Claim Approved
Expense Category	Offshore - Others	Approver Email ID	karthikeyan.s38@wipro.com
Claimed Amount	800.00	Total Approved Amount	800.00
Claim No.	2003151563	Expense / Bill Date	05/06/2016
Project	Non-project expense	Company Code	WT85

Line-Item History (Offshore - Others)

Conveyance - Sub Total: 800.00 (INR)

Type	Expense / Bill Date	Distance	Unit	Claimed Amount	Limit	From Loc	To Loc	Purpose	Status	Approver Comments
Auto	05/02/2016	15	KM	200.00	200.00	banashankari	koramangla	training	Claim Approved	
Auto	05/02/2016	15	KM	200.00	200.00	koramangla	banashankari	training	Claim Approved	
Auto	05/03/2016	15	KM	200.00	200.00	koramangla	banashankari	training	Claim Approved	
Auto	05/03/2016	15	KM	200.00	200.00	banashankari	koramangla	training	Claim Approved	

Please Note:

- Employee needs to update their ERA bank a/c details in order to get their reimbursement.
- Claim will be processed within 3 working days (Excluding Saturdays, Sundays & Wipro holidays)
- Claims should be supported with original bills and the same should have bill number, date, name, address, Service tax number, VAT number, and Registration number & contact number.
- The bills should not have any overwriting.
- The date on the bills must match with the date of expenses incurred.
- In case of New Joiner and Transfer expenses for Team rainbow employees Rs.3200 & Rs.8400 respectively will be paid centrally. No need to create separate Cash claims.
- SLA of 3days will commence once the claim is scanned and the mail communication (Receipt of documents) is received by the employee.
- Due to month end activity (closing in SAP accounting) there will be 1-2 days delay in settling of the claims invariably between 31st -2nd of the month.
- Notice period expenses which are subjected to income tax will be paid with succeeding payroll provided the claim is processed within 18th of the month.
- For all certification courses TT manager(Talent Transformation) approval is mandatory.
- I) For WT employees- Rajesh Gururaja(rajesh.gururaja@wipro.com)
- II) For WI employees-Automated mail approval from Wisdom.
- Sodexo passes are not reimbursable. Since it is already programmed under your WBP plan for tax savings expenses incurred in the Sodexo is not reimbursable.

