

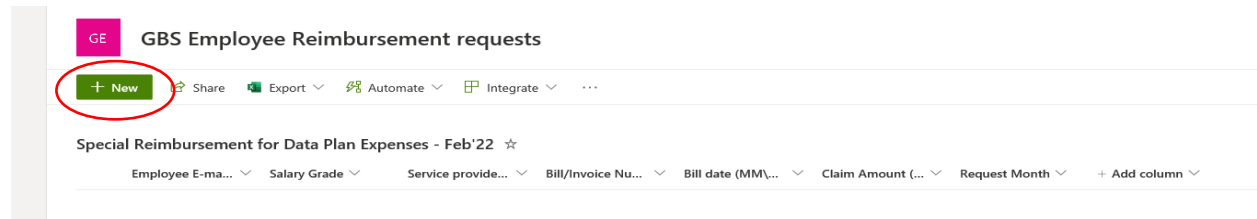
## Steps to follow to submit reimbursement request in share point

**Step 1:** Select below link to submit the claim in share point

[https://azureford.sharepoint.com/sites/GBS\\_EMPL\\_REIMBURSE/Lists/Special%20Reimbursement%20for%20Data%20Plan%20Expenses%20%20Feb2/Employee.aspx](https://azureford.sharepoint.com/sites/GBS_EMPL_REIMBURSE/Lists/Special%20Reimbursement%20for%20Data%20Plan%20Expenses%20%20Feb2/Employee.aspx)

**Step 2:**

Select “New” to create new claim request.



**Step 3:**

Enter the details under respective field appropriately.

A screenshot of the 'Employee Special Data Reimbursement Request' form. The form is titled 'Employee Special Data Reimbursement Request' and contains several fields: 'Employee E-mail ID' (with a dropdown menu), 'Salary Grade' (with a dropdown menu), 'Service provider name' (text input), 'Bill/Invoice Number' (text input), 'Request Month' (text input), 'Bill date (MM/DD/YYYY)' (text input), 'Claim Amount (between INR 1 to 1000)' (text input), and 'Remarks (Optional)' (text input). There is also an 'Attachments' section with a message 'There is nothing attached.' and an 'Attach file' button. At the bottom, a red note states: 'Note: Data charges claimed through this share point cannot be claimed again as part of regular Telephone Reimbursement forming part of FBA'.

**Employee E-mail ID:** Enter your CDS ID and press “Tab” to move to next field

**Salary Grade:** Select your grade from the drop down.

**Service provider name:** Enter the service provider of data connection. (Incass of multiple service provider, update one service provider name)

**Bill/Invoice Number:** Enter the Bill/Invoice number

**Request Month:** Select appropriate month to claim.

**Bill Date:** Select the date from the date sheet. (Update any one bill date for more than one bill)

**Claim Amount :** Update value between INR 1 to 1,000. If bill value is greater than 1,000 then update 1,000. (Combine multiple invoices & submit for single reimbursement for more than one bill)

**Remarks (Optional):** Give remarks as applicable.

**Attachments:** Attach copy of bill/ payment receipt. (For more than one bill/receipt, do multiple attachment for each bill/receipt separately)

**Step 4:**

Select “Save” to submit your claim.

The screenshot shows the 'Employee Special Data Reimbursement Request' form. The 'Save' button is circled in red. The form contains the following fields:

- Employee E-mail ID: Input CDS ID
- Salary Grade: [Dropdown]
- Service provider name: [Text]
- Bill/Invoice Number: [Text]
- Request Month: [Text]
- Bill date (MM/DD/YYYY): Jan\_2022
- Claim Amount (between INR 1 to 1000): Feb\_2022
- Remarks (Optional): [Text]
- Attachments: There is nothing attached. [Attach file]

Note: Data charges claimed through this share point cannot be claimed again as part of regular Telephone Reimbursement forming part of FBA

Once saved, your claim will be submitted, and claim request will be displayed on the screen.

The screenshot shows the SharePoint list 'Special Reimbursement for Data Plan Expenses - Feb'22'. The list contains the following data:

Employee E-mail ID	Salary Grade	Service provider name	Bill/Invoice Number	Bill date (MM/DD/YYYY)	Claim Amount (between INR 1 to 1000)	Request Month
vramya4@ford.com	SG7	Aircel	1234	1/12/2022	999	Feb_2022
vramya4@ford.com	SG7	Aircel	1234	1/12/2022	788	Jan_2022

### Error:

If you try to submit duplicate request, you will receive below error. In order to modify the earlier request, go to [Step 6](#)

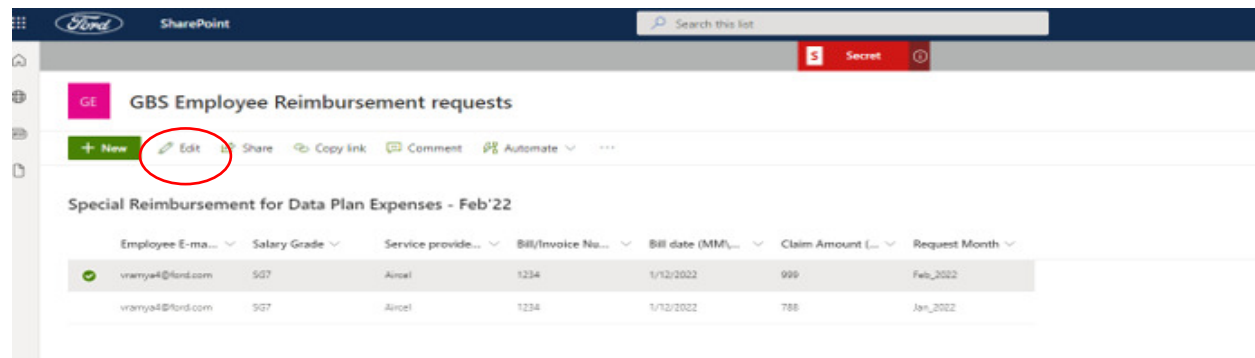
The screenshot shows the 'Employee Special Data Reimbursement Request' form with an error message 'Duplicate Requests Not Allowed' displayed. The form contains the following fields:

- Employee E-mail ID: Bala, Ramya (V)
- Salary Grade: SG7
- Service provider name: Aircel
- Bill/Invoice Number: 12344
- Request Month: Jan\_2022
- Bill date (MM/DD/YYYY): 01/12/2022
- Claim Amount (between INR 1 to 1000): 678
- Remarks (Optional): [Text]
- Attachments: Test.docx (Unsaved) [Attach file]

Note: Data charges claimed through this share point cannot be claimed again as part of regular Telephone Reimbursement forming part of FBA

**Step 5:** Repeat steps 2,3,4 to submit request for another month

**Step 6:** If the claim request needs to modify, select “edit symbol” to modify the details and then repeat steps 3 and 4 to resubmit your request.



## **Frequently Asked Questions**

Q: Will data charges claim be paid as part of regular Telephone Reimbursement form part of FBA or as a separate reimbursement apart from FBA?

A: Data charges will be paid as an additional reimbursement apart from your regular Telephone Reimbursement.

Q: Is there a maximum limit that can be reimbursed?

A: Yes, the maximum amount including taxes is INR 1000/- per month

Q: Is this reimbursement taxable?

A: No, it is non-taxable reimbursement

Q: When will this claim amount be reimbursed?

A: The claim value will be reimbursed along with February'22 salary

Q: Is this applicable for both Pre-paid and Post Paid/broad band?

A: Yes, data charges can be claimed for both Pre-paid and Post Paid

Q: Can I claim previous month's bills?

A: No, you cannot claim previous month's bills.

Q: Please help with type of bills that can be reimbursement during the current cycle.

A: Bill with bill date from last month payroll cut-off date (20<sup>th</sup> December) till current payroll cutoff date (16<sup>th</sup> February) can be claimed. Any bill with bill date prior to 20<sup>th</sup> December can be claimed provided the consumption period is January and February.

Q: I have taken 6 months plan or 1 year plan, so I may not have bills for individual month. So how can I claim data reimbursement?

A: Please split your total bill value into individual month's and claim every month only for the bill value of that month. (Eg: If you have paid 6000 INR for 6 months, please submit the bill and claim 2000 INR ( in total) for the Jan & Feb).

Q: Is SharePoint site accessible throughout the month?

A: SharePoint can be accessed only from the date of communication of email till the cut-off date for the month.

Q: I have a company provide dongle, am I eligible for special data reimbursement?

A: Yes, the employees with company provided dongles are eligible for special data reimbursement.

Q: Should the bill be in my (employees) name to claim reimbursement?

A: Need not be. Bill can be in the name of employee or dependents

Q: Can the balance amount that is over INR 1000/- be claimed in regular Telephone Reimbursement forming part of FBA?

A: Yes, Balance amount can be claimed in line with Telephone reimbursement policy

Q: Which employees are eligible for this reimbursement claim?

A: All GBS SG1-8 Ford employees working remotely will be eligible for this reimbursement

Q: I have more than one bill to claim, how to submit?

A: Please provide the sum of all bills in the value option in share point. Combine all the corresponding bills as one pdf when you attach the bills.