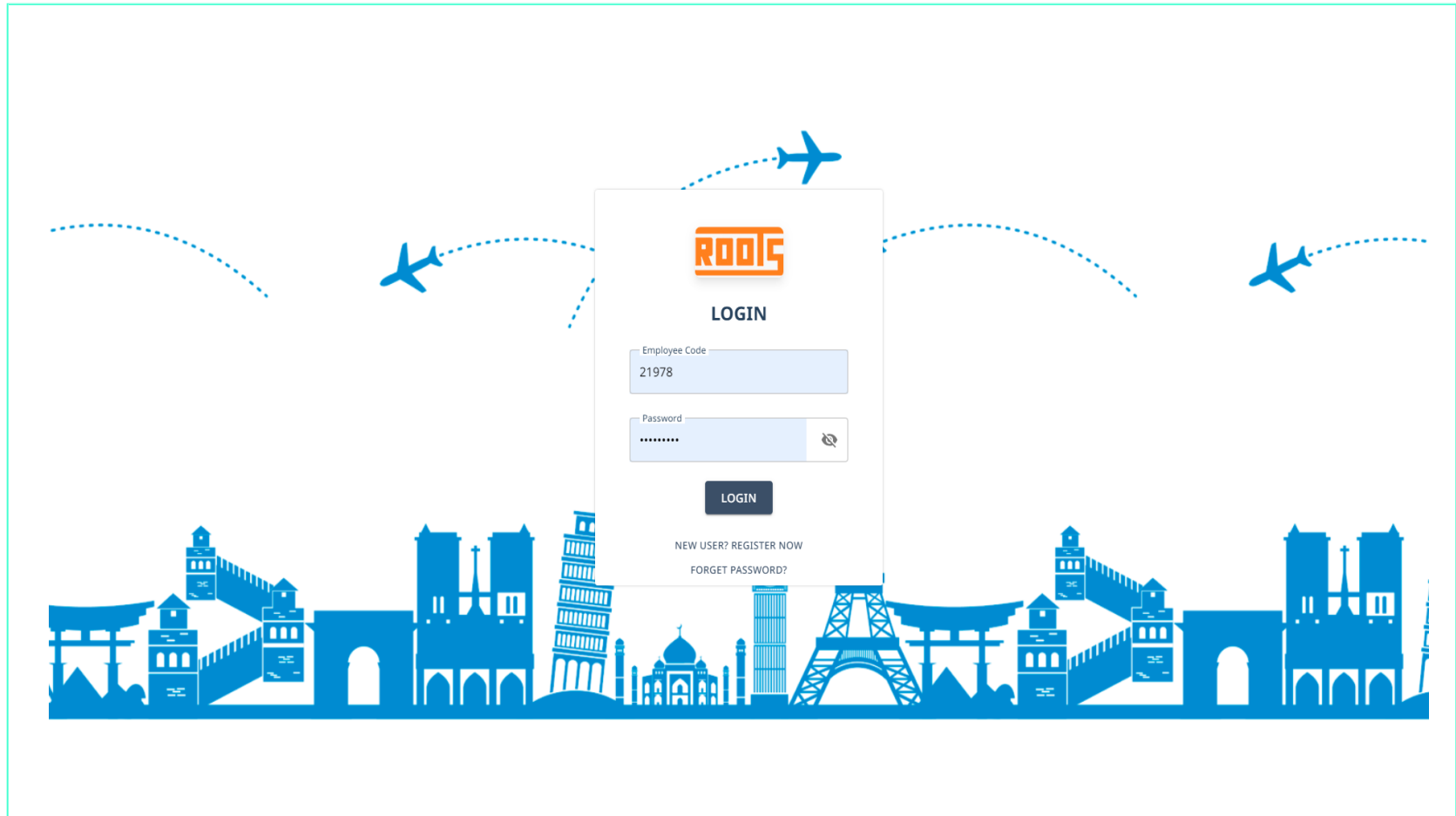


## Login screen(IT admin)



The login screen features a central white form with the ROOTS logo at the top. Below the logo is the word "LOGIN". The form contains two input fields: "Employee Code" with the value "21978" and "Password" with masked characters "\*\*\*\*\*". A "LOGIN" button is positioned below the password field. At the bottom of the form, there are two links: "NEW USER? REGISTER NOW" and "FORGET PASSWORD?". The background is a light blue gradient with a blue silhouette of a city skyline at the bottom, including recognizable structures like the Eiffel Tower and Leaning Tower of Pisa. Three blue airplanes are shown flying across the sky with dotted lines indicating their paths.

**ROOTS**

**LOGIN**

Employee Code  
21978

Password  
\*\*\*\*\*

**LOGIN**

NEW USER? REGISTER NOW  
FORGET PASSWORD?

## New user registration



### LOGIN

Employee Code  
131039

Password  
.....

LOGIN

NEW USER? REGISTER NOW **1**  
FORGET PASSWORD?



### 2 REGISTRATION

Employee Code\*  
131039

Password\*  
.....

Confirm Password\*  
.....

REGISTER

← BACK TO LOGIN

← Employee Code

← New Password

← Confirm Password

← Click to register

## Forgot Password



### LOGIN

Employee Code

131039

Password

.....



LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD?



②

### Forgot Password

Employee Code\*

← Employee Code


FORGOT PASSWORD

← Click forgot password

← BACK TO LOGIN

ROOTS

Reimbursement Claim


DINESHBABU.K

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[Local Conveyances](#)
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## My Travel & Conveyances

OUTSTATIONS

Total	Approved	Rejected	Pending
0	0	0	0

₹ TRAVEL EXPENSES

Total	Approved	Rejected	Pending
0	0	0	0

LOCAL CONVEYANCE


Total	Approved	Rejected	Pending
6	6	0	0

# User profile



ROOTS

Reimbursement Claim


DINESHBABU.K

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Profile

<b>Name</b> Dineshbabu.K	<b>Employee Code</b> 21978	<b>Department</b> Information Technology
<b>Email</b> dineshbabuk@roots.co.in	<b>Mobile No</b> 9894060383__	<b>Company Name</b> ROOTS INDUSTRIES INDIA PRIVATE LTD
<b>Company Short Name</b> RIL	<b>Grade Name</b> O3	<b>Bank Account No</b> 058701511875
<b>Bank Ifsc code</b> 10000000000	<b>Reports To</b> 21991 - Ariyanayagam.A	

# Change Password

A screenshot of a web form titled "CHANGE PASSWORD". The form is centered on a light blue background decorated with a blue silhouette of a city skyline at the bottom and two blue airplanes flying in the sky with dotted lines indicating their paths. The form contains four input fields: "Username" with the value "131039", "Old Password\*", "New Password\*", and "New Confirm Password\*", all masked with dots. Below the fields is a dark blue button labeled "CHANGE PASSWORD" and a link labeled "← BACK TO LOGIN PAGE".

**CHANGE PASSWORD**

Username

Old Password\*

New Password\*

New Confirm Password\*

**CHANGE PASSWORD**

[← BACK TO LOGIN PAGE](#)

ROOTS

Reimbursement Claim

DINESHBABU.K

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Master Access  
Password Reset

Master Access

Company\*

RIL

×

Q

Employee Name\*

Ramu D [131035]

×

▼

Department\*

HR

×

▼

Respected Company\*

RIL

×

▼

Q Search

Employee Name	Employee Code	Company	Conveyance Category	Grade	Respected Company	Actions
Dineshbabu.K	21978	RIL	IT	O3	RIL	
Ariyanayagam.A	21991	RIL	HR	O3	RIL	
Rangaraju A	21179	RIL	Travel Expense	T2	RIL	
Ragunathan K	211420	RIL	Local Conveyance	SM4	RIL, RPC, RCPL	
Kumar M	101072	RMCL	Local Conveyance	M4	RMCL, RKNCH, AAS, RAPPL	

Rows per page: 10
1-5 of 5

←


↺


SAVE & SUBMIT


Click save & submit


ROOTS


Reimbursement Claim


 DINESHBABU.K ▾

 Home

 It Admin ▾

 Local Conveyances ▾


 Outstation ▾

 Report Chart ▾

Password reset


Company\*

RIL




Employee Name\*

Ramu D [131035]



RESET PASSWORD

 Click reset password



ROOTS

Reimbursement Claim

 DINESHBABU.K ▾

 Home  It Admin ▾  Local Conveyances ▾  Outstation ▾  Report Chart ▾

## Local Conveyance List for Claim

CLAIM ALL



+ NEW CONVEYANCE

### Company Owned Vehicle and Own Vehicle (Pending for Claim)

Company Name	From Place	To Place	Date	Vehicle Number	Mode of Transport	KiloMeters	Food Amount	Food With Guest Amount	Total Expense	Actions
No Items Found										

### Public Transport (Pending for Claim)

Company Name	From Place	To Place	Date	Travelled By	Food Amount	Food With Guest Amount	Total Expense	Actions
No Items Found								

### Food Expense (Pending for Claim)

Company Name	Food Amount	Food With Guest Amount	Date	Total Expense	Actions
RIL	978	0	13/Feb/2024	978	 

# New Conveyance



Local Conveyance

<

↺

SAVE

Company Name

RIL

×

Q

Conveyance Date

2/19/2024

📅

Travel Mode\*

Public Transport

×

▼

Purpose

Official

From Place

RMCL Factory

▼

To Place

Kolkata

▼

Travel By\*

Bus

×

▼

Travel Amount

₹ 0

^

▼

☒ Food (Optional)

Hotel Name

Enter Hotel Name

Food Amount

₹ 0

^

▼

UPLOAD FILE

☒ Food With Guest (Optional)

Guest Company

Guest Company

Members

Enter Members Name

separated by comma

Members Count

Enter the Members Count

^

▼

Hotel Name

Enter the Hotel Name

Food With Guest Amount

₹ 0

^

▼

UPLOAD FILE

# My Claimed Conveyance



ROOTS


Reimbursement Claim



 DINESHBABU.K ▾

 Home  It Admin ▾  Local Conveyances ▾  Outstation ▾  Report Chart ▾


## Local Conveyance

 + NEW CONVEYANCE

Select Date\*  
29/Mar/2024 → 29/Apr/2024 

  Search

 PENDING  REJECTED  APPROVED

Date	Conveyance Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
29/Apr/2024	100	978	0	1078	For HOD Approval	Pending	

Rows per page: 10 ▾ 1-1 of 1 |< < > >|

Click more details

# My Claimed Conveyance details



ROOTS

Reimbursement Claim

DINESHBABU.K

Home
It Admin
Local Conveyances
Outstation
Report Chart

Conveyance LOC43

EDIT

Name

Dineshbabu.K

Date

29/Apr/2024

Employee Code

21978

Department

Information Technology

Status

Pending

Assigned To

21991 - Ariyanayagam.A

Travel Amount

100

Food Amount

₹ 978

Food With Guest Amount

₹ 0

Total Expense

₹ 1078

Total Kilometer

0 KM

Date	From Place	To Place	Vehicle Details	Kilometer	Conveyance Amount	Transport Bill	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Receipt
13/Feb/2024	-	-	-	0	0	-	Merchant: TEST	978		-	-	-
29/Apr/2024	Head Office	Chennai	Bus	0	100		-	-	-	-	-	-

Total Conveyance - ₹ 1078

Timeline

29-Apr-2024 11:32 am


Dineshbabu.K 21978 Created Conveyance

29-Apr-2024 11:32 am

System Assigned to Ariyanayagam.A for Approval

ROOTS

Reimbursement Claim

 DINESHBABU.K ▾

 Home  It Admin ▾  Local Conveyances ▾  Outstation ▾  Report Chart ▾

## Outstation

  + NEW TRAVEL


↑  
Click new travel

Select Date\*



  Search

 PENDING  REJECTED  APPROVED

Trip Code	Created On	Trip Name	Departure	Destination	Trip Duration	Purpose	Advance	Status	For More Details
TOK21	29/Apr/2024	Roots	Kolkata		From:29/Apr/2024   To:29/Apr/2024	Meeting		Pending	

Rows per page: 10 ▾ 1-1 of 1 |< < ↑ > >|

Click More detail

Home
Local Conveyances
Outstation
Report Chart

Travel

<
↺
SAVE & SUBMIT

Company Name
RIL

Visited For
RIL

Trip Name
Test

Trip Type
Intrastate

Office to be visited
RMCL Factory

Person to be met
Raghu

Purpose
Meeting

Date
25/04/2024 → 26/04/2024

Trip Start Time
02:00

Departure
Kolkata

Destination
Enter the Destination

+ ADD

Destinations

☒ Require Advance

Stay/Daily Allowance
₹ 0

Conveyance
₹ 0

Other Expenses
₹ 0

Total
₹ 0

Advance required on
Select the Date

☒ Add Employee

Company
Employees Name
Employees Code

Company
Employees\*

+ ADD

# New Travel details



ROOTS

Reimbursement Claim

DINESHBABU.K ▾

Home

It Admin ▾

Local Conveyances ▾

Outstation ▾

Report Chart ▾

Travel TOK21

<

↺

Trip Type	Trip Name	Date	Timeline	
Domestic	Roots	29/Apr/2024 To 29/Apr/2024		
Purpose	From	Status	29-Apr-2024 11:35 am	<div> <div></div> <div>Dineshbabu.K 21978 Created Trip</div> </div>
Meeting	Kolkata	Pending		
Department	Assigned To		29-Apr-2024 11:36 am	<div> <div></div> <div>System Assigned to Ariyanayagam.A for Approval</div> </div>
Information Technology	Ariyanayagam.A			

# Travel Expense



ROOTS

Reimbursement Claim

DINESHBABU.K ▾

Home
It Admin ▾
Local Conveyances ▾
Outstation ▾
Report Chart ▾

Expenses

Select Date\*

25/03/2024 → 25/04/2024

Outstation Travel

Travel Expense

<

+ NEW EXPENSE

APPROVED TRIPS

PENDING

REJECTED

APPROVED

1

Q

Search

Expense Code	Trip Code	Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
EXP3	TOK4	Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	<div> <div></div> <div></div> </div>
EXP4	TOK5	Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	<div> <div></div> <div></div> </div>
EXP5	TOK6	Unofficial Trip	34050	34050	0	Approved	Waiting for Payment	15/Apr/2024	<div> <div></div> <div></div> </div>
EXP6	TOK13	Office Trip	9487.5	9487.5	1050	Approved	Waiting for Payment	24/Apr/2024	<div> <div></div> <div></div> </div>
EXP7	TOK14	Official Trip	8987.5	8987.5	3300	Approved	Waiting for Payment	24/Apr/2024	<div> <div></div> <div></div> </div>
EXP8	TOK11	Official Tour	5137.5	5137.5	1000	Approved	Waiting for Payment	24/Apr/2024	<div> <div></div> <div></div> </div>
EXP9	TOK15	Chennai Trip	3787.5	3787.5	0	Approved	Waiting for Payment	24/Apr/2024	<div> <div></div> <div></div> </div>

Rows per page: 10 ▾

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<

>

↑

↓

Click more details

Click print

ROOTS

Information Technology



# New Expense



Home
Local Conveyances
Outstation
Report Chart

Expense

Trip Code\*  
TOK16

Date\*  
25/04/2024

SAVE & SUBMIT

Expense Categories

Travel

Travel By\*  
Air

Merchant\*  
AirIndia

Class\*  
1st A/C

From Place\*  
Chennai

To Place\*  
America

Amount\*  
₹ 27000

UPLOAD FILE

onBordingImg1.png (99 KB)

+ ADD

Stay

You can claim stay amount of ₹1600/per day for this city

☐ Is Multiple Stay

City Name\*  
Ahmedabad

Hotel\*  
Mumbai

Total Amount\*  
₹ 0

Beverage(Optional)  
₹ 0

☐ Add Employee

UPLOAD FILE

+ ADD

Daily Allowance

☐ Is Multiple DailyAllowance

City Name\*  
Aurangabad

Amount\*  
₹ 850

Your Daily Allowance is as per Policy & Unable to Edit it.

+ ADD

Food with Guest

Guest Company\*  
RIL

Merchant\*

Person Name\*

No of Person\*

Amount\*  
₹

UPLOAD FILE

+ ADD

Start Date	End Date	From Place	To Place	Transportation Mode	Expense Category	Total Amount	Attachment	Actions
No Items Found								

Remark

# Travel Expense details



## Travel Expense EXP10

< ↺ EDIT

### Trip TokenNo

TOK16

### Trip Date

25/Apr/2024 To 26/Apr/2024

### Trip Status

Pending

### Timeline

### Expense Amount

₹ 29275

### Exceeded Amount

₹ 0

### Company Name

RIL

25-Apr-2024 4:02 pm



Muthurangaswamy K 131140  
Created Expense

25-Apr-2024 4:02 pm



System Assigned to Ravichandran. S for Approval

### Department

Quality Assurance

### Grade








O4

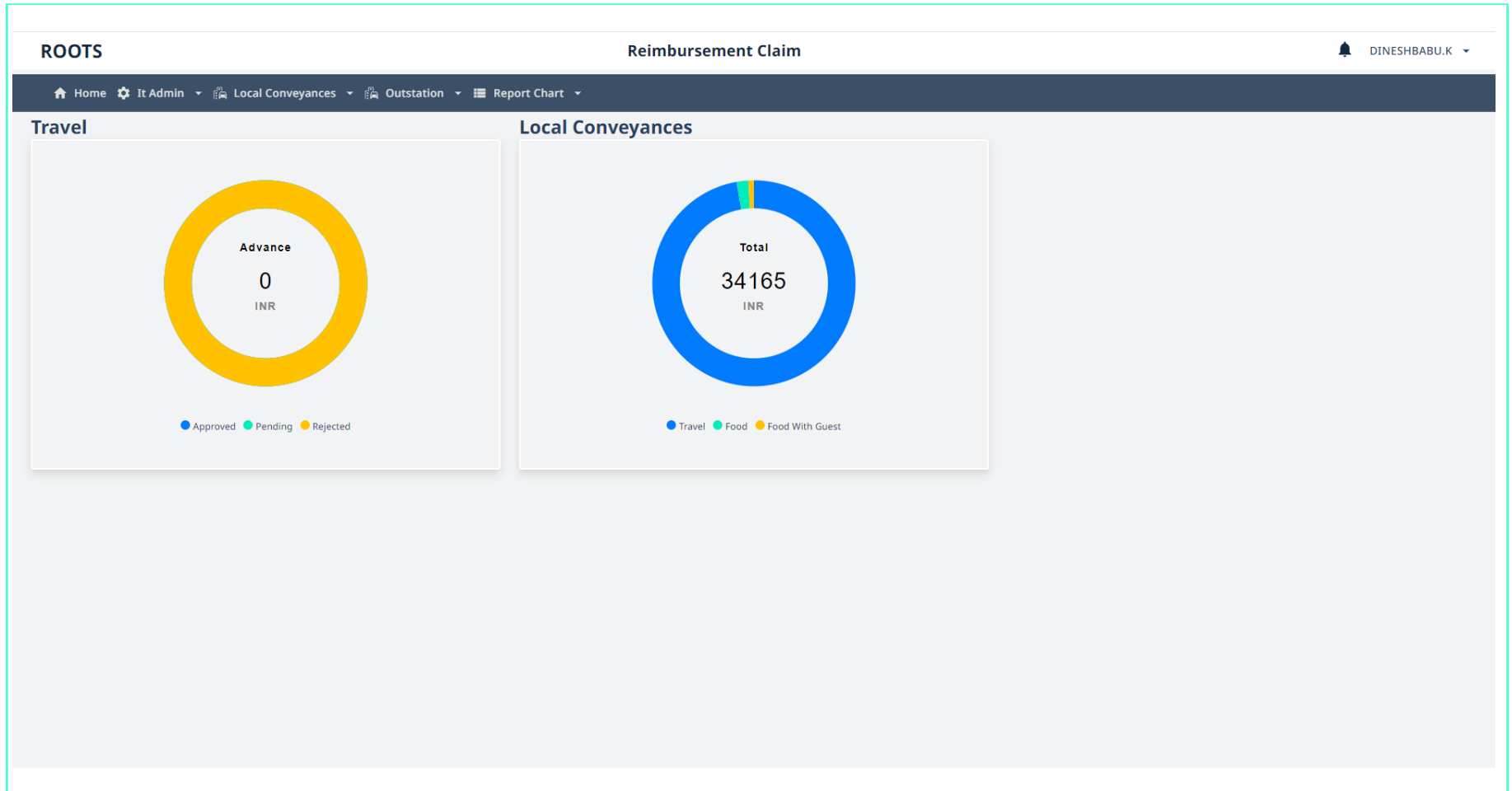
### Expenses

StartDate	EndDate	Category	Amount	Receipt
25/Apr/2024	25/Apr/2024	Daily Allowance   City: Aurangabad	850	
25/Apr/2024	25/Apr/2024	Travel   Merchant: AirIndia   From: Chennai   To: America	27000	
26/Apr/2024	26/Apr/2024	Stay   Merchant: Mumbai   City: Ahmedabad	1000	
26/Apr/2024	26/Apr/2024	Daily Allowance   City: Ajmer	425	

# Travel Expense print



 <b>ROOTS INDUSTRIES INDIA PRIVATE LTD</b> <b>COIMBATORE - 641 006</b>					
EXPENSE DETAILS					
 <b>Muthurangaswamy K - 131140 - RIL</b>		 <b>Description:</b> Meeting			
 <b>Trip Details:</b> Coimbatore to Bangalore,Madurai		 <b>Department:</b> Quality Assurance			
 <b>Trip Duration:</b> 20Apr2024 To 21Apr2024 (2 Days)		 <b>Bank Account No.:</b> 615201504319			
Date	Category	Merchant Name	Exceeded Amount	Amount	
20/04/2024	Stay	Taj Motel	0	450	
20/04/2024	Daily Allowance		0	425	
21/04/2024	Daily Allowance		0	425	
20/04/2024	Travel	Nellai Express	0	900	
21/04/2024	Travel	Indigo	0	25000	
<div> <b>Advance Amount: 4475</b>  <b>Expense Amount: 27200</b>  <b>Exceeded Amount: 0</b>  <b>Approved Amount: 27200</b>  <b>Discrepancy: 0</b>  <b>Total Amount: 22725</b> </div>					
Amount in words: Rupees Twenty Two Thousand Seven Hundred Twenty Five only.					
Prepared By	Checked By	Approved (HOD)	Sanctioned (Finance)	Cashier	Signature
Muthurangaswamy K (131140 )		Ravichandran. S (131362 ) (12/Apr/2024)	Rangaraju A (21179 ) (12/Apr/2024)		



THANK YOU