India Domestic Expense User Manual

How to login concur system:

- Concur URL : https://iclaim.lntinfotech.com

- Username   : Your email id.(SSO)

- Password   : Domain password

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How to Create New claim:

1. Login in Concur using https://iclaim.lntinfotech.com/
2. Select start a claim / Start a Report option in home screen.
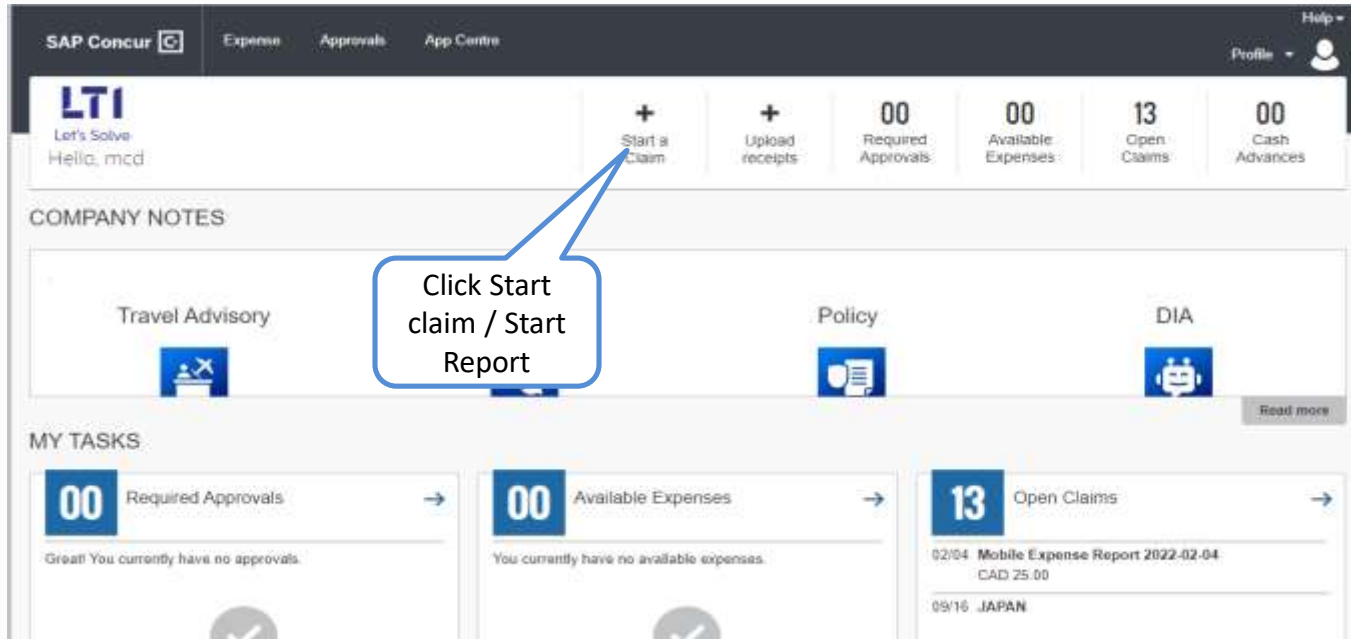
3. Select create new claim.

Travel Expense & Reimbursement Expense:

➢ **Travel Expense (Outside base city expenses):**
- Domestic(Within country and outside your city)
  Any expense while travelling outside your base location within India.
  Eg: Base location : Chennai
    Travelled and did expenses in: Pune

- International(Outside Country expenses)
  Any expense while travelling outside your country .

➢ **Reimbursement Expense (Base city expenses):**
  Any expenses which is incurred in base location within your city.
  Eg: Base location : Chennai
    Travelled and did expenses in : Chennai

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Reimbursement Expense claim Header:

- Select Reimbursement Expense → fill Report name (eg: ps_no_purpose)
- Select next button to move on to claim creation page.

Create Reimbursement Expense > fill Report Name (ps_no_location) > Check the WBS ID is correctly mapped or not.
Do not change any data in Company Code and Cost object id field.
Select Create Claim button.

Create New Claim ✕

Create from an Approved Request

* Required field

Expense Type * ❓
Reimbursement Expenses ⌄

Report Name * ❓
Food Expense

Company Code * ❓ ②
▼ ⌄ (LTIN) Larsen & Toubro Infotech

Cost Object ID * ❓ ④
▼ ⌄ (U.0032-01-01-03) Chennai - DLF II_MIS-Ma...

Cancel   **Create Claim**

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- Select Add Expense to add your expenses.

Reimbursement Expense claim page:

- Once you click "**Add Expense**" button List of Expense line item will be displayed as shown below. Select the desired expense type to claim your expenses.

How to claim Visa Expense:

create a new claim :

How to claim Visa Expense:

Points to be followed :

- If expense done within your base city, select Reimbursement Expense type .
- Attach visa team e-mail approval (screenshot / pdf) in any of your visa related expense line item.
- Read all the yellow alert message, follow the same and submit your claim.

Note: Yellow warning exception is a message for your information.

Expenses that you can claim:

Visa medical   : Visa related expense line item
Cab   : Conveyance line item
Courier   : Courier expenses line item

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- Select Visa related Expenses line item.
- Enter correct visa case id (from iVizon portal)
- Attach bill and attach visa team mail approval.
- Read all the yellow alert message and follow the same and ignore it.
- Save and submit your claim.

How to claim Certification:

There are two types of certification :

- Technical Training and Certification_Reimbursement

- Select Technical Training and Certification_Reimbursement expense line item. Fill all the details, attach your receipt and submit your claim.

Steps to attach the receipts :

- Click on Browse button to select your file and select attach button.
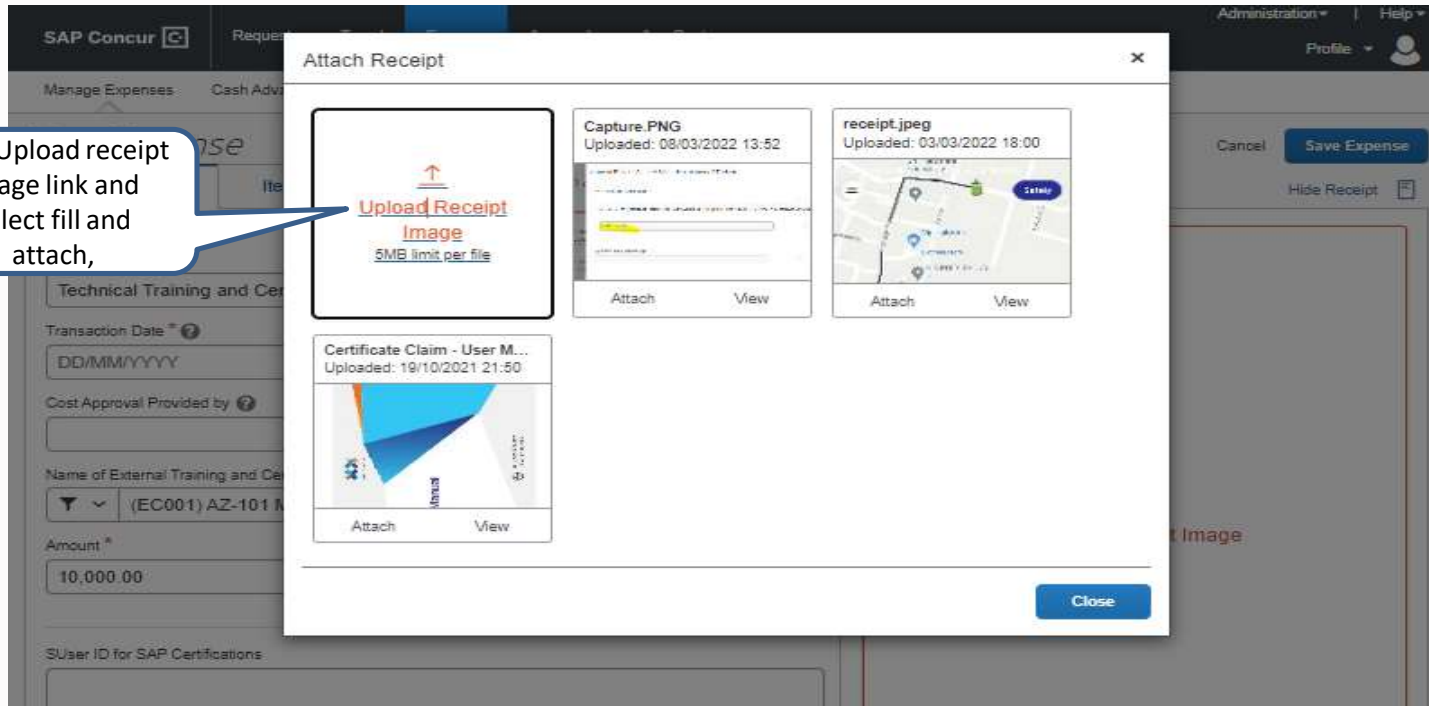
- If you have already attached receipt using Available receipt option, Please select receipts check box and click attach button.
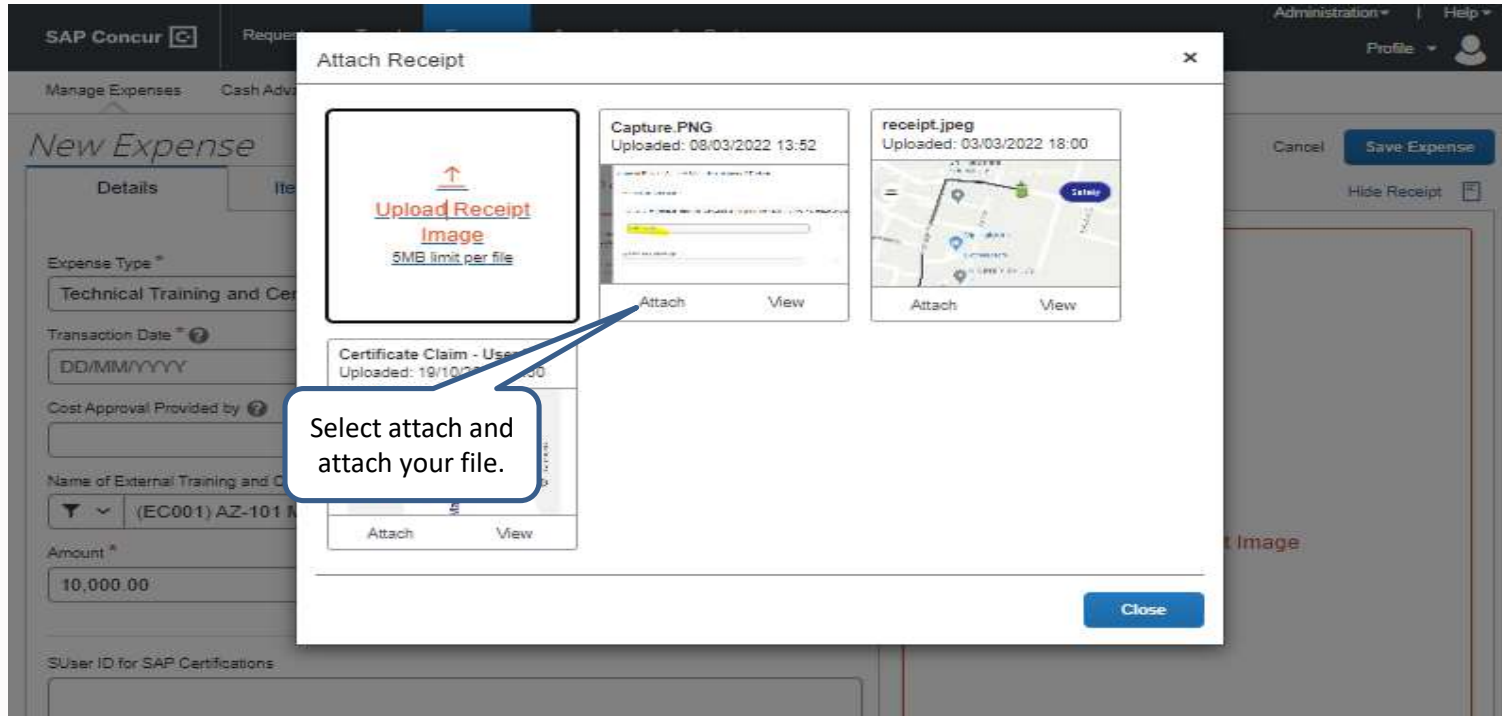
- Review receipt under Receipt image option and save your expense line item.

- Once you add all the data in one line item select save expense.

select save expense.

- Once it is saved you can add other expense line item or click submit claim.

Points to Note for Certification claim:

- Enter correct invoice date under Transaction date.
- Enter correct completion date mentioned in your certificate under Completion date field.
- Attach bills, certificate , cost approval mail from P8/L8/M8/P7/L7/M7 grade.
- Read all the yellow alert message, follow the same and ignore if you already done with it.
- If you did not find any certificate name in concur . Kindly raise ticket in iAssist -> IT Application -> iClaim.
- Once you submit your claim it will route to Technical training team for the approval.
- Once they approve it will flow to Finance team for processing the payment .
- If you did not find certificate in concur, please raise ticket in iAssist -> IT Application -> Create incident -> IT system -> iClaim

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Travel Expense Domestic:

Types of travel:

- Inland travel per deim
- Deputation – LTI office
- Deputation – Client location
- Relocation New Joinee
- Inland Transfer

Inland Travel Per deim:

Points to Note:

- If employee traveling out of base city within same country (15 days max), will be applicable for Inland travel per deim policy.
- Read all the yellow alert message, follow the same and ignore if already done with it.
- Attach bills and all the necessary documents.

Expense that you can claim from April 1'2022 onwards :

- Food Expense : Food and sundries (with voucher)
- Cab   :Conveyance
- Hotel stay   :Accommodation (**Accommodation also booked by company, if it is self-booking then needs to be attached travel team approval mail)**
- Air ticket   :Air fare self booking (if it is done, attach travel team mail approval).

Note: Food and Sundries (without Voucher) is not applicable from April 1´ 2022.
            Conveyance (No voucher) need approval mail from manager and proper comments should be mentioned in expense line item.

Limits for Inland travel per deim (Per day limit):

Country Cluster	Grades	Entitlement	Currency	Proposal	
				Zone 1	Zone 2
India	L1-L8	Accommodation	INR	6500	6000
		Food, Sundry Expenses		2000	
		Local Conveyance		At Actuals	
	E1 & Above	Accommodation		7500	7000
		Food, Sundry Expenses		2500	
		Local Conveyance		At Actuals	

Zone I	Zone II
Mumbai	Others
Delhi	
Pune	
Bangalore	
Chennai	
Hyderabad	
Kolkata	

Deputation – LTI office:

- If you are deputed out of your base location to any LTI office, select "Deputation – LTI office" under domestic category.
- "Food and Sundries deputation" expense line item is only applicable under this category.
- Attach deputation letter and bills mandatorily.

Deputation – Client Location:

- If you are deputed out of your base location to any client location, select "Deputation – Client Location" under domestic category.
- Claim either:
  1a. Food and Sundries   (OR)   2a.   All inclusive without voucher
  1b. Client site deputation allowance   2b.   Client site deputation allowance
- Attach deputation letter and bills mandatorily.

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Deputation claim header:

Claim Header ✕

Visa expense | INR 10,000.00

⚠ Alerts: 2 ⌄

*Required field

Expense Type *❓
| Travel Expenses ⌄ |

Expense Category *❓
| Domestic ⌄ |

Category *❓
| Deputation - LTI Offices ⌄ |

Report Name *❓
| Deputation Expense |

Trip Start Date *
| 01/02/2022 📅 |

Trip End Date *❓
| 28/02/2022 📅 |

Duration *❓
| 28.00 |

AMT Id/Deputation/Transfer Number ❓
| 10644604-ILD-001 |

Company Code * ②
| ▼ ⌄ | (LTIN) Larse...Tech |

WBS ID *❓ ④
| ▼ ⌄ | (U.0032-01-01-03) Chennai - DLF II_MIS-Maint & Support for |

> Enter Deputation number as mentioned in iManage email.

> Add duration manually based on your start and end date.

Cancel   **Save**

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Deputation Limits:

Grade	LTI offices (Other than employee's base location)	Deputed to Client Locations (Other than Employee's Base Location)		
	Company provided accommodation – Food and Sundry Allowance	Company provided accommodation – Food and Sundry Allowance	All Inclusive Without Voucher	Client-Side Deputation Allowance
Trainee/G/A	6,000	8,500	9,000	2,500
BXX and Band 3	6,500	9,500	10,000	3,500
Band 2 and Above	7,000	10,000	11,000	3,500

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How to claim Inland Transfer:

Claim Header   ✕

Visa expense | INR 10,000.00

⚠ Alerts: 2   ⌄

* Required field

Expense Type * ❓
[Travel Expenses ⌄]

Expense Category * ❓
[Domestic ⌄]

Category * ❓
[Inland transfer ⌄]

Report Name * ❓
[Deputation Expense]

Trip Start Date *
[02/02/2022 📅]

Trip End Date * ❓
[03/02/2022 📅]

Duration * ❓
[2.00]

AMT Id/Deputation/Transfer Number ❓
[10644604-ILD-001]

Company Code *   ❷
[▼ ⌄] (LTIN) Larsen & Toubro Infotech

WBS ID * ❓   ❹
[▼ ⌄] (U.0032-01-01-

Enter transfer number as mentioned in iManage email.

Enter start date and end date as per the date mentioned in your transfer letter

Cancel   [Save]

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Expense that can claim in Inland transfer:

Expense types:

- Transfer Reimbursement Allowance
- Conveyance (BUS/Train ticket only) **Other conveyance expenses cover under Initial/One time settlement allowance, which is paid through salary by HR.**
- Transfer- Moving Charges

How to claim Relocation expense(New joinee):

Expense that can claim under Relocation category:

Expense that can claim under Relocation:
- Accommodation (Accommodation also booked by company, if it is self-booking then needs to be attached travel team approval mail).
- Conveyance
- Food and Sundries (with voucher)
- Transfer Moving charges

Claim Status :

- **Pending External Validation:** once you submit your claim , it will move to pending external validation, which will get clear automatically. If it is not cleared more than 5 hrs or one day. Please raise ticket in iAssist -> IT Application -> iClaim.

- **Pending with Audit :** Once claim reached "Pending with Audit " step, it will be route to Finance team for further processing and once they approve it will move to your approver.

- **Pending with Supervisor approval** : Once claim reached "Pending with Supervisor approval" step, it will move to your supervisor approval. To check the approver flow, open your claim > Details > Approval flow > Click on the bold WBS ID(project id) to see approver names. Once all level approval is done payment will be processed.

- **Approved and Financial posting failed :** Please ignore if the claim status is "Approved and Financial posting failed". This will be taken care by Finance team .

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Approval flow:

Level 1: IRM (Immediate Reporting Manager) (M4 grades / P3 Grades)
Level 2: IRM's Reporting Manager. (M5 grade and above)
Level 3: GFO team (processing team).

Note:
- If L1 approver is M5 and above grade, L2 approver will not be applicable.
- Once the claim is processed by GFO, the claim entry will be accounted in SAP and payment will be made to the employee.
- For any payment related query, raise ticket in iAssist -> F&A.
- For any concur portal related query, raise ticket in iAssist -> IT Application -> iClaim.

Helpdesk & Escalation Matrix:

For any further assistance, you can raise ticket in iAssist -> IT Application -> iClaim category.
For any further payment query raise ticket in iAssist -> F&A

## Employee Reimbursement Escalation Matrix- India & FTS

Category	Level 0	Level 1	Level 2	Level 3
	Raise a ticket (SLA 2 working days)	if query is not resolved within 2 working days of raising a ticket	if query is not resolved within 2 working days at level 1	if query is not resolved within 2 working days at level 2
India	Raise a ticket on Service Now https://iassist.lntinfotech.com/>Create Incident >F&A	PoonamR Ganediwal PoonamR.Ganediwal@lntinfotech.com	Vinay Tambe Vinay.tambe@lntinfotech.com	Viren Pathare Viren.Pathare@lntinfotech.com
Foreign Travel Settlement		Vinuta Deshpande Vinuta.Deshpande@lntinfotech.com		

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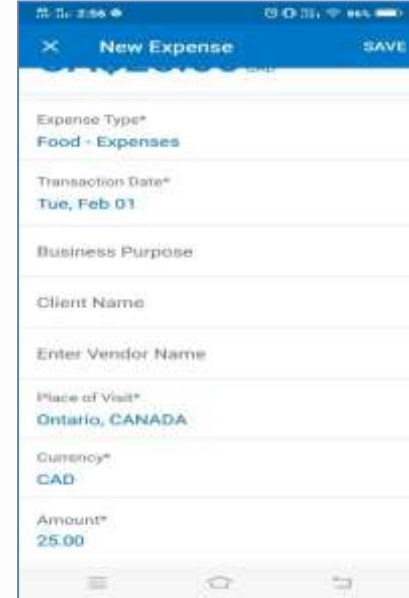
Steps for Mobile Setup:

Step 1 : Download the SAP Concur App from Play store(Android) or Appstore(i.Phone)

Step 2 : Install the App

Step 3 : Open the App and provide email id.

LTI
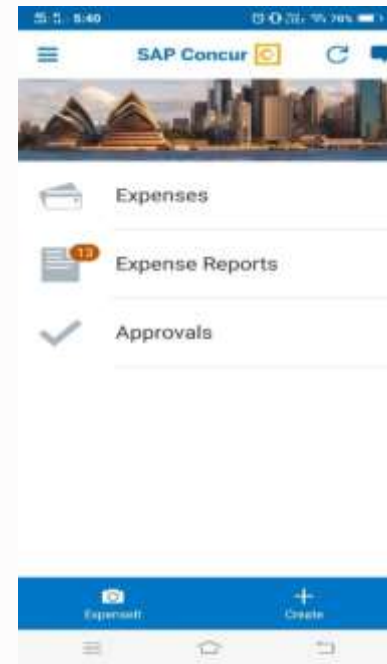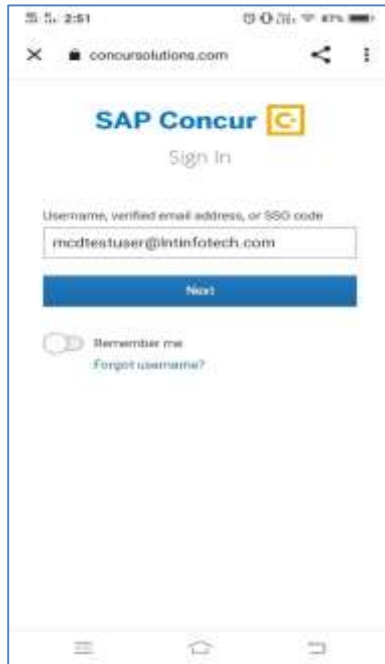
How to create Expense Claim via Mobile:

☐ View receipt images taken via Expense IT created while on travel.

☐ Enter the Details in the respective fields.

☐ You can select expense from expense types.

☐ you can add Expense by clicking on " Add Expense Tab"

Let's Solve