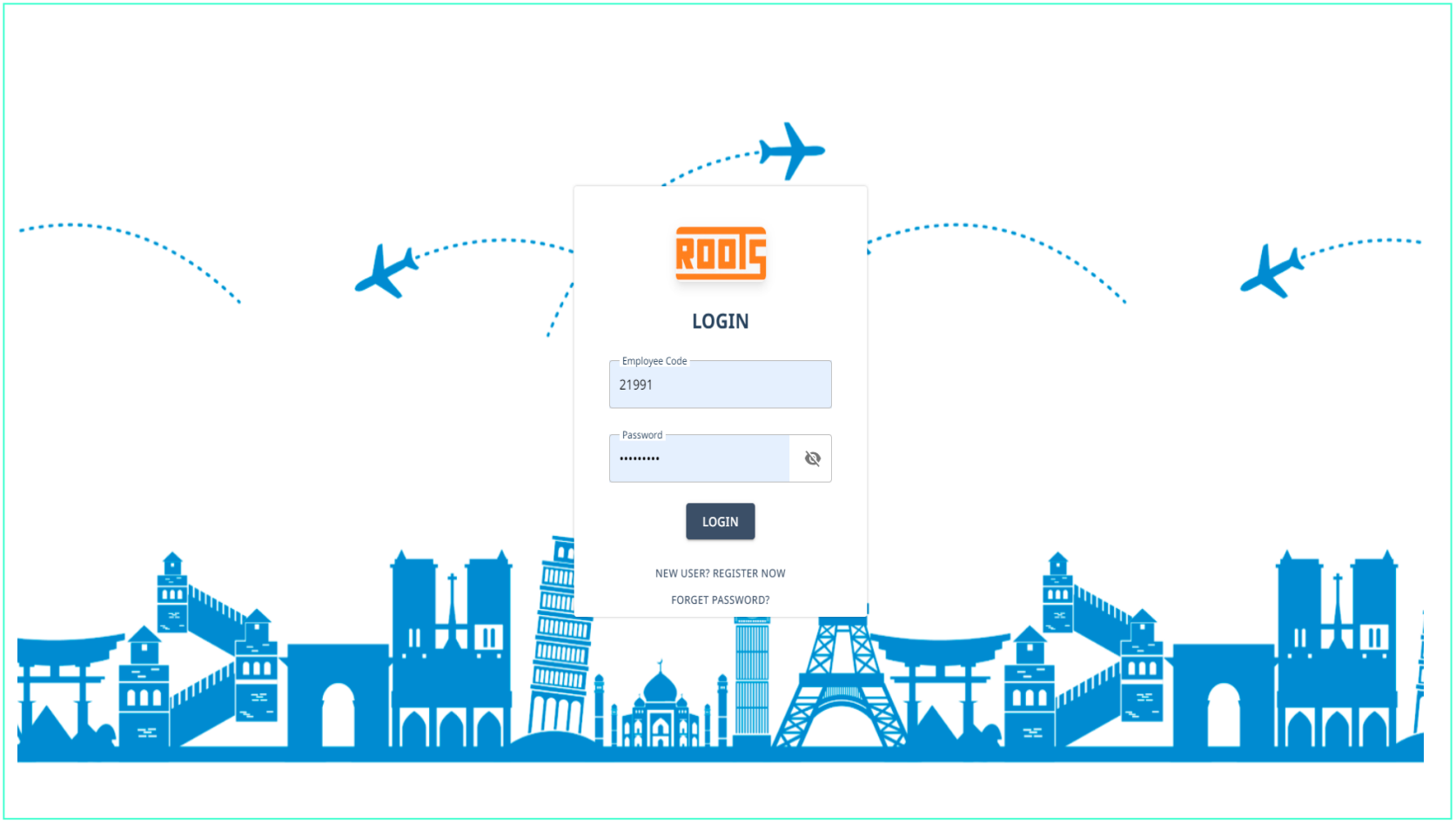
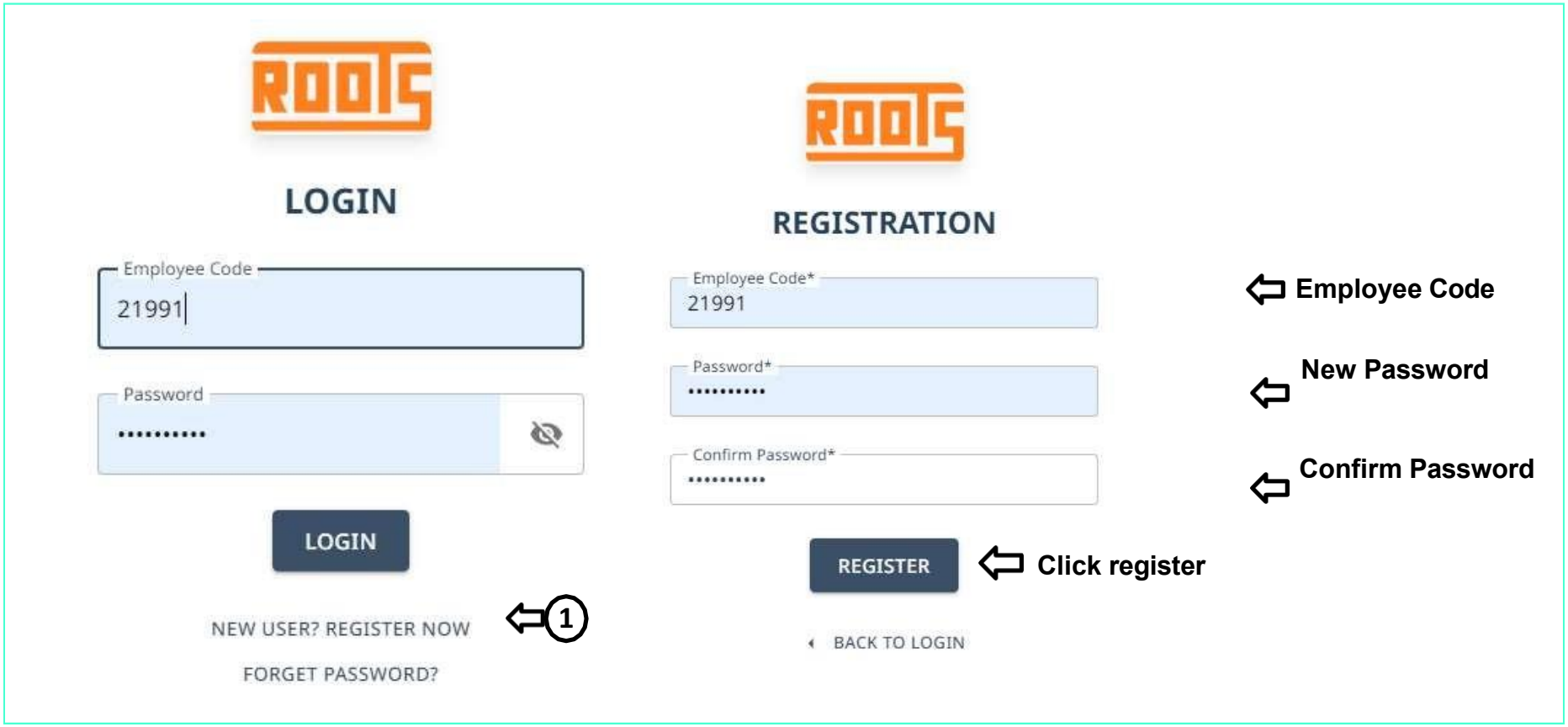
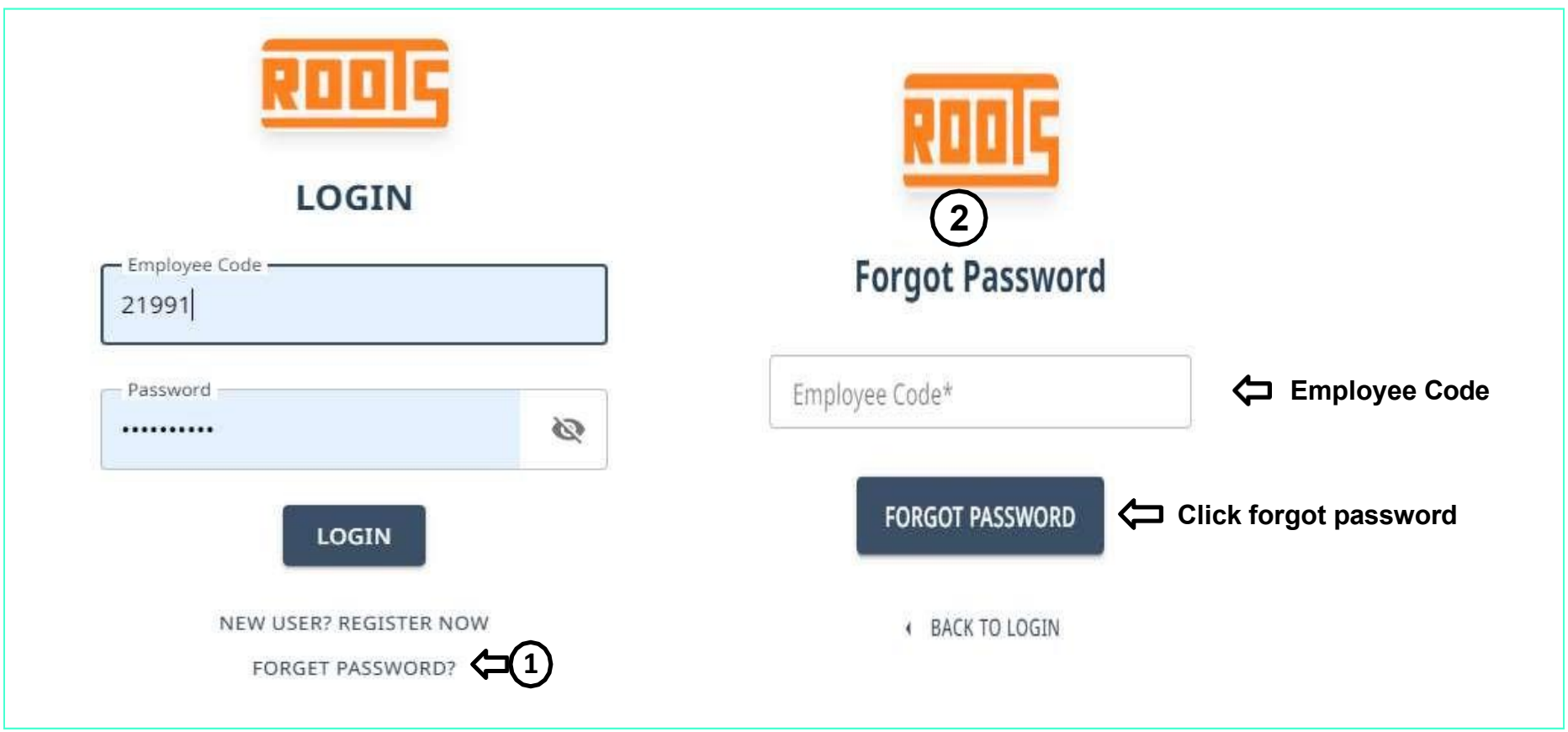
Login screen(HR)



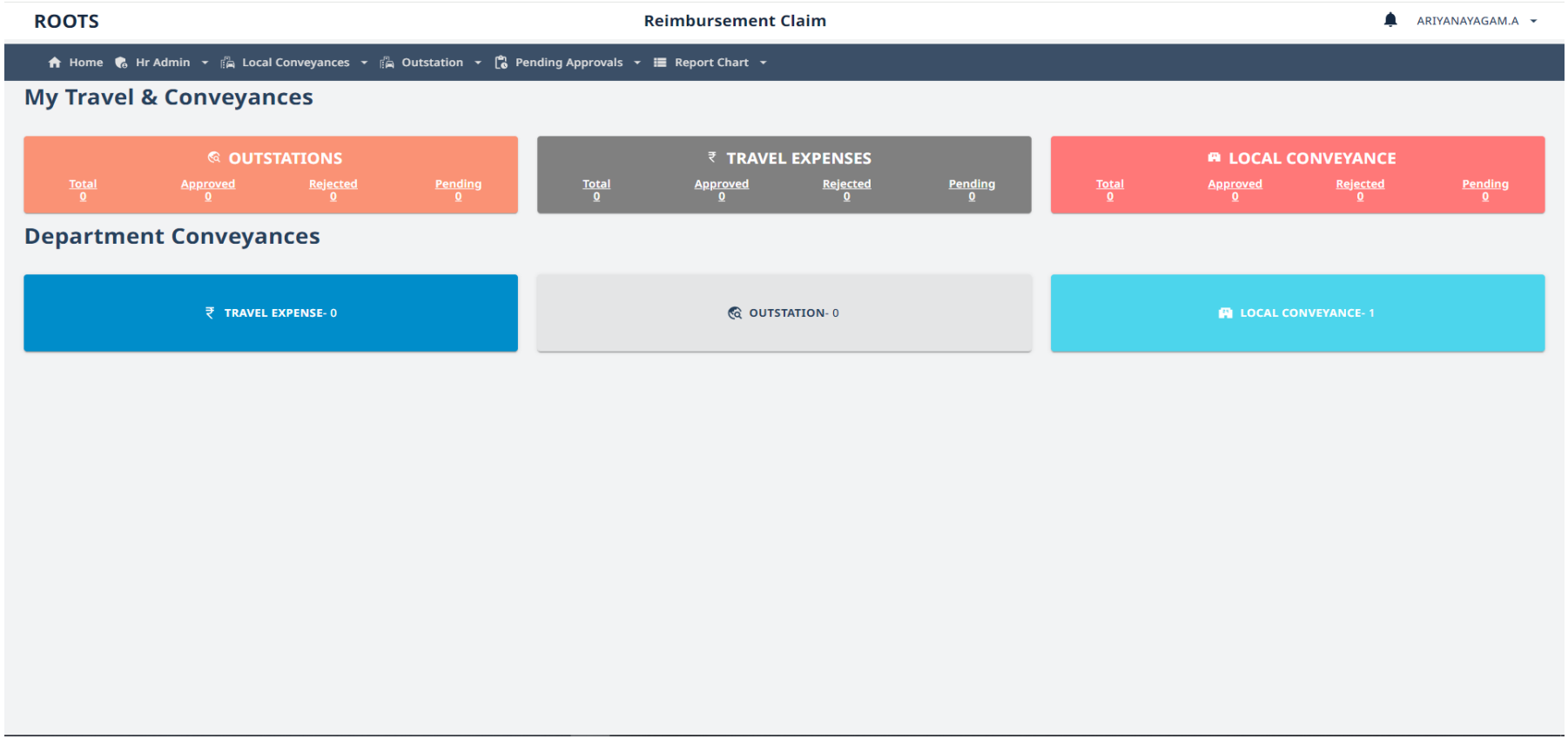
New user registration



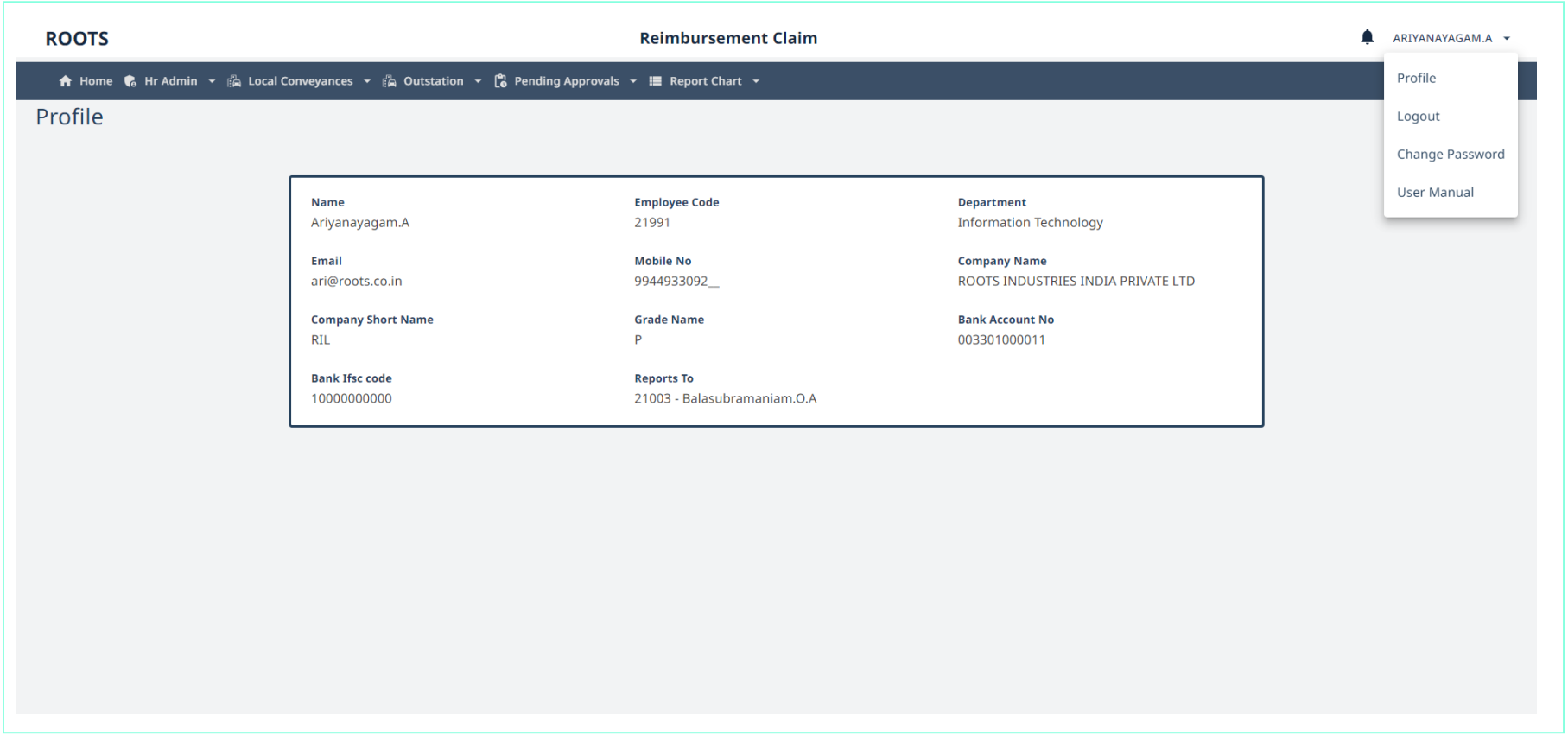
Forgot Password



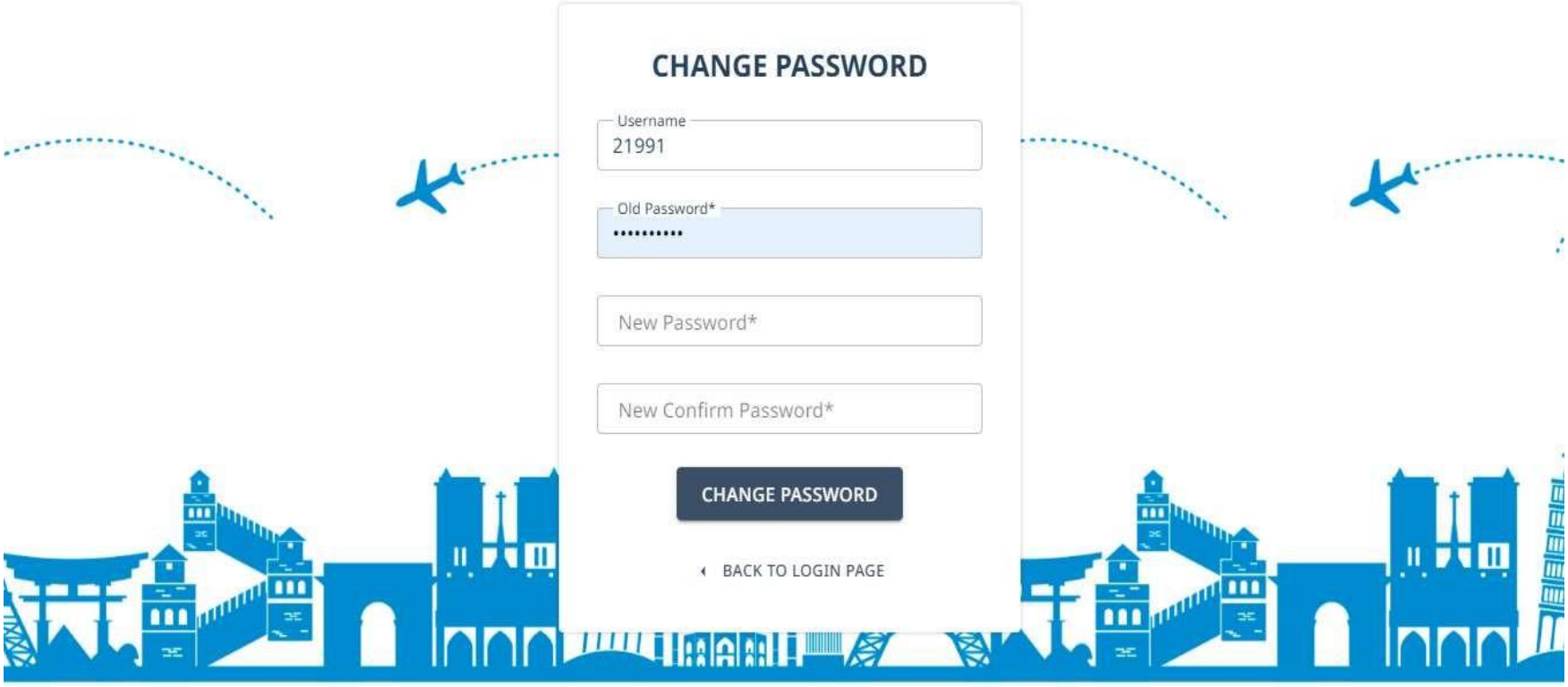
Dashboard Screen



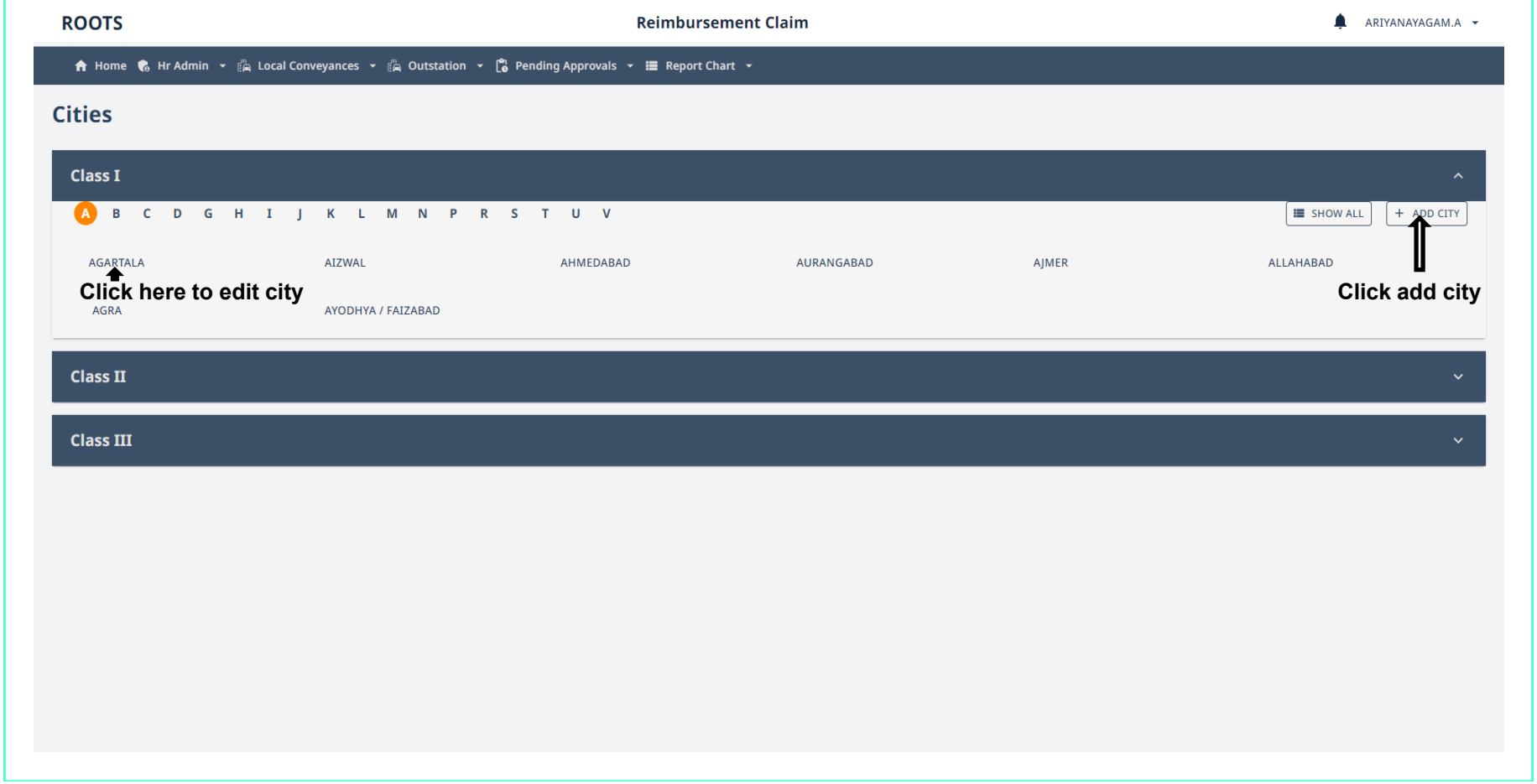
User profile



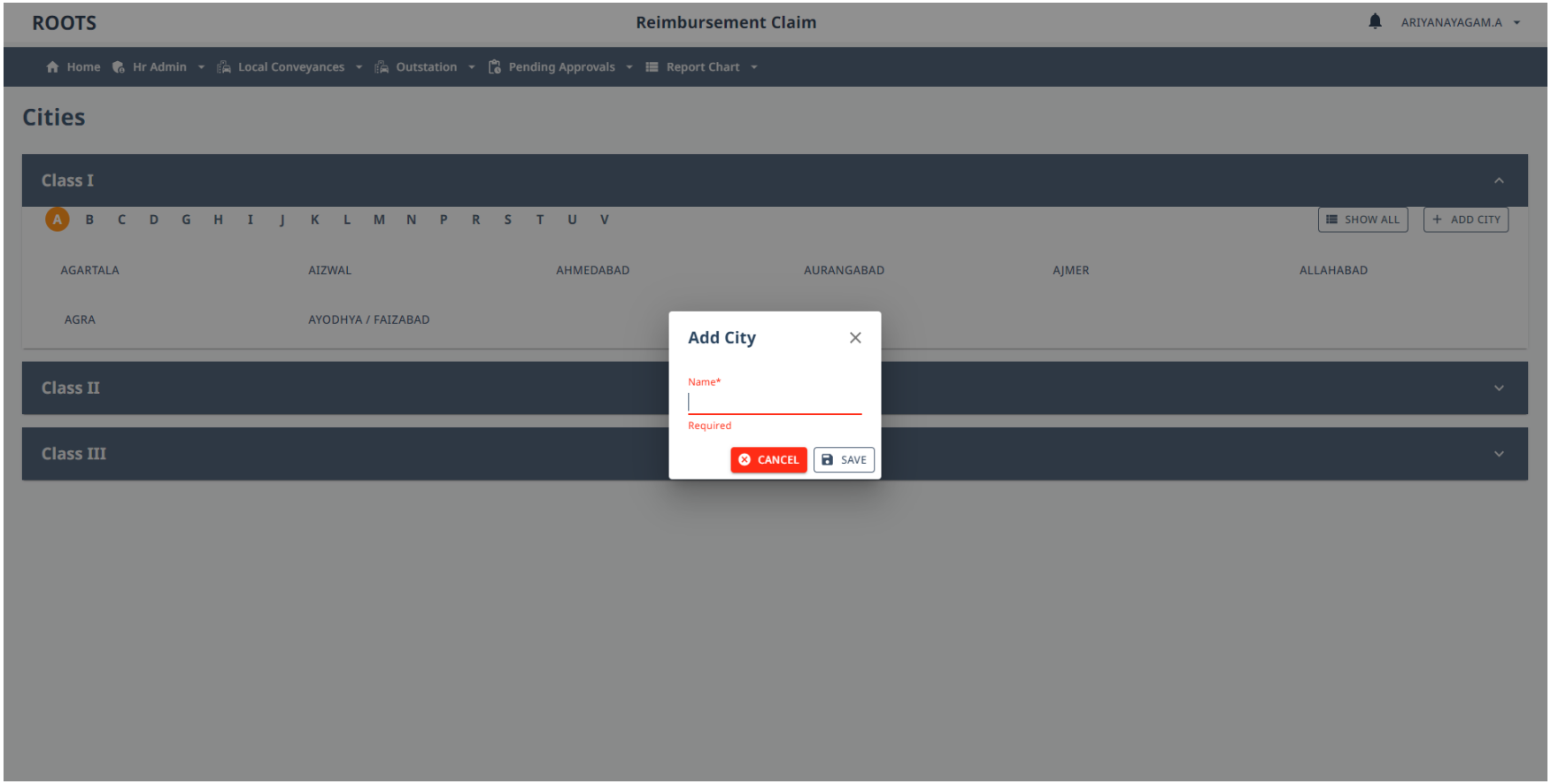
Change Password



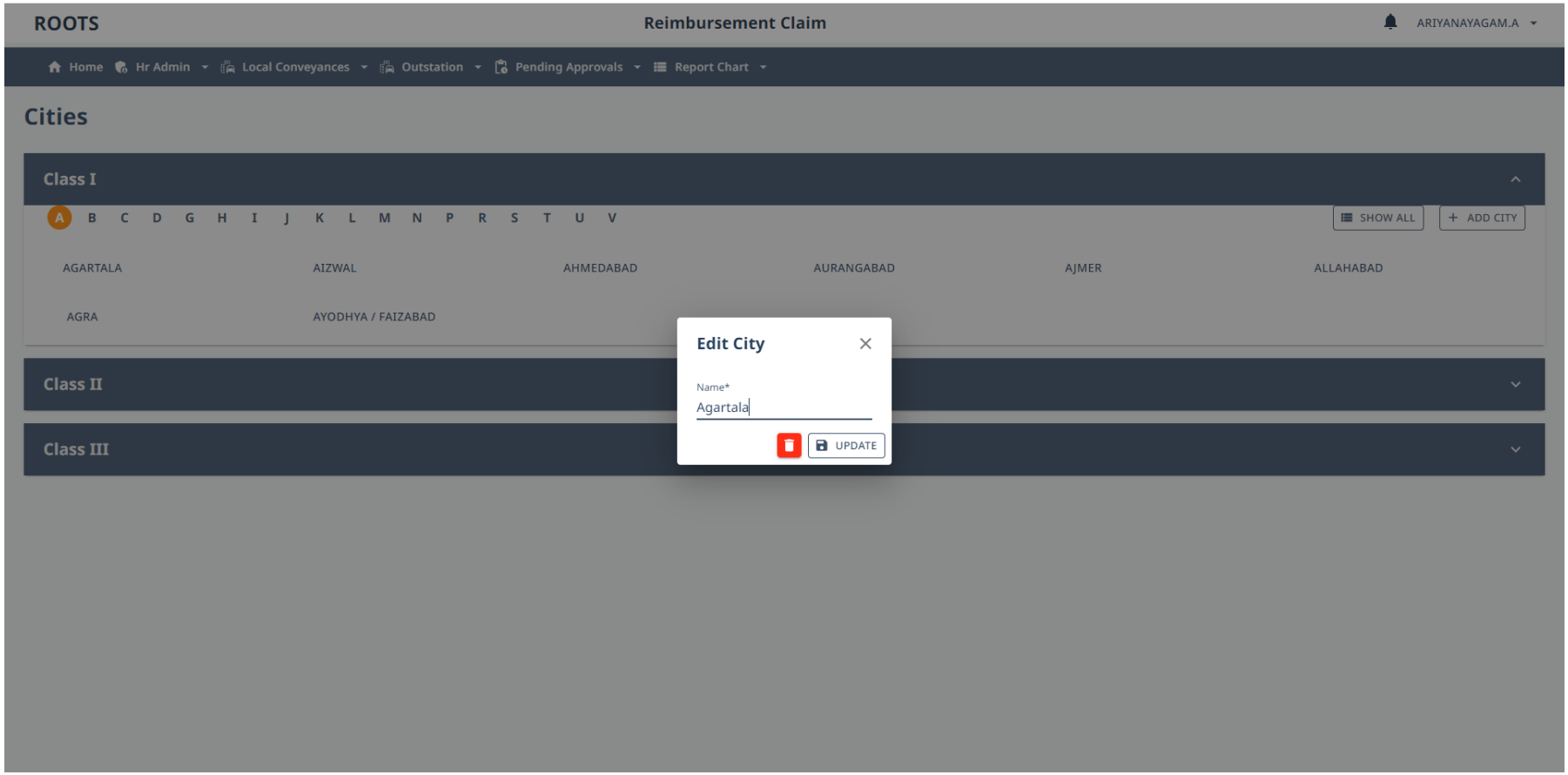
Cities


ROOTS
Reimbursement Claim
ARIYANAYAGAM.A
Home
Hr Admin
Local Conveyances
Outstation
Pending Approvals
Report Chart
Cities
Class I
A B C D G H I J K L M N P R S T U V
SHOW ALL
ADD CITY
AGARTALA
AIZWAL
AHMEDABAD
AURANGABAD
AJMER
ALLAHABAD
AGRA
AYODHYA / FAIZABAD
Click here to edit city
Click add city
Class II
Class III

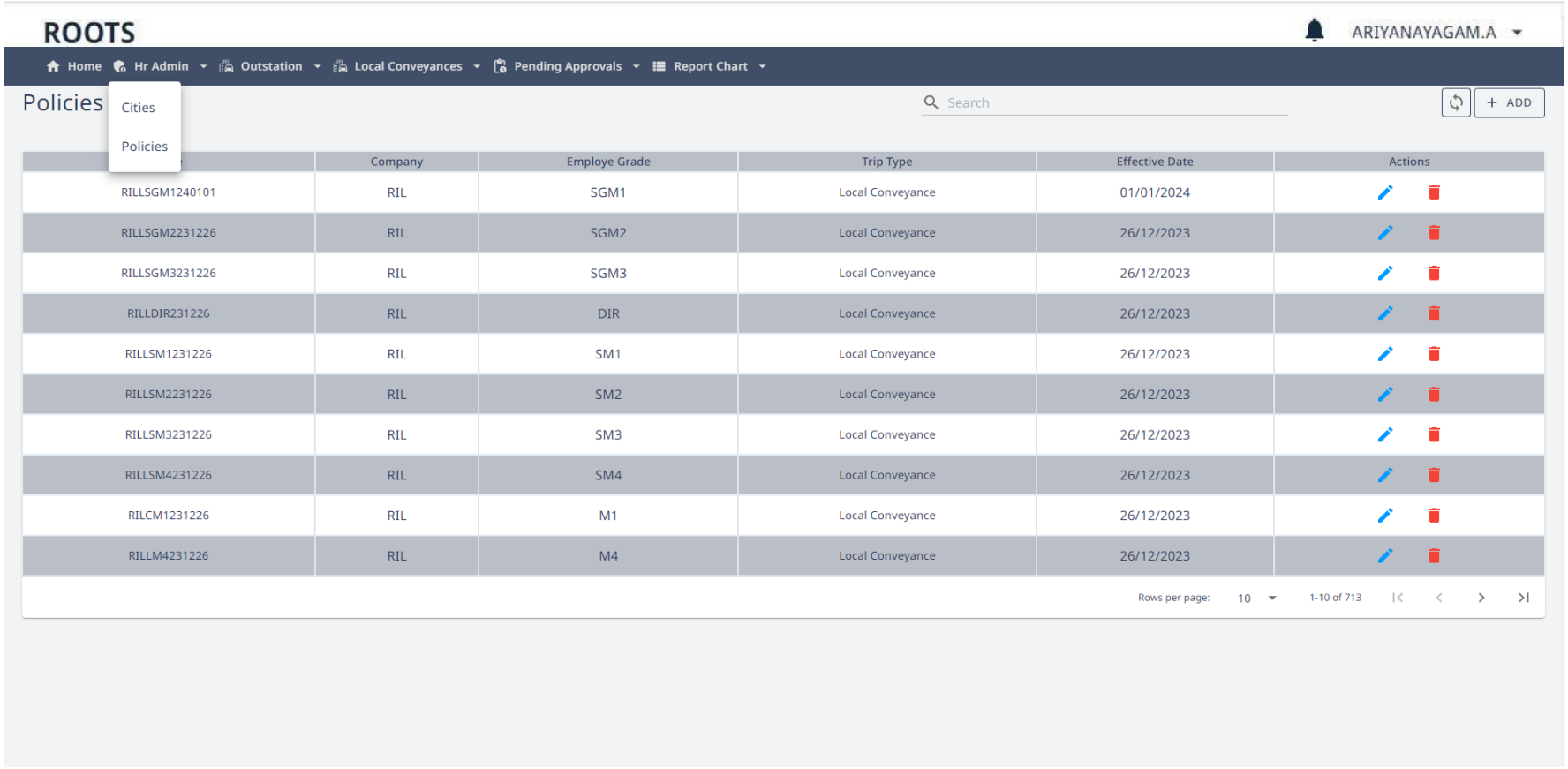
Add City


ROOTS
Reimbursement Claim
ARIYANAYAGAM.A
Home
Hr Admin
Local Conveyances
Outstation
Pending Approvals
Report Chart
Cities
Class I
A B C D G H I J K L M N P R S T U V
SHOW ALL
ADD CITY
AGARTALA
AIZWAL
AHMEDABAD
AURANGABAD
AJMER
ALLAHABAD
AGRA
AYODHYA / FAIZABAD
Class II
Class III
Add City
Name*
Required
CANCEL
SAVE

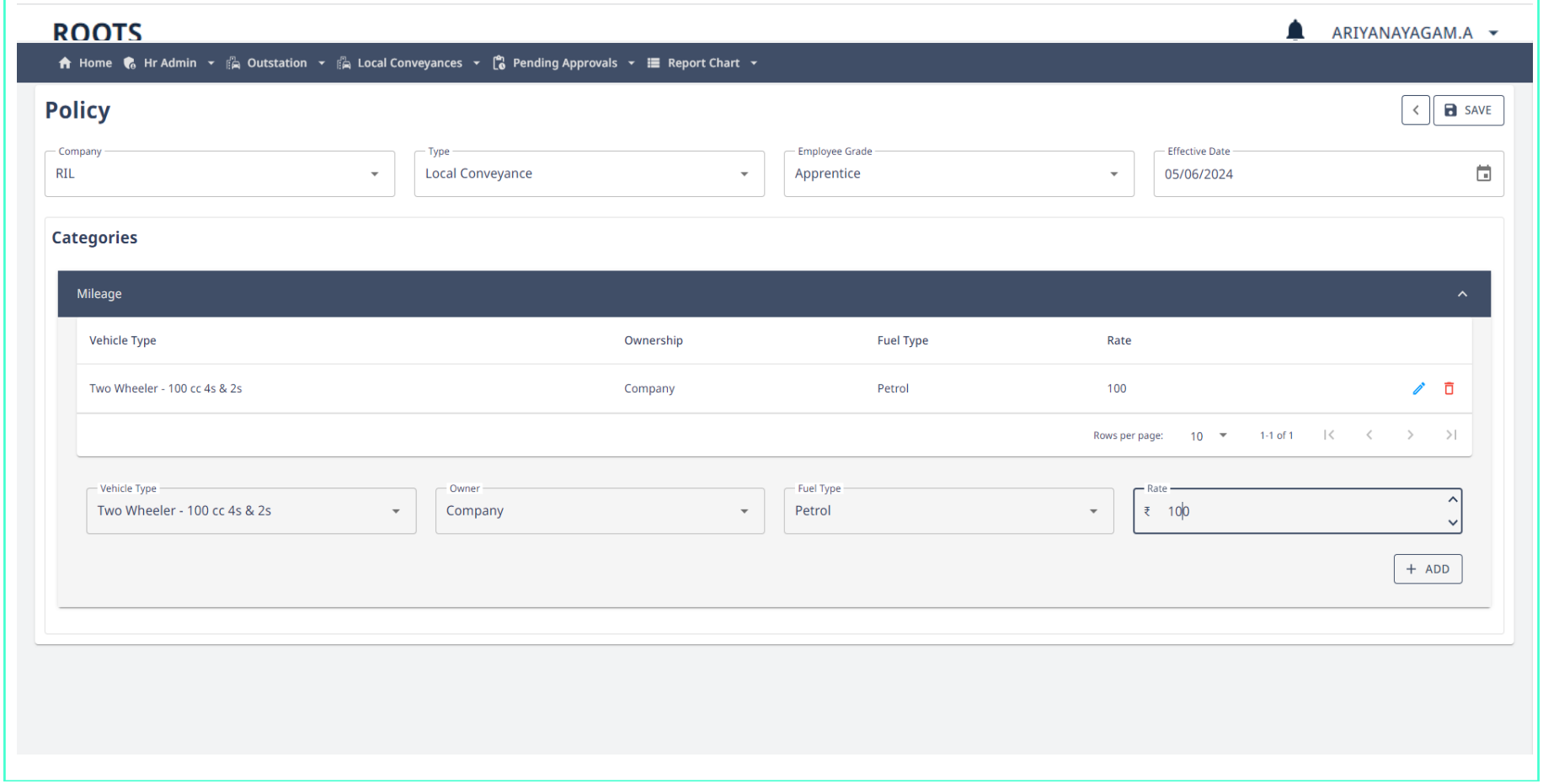
Edit City


ROOTS
Reimbursement Claim
ARIYANAYAGAM.A
Home
Hr Admin
Local Conveyances
Outstation
Pending Approvals
Report Chart
Cities
Class I
A B C D G H I J K L M N P R S T U V
SHOW ALL
ADD CITY
AGARTALA
AIZWAL
AHMEDABAD
AURANGABAD
AJMER
ALLAHABAD
AGRA
AYODHYA / FAIZABAD
Class II
Class III
Edit City
Name*
Agartala
UPDATE

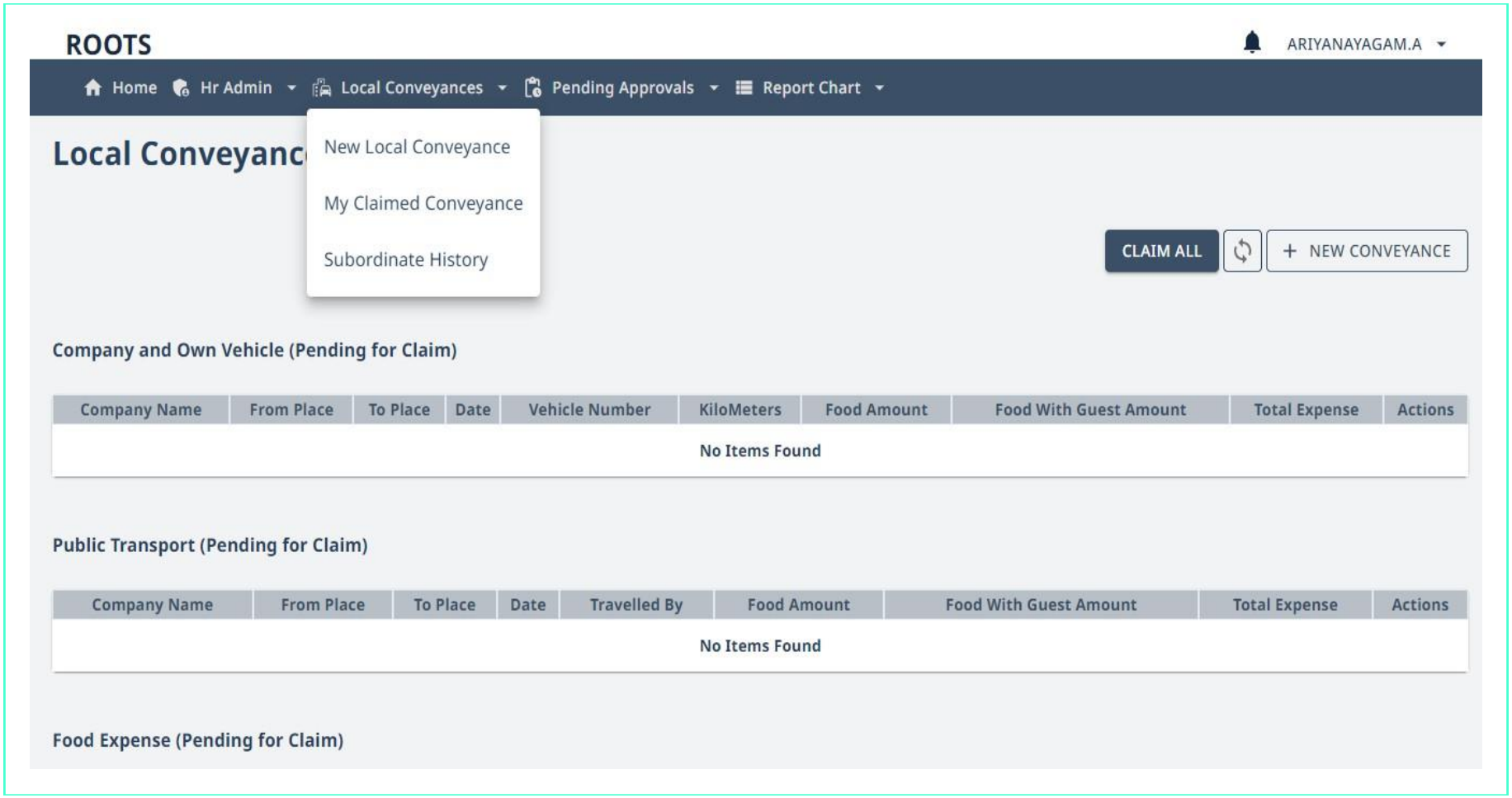
Policies


ROOTS
ARIYANAYAGAM.A
Home
Hr Admin
Outstation
Local Conveyances
Pending Approvals
Report Chart
Policies
Cities
Policies
Search
ADD
Company
Employe Grade
Trip Type
Effective Date
Actions
RILLSGM1240101 RIL SGM1 Local Conveyance 01/01/2024
RILLSGM2231226 RIL SGM2 Local Conveyance 26/12/2023
RILLSGM3231226 RIL SGM3 Local Conveyance 26/12/2023
RILLDIR231226 RIL DIR Local Conveyance 26/12/2023
RILLSM1231226 RIL SM1 Local Conveyance 26/12/2023
RILLSM2231226 RIL SM2 Local Conveyance 26/12/2023
RILLSM3231226 RIL SM3 Local Conveyance 26/12/2023
RILLSM4231226 RIL SM4 Local Conveyance 26/12/2023
RILCM1231226 RIL M1 Local Conveyance 26/12/2023
RILLM4231226 RIL M4 Local Conveyance 26/12/2023
Rows per page: 10
1-10 of 713

Add Policy

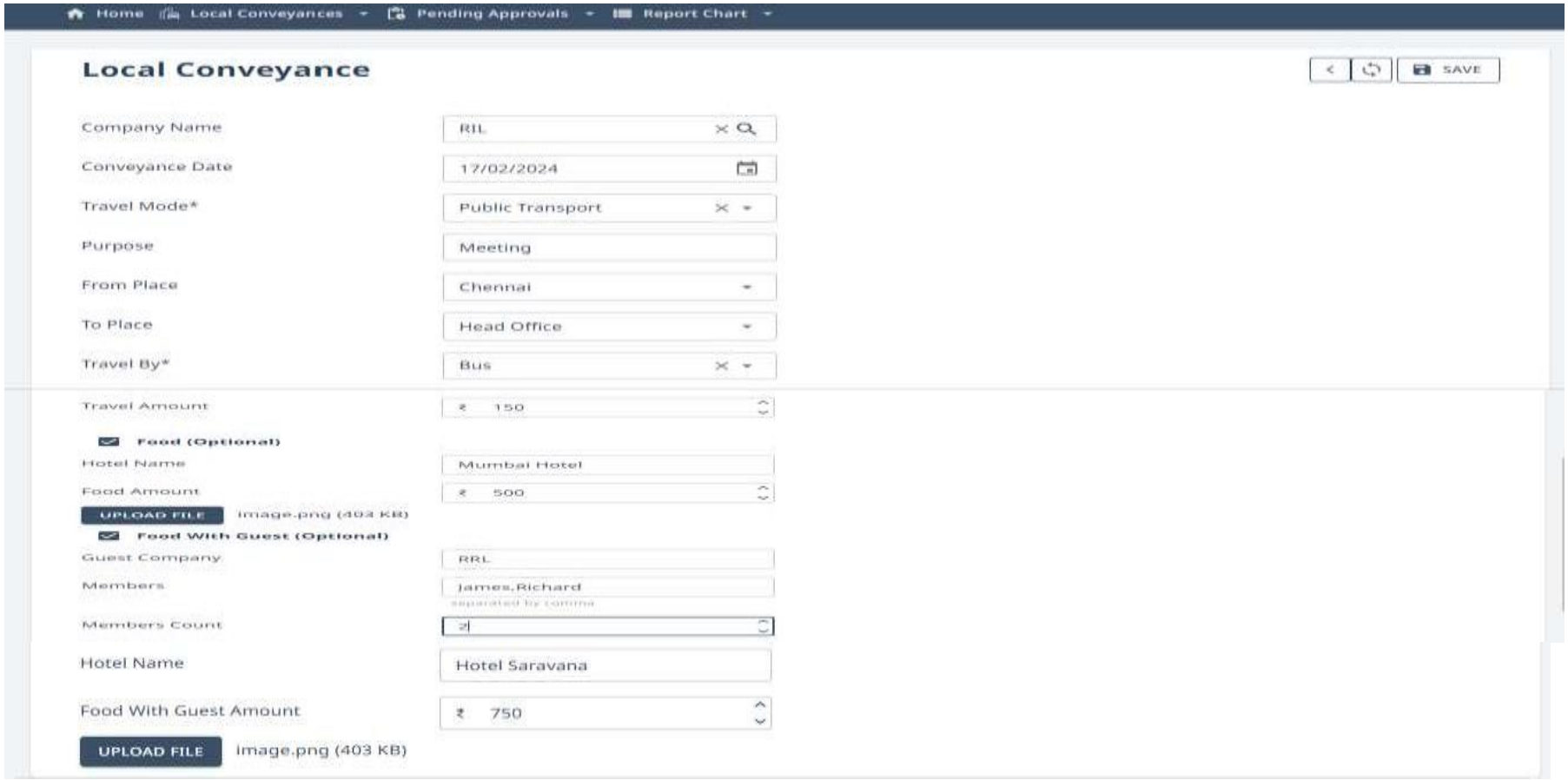

ROOTS
ARIYANAYAGAM.A
Home
Hr Admin
Outstation
Local Conveyances
Pending Approvals
Report Chart
Policy
SAVE
Company
RIL
Type
Local Conveyance
Employee Grade
Apprentice
Effective Date
05/06/2024
Categories
Mileage
Vehicle Type
Ownership
Fuel Type
Rate
Two Wheeler - 100 cc 4s & 2s
Company
Petrol
100
Rows per page:
10
1-1 of 1
Vehicle Type
Two Wheeler - 100 cc 4s & 2s
Owner
Company
Fuel Type
Petrol
Rate
₹ 100
+ ADD

Local conveyance

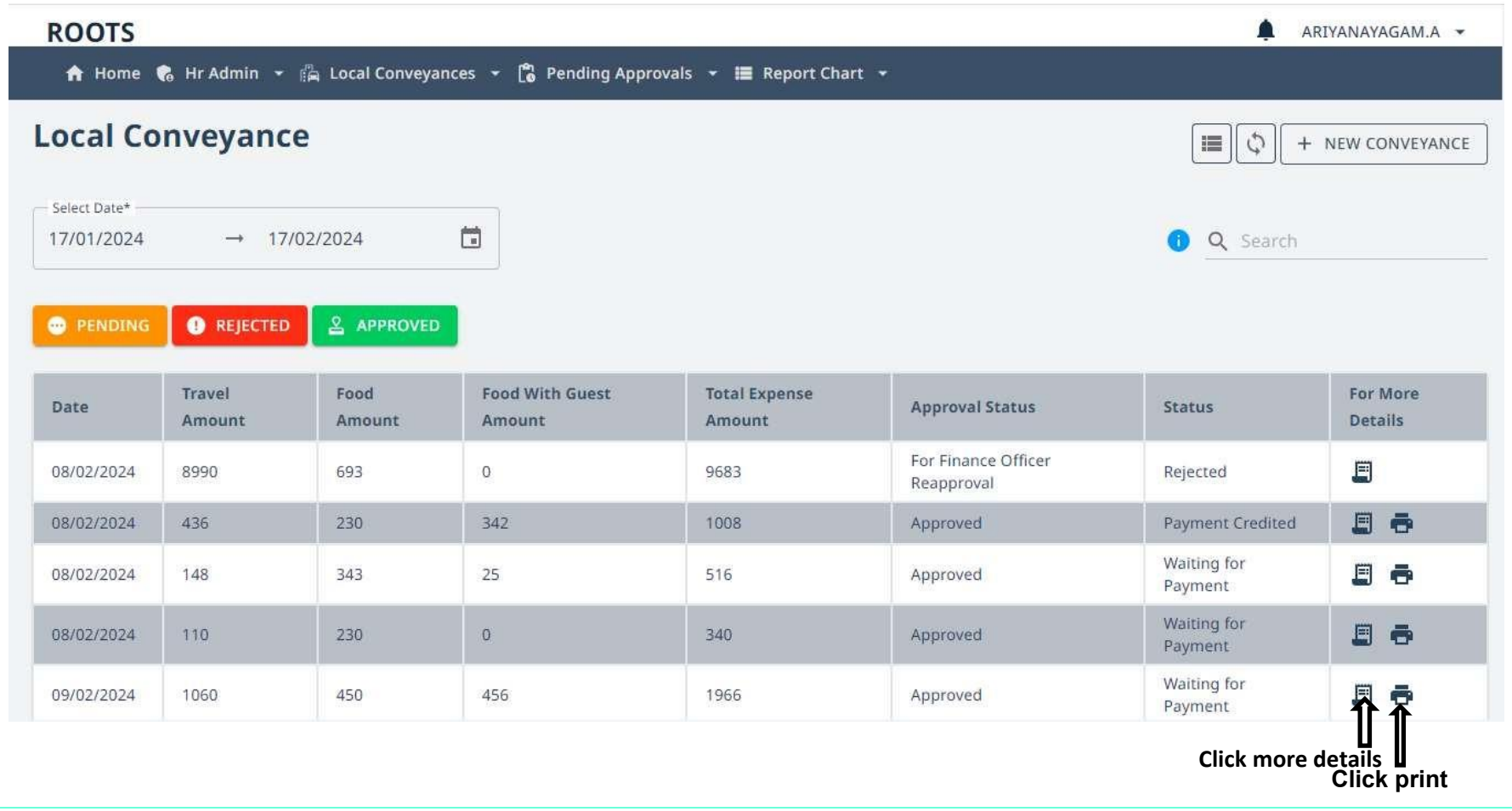


ROOTS
ADDING VALUE

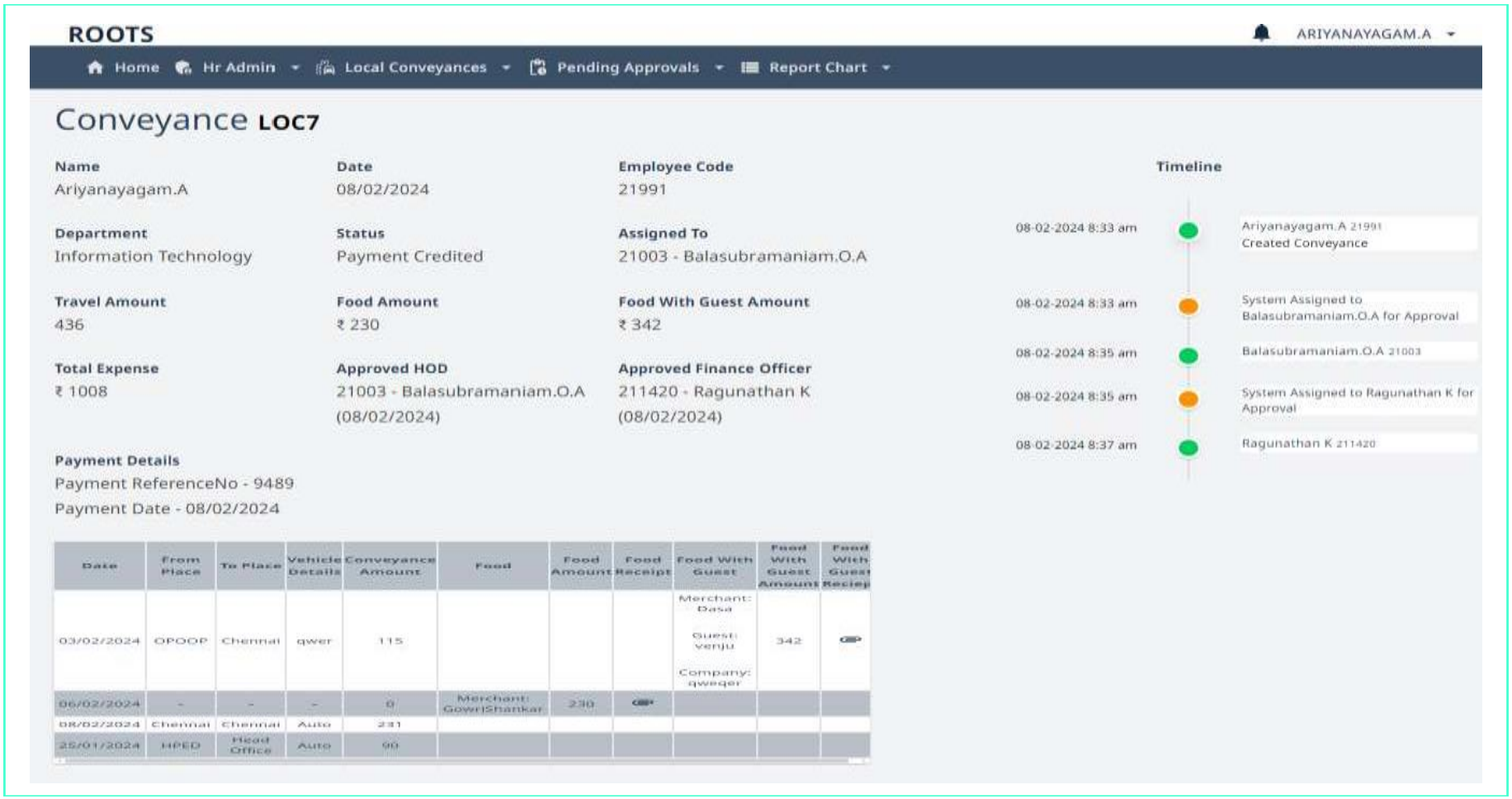
New Conveyance



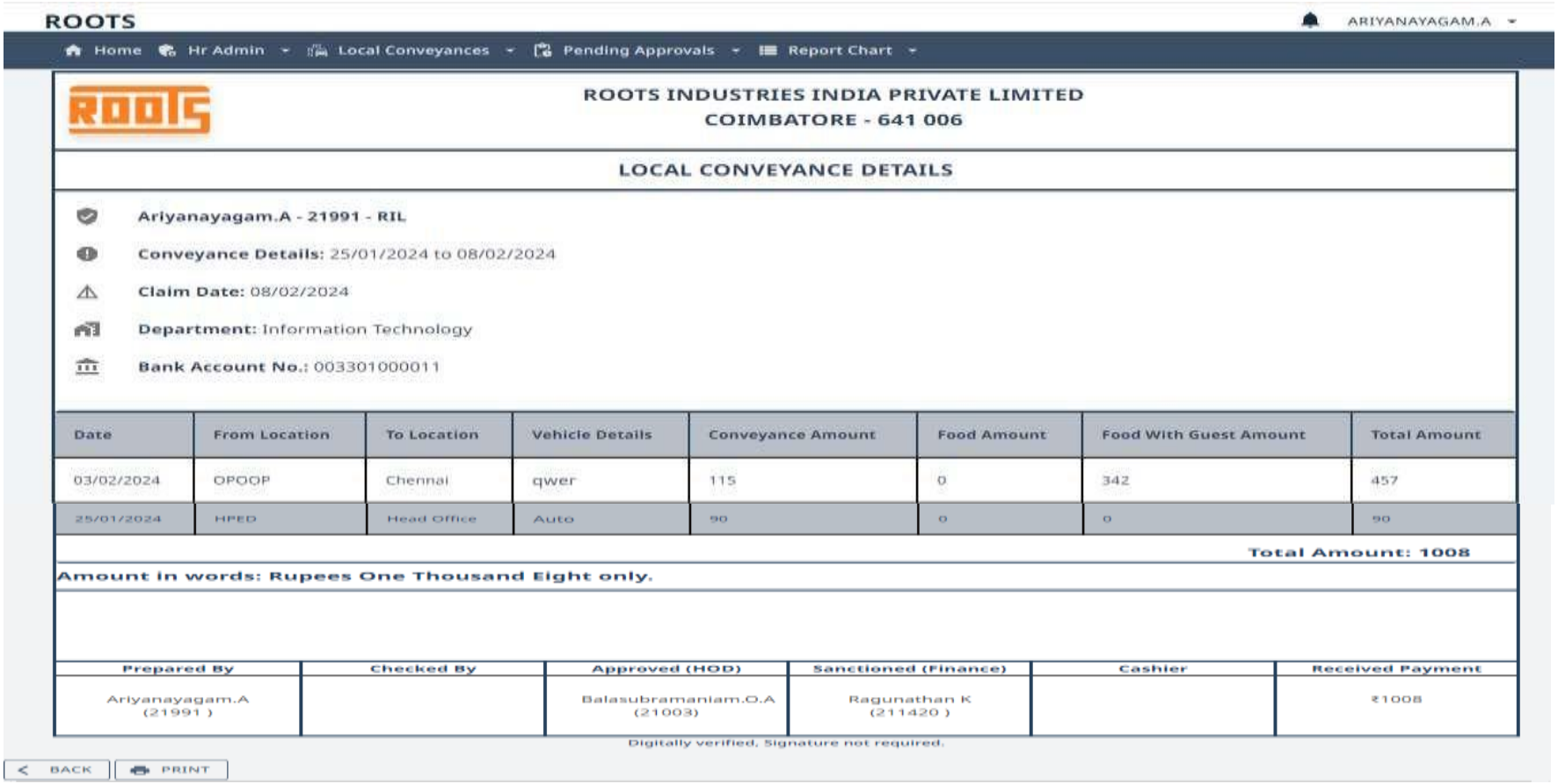
Claimed Conveyances



Local conveyance details



Local Conveyances print



ROOTS

ARIYANAYAGAM.A

Home | Hr Admin | Local Conveyances | Pending Approvals | Report Chart

ROOTS INDUSTRIES INDIA PRIVATE LIMITED
COIMBATORE - 641 006

LOCAL CONVEYANCE DETAILS

Ariyanayagam.A - 21991 - RIL

Conveyance Details: 25/01/2024 to 08/02/2024

Claim Date: 08/02/2024

Department: Information Technology

Bank Account No.: 003301000011

Date	From Location	To Location	Vehicle Details	Conveyance Amount	Food Amount	Food With Guest Amount	Total Amount
03/02/2024	OPOOP	Chennai	qwer	115	0	342	457
25/01/2024	HPED	Head Office	Auto	90	0	0	90

Total Amount: 1008

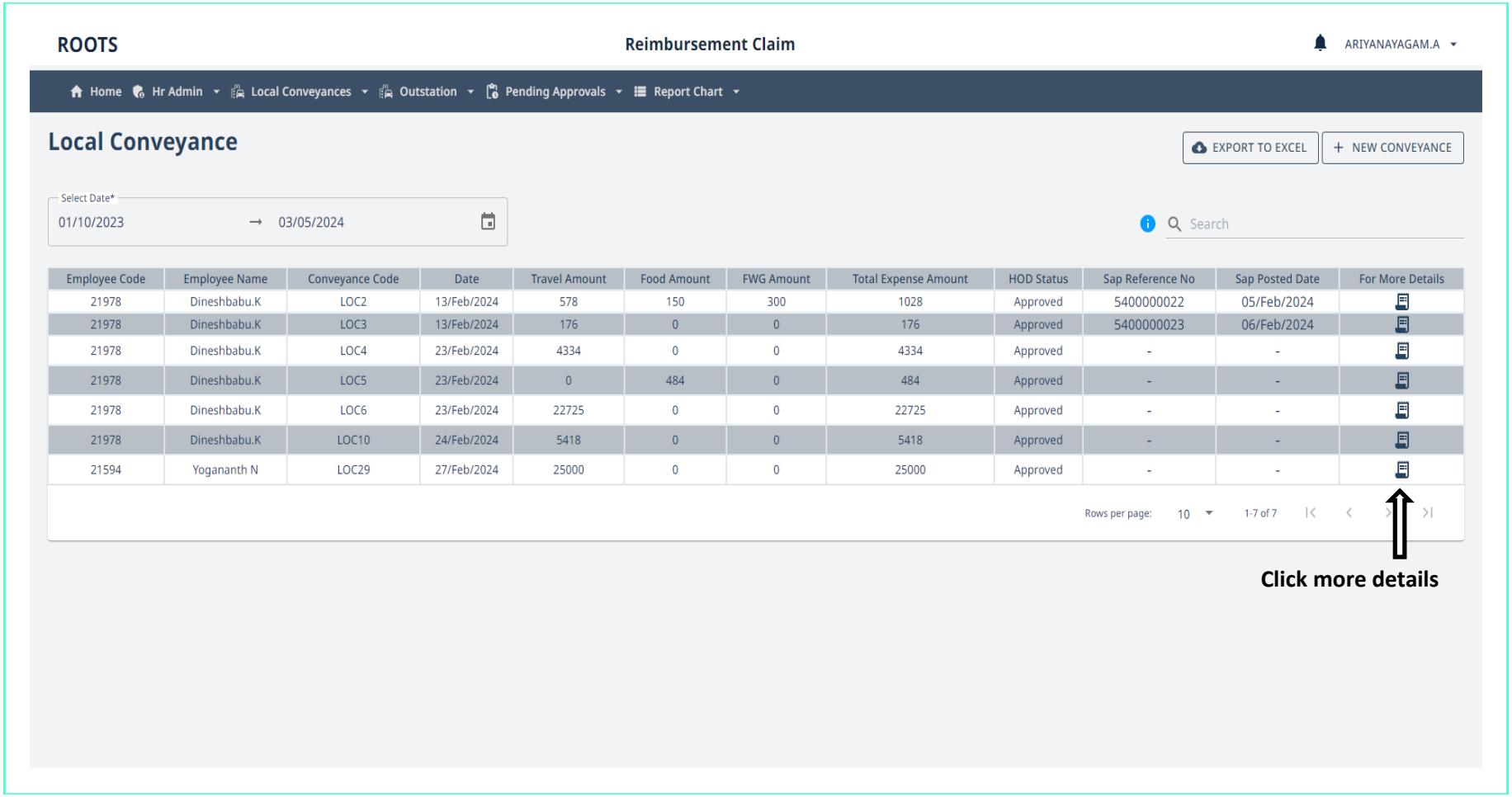
Amount in words: Rupees One Thousand Eight only.

Prepared By	Checked By	Approved (HOD)	Sanctioned (Finance)	Cashier	Received Payment
Ariyanayagam.A (21991)		Balasubramaniam.O.A (21003)	Ragunathan K (211420)		₹1008

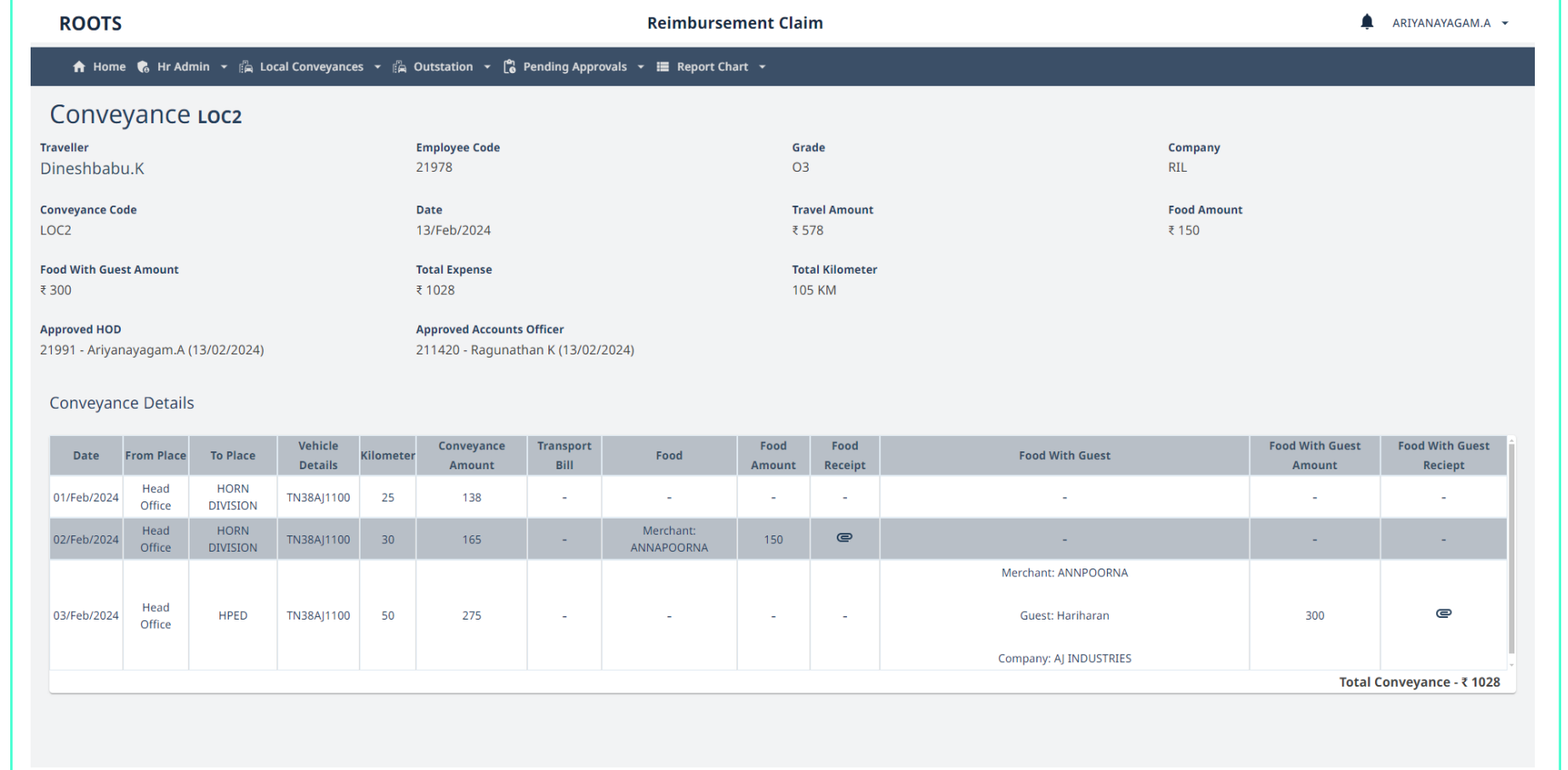
Digitally verified, Signature not required.

BACK | PRINT

Subordinate History (Local conveyance)



Subordinate History (Conveyance Details)



ROOTS | Reimbursement Claim | ARIYANAYAGAM.A

Home | Hr Admin | Local Conveyances | Outstation | Pending Approvals | Report Chart

Conveyance LOC2

Traveller
Dineshbabu.K

Employee Code
21978

Grade
O3

Company
RIL

Conveyance Code
LOC2

Date
13/Feb/2024

Travel Amount
₹ 578

Food Amount
₹ 150

Food With Guest Amount
₹ 300

Total Expense
₹ 1028

Total Kilometer
105 KM

Approved HOD
21991 - Ariyanayagam.A (13/02/2024)

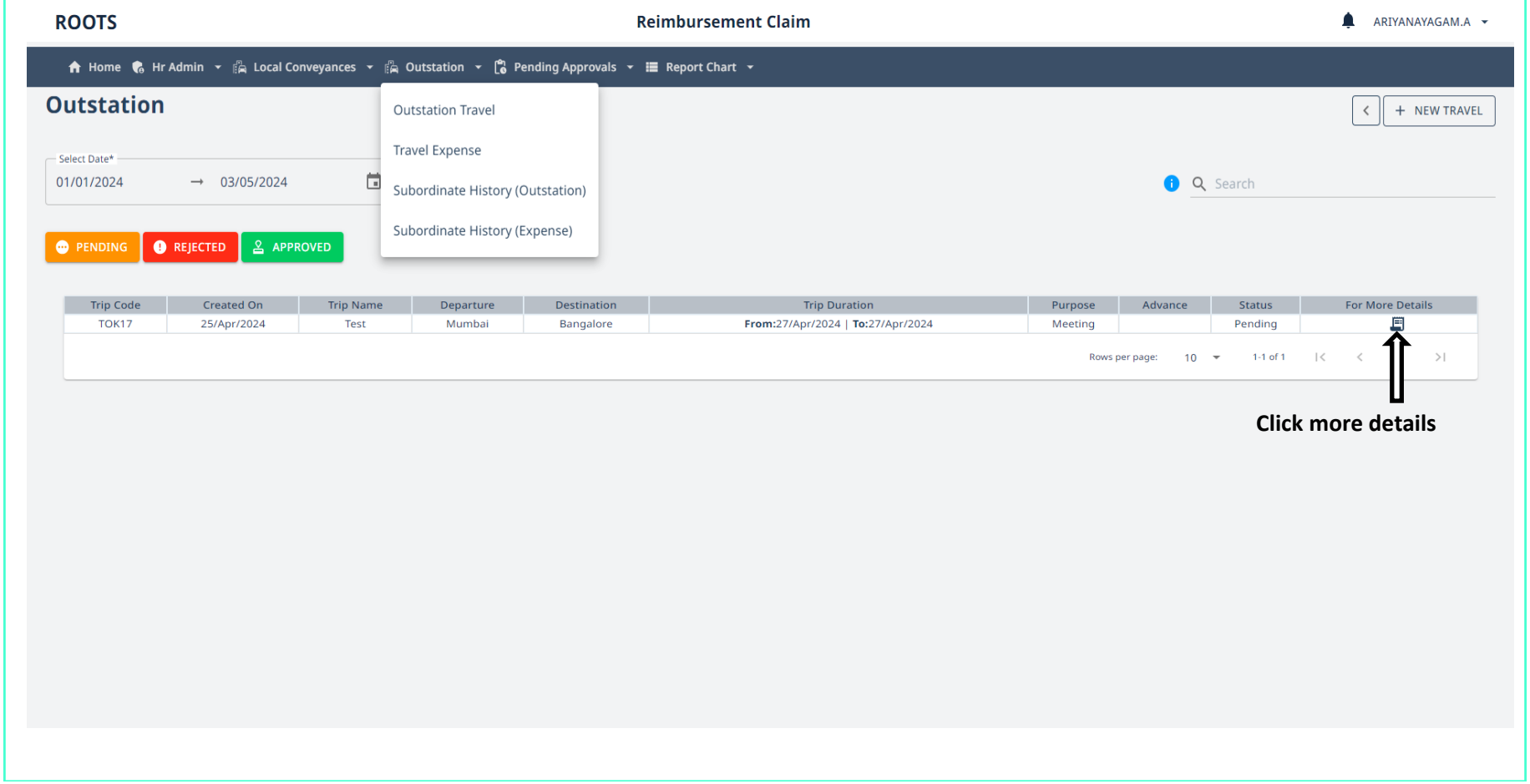
Approved Accounts Officer
211420 - Ragunathan K (13/02/2024)

Conveyance Details

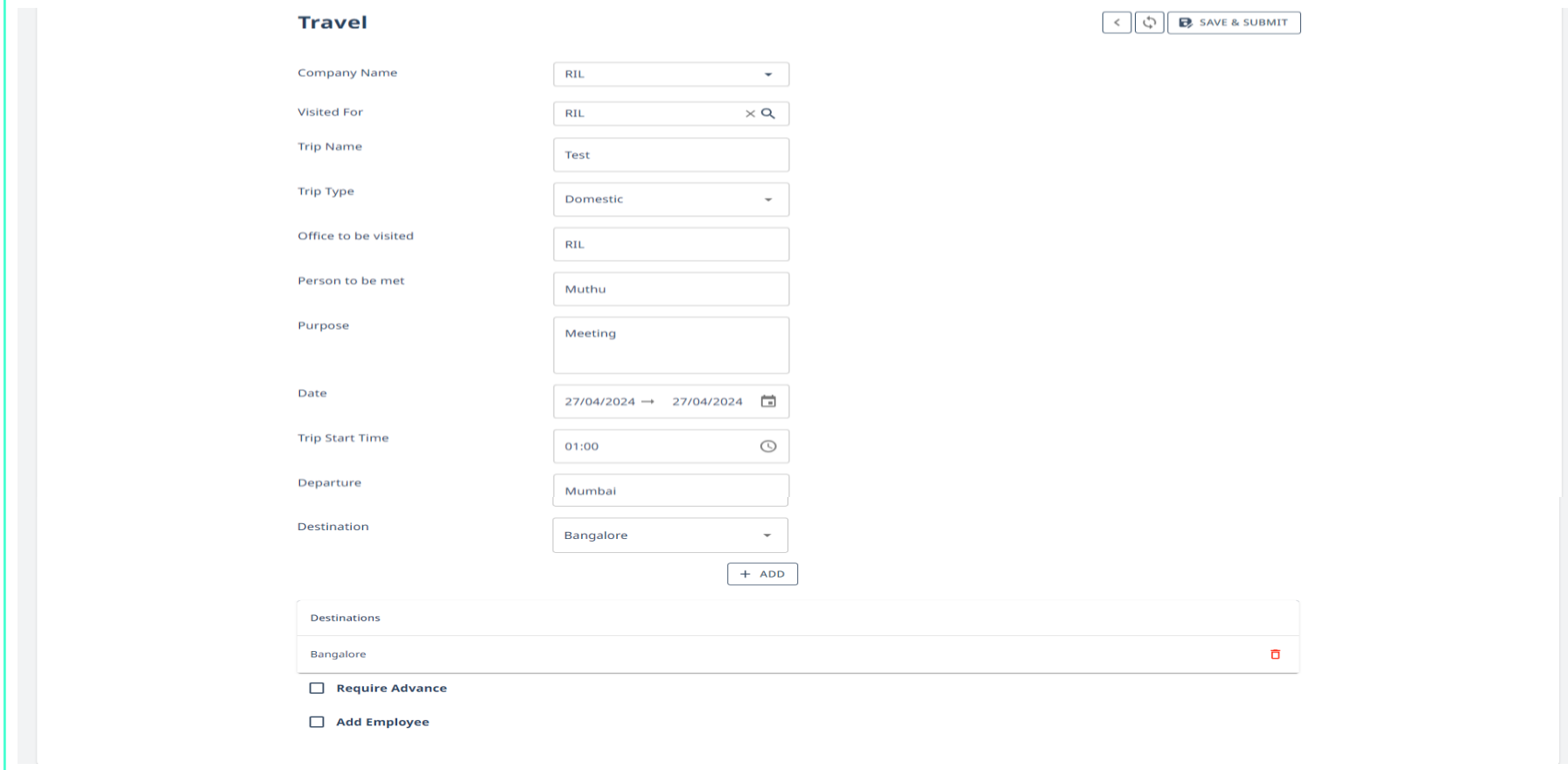
Date	From Place	To Place	Vehicle Details	Kilometer	Conveyance Amount	Transport Bill	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Reciept
01/Feb/2024	Head Office	HORN DIVISION	TN38AJ1100	25	138	-	-	-	-	-	-	-
02/Feb/2024	Head Office	HORN DIVISION	TN38AJ1100	30	165	-	Merchant: ANNAPOORNA	150		-	-	-
03/Feb/2024	Head Office	HPED	TN38AJ1100	50	275	-	-	-	-	Merchant: ANNPOORNA Guest: Hariharan Company: AJ INDUSTRIES	300	

Total Conveyance - ₹ 1028

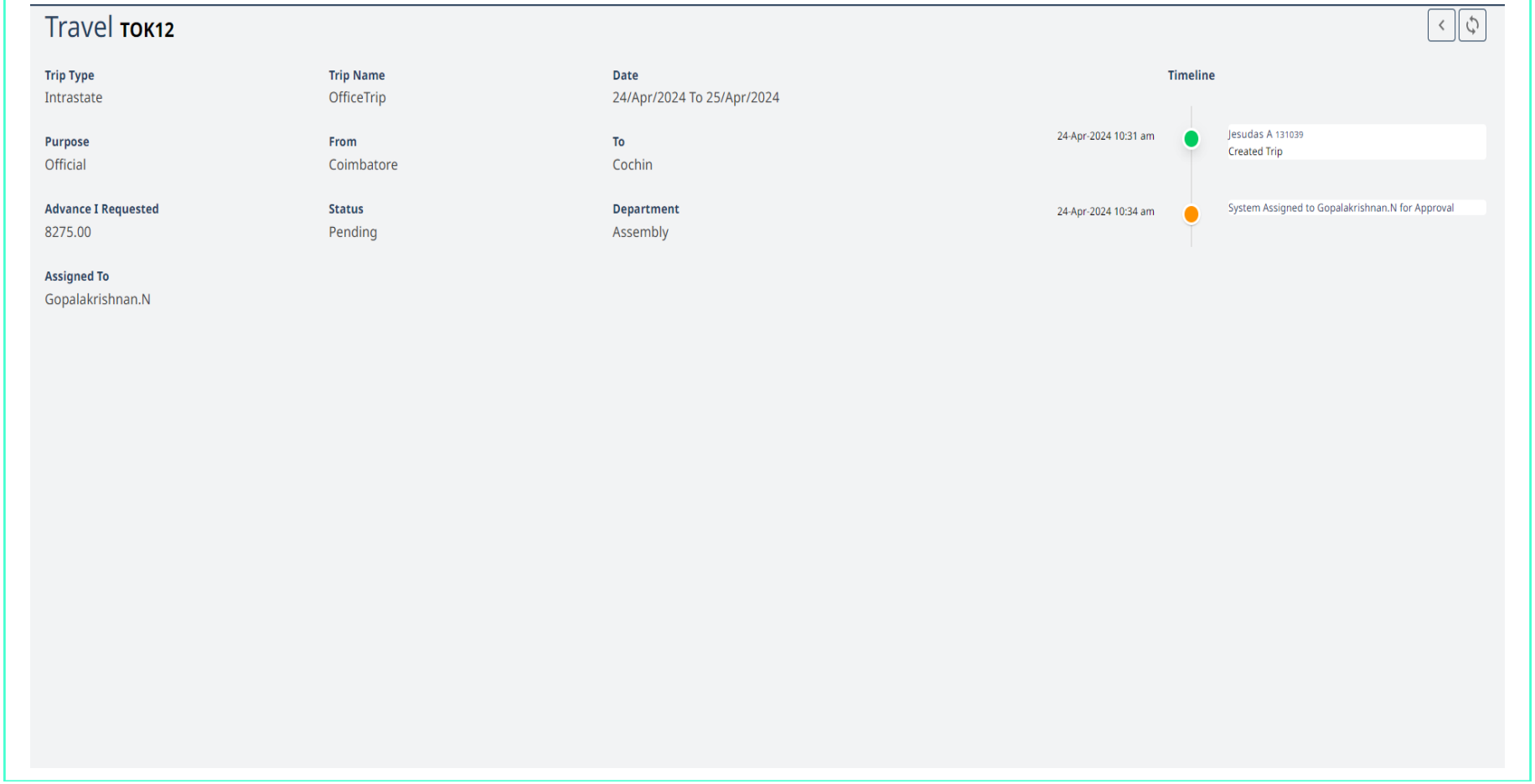
Outstation Travel



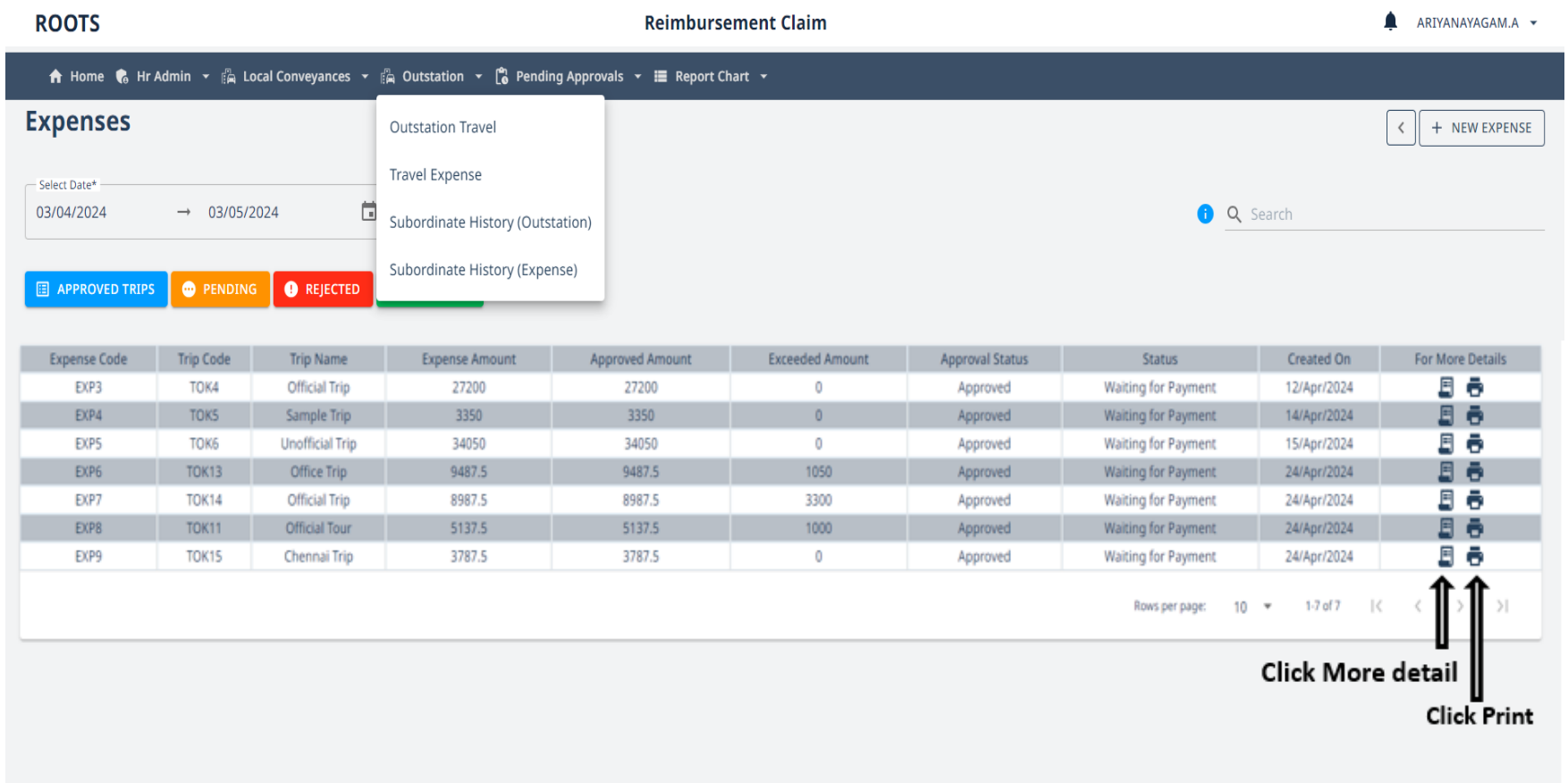
New Travel


Travel
SAVE & SUBMIT
Company Name
RIL
Visited For
RIL
Trip Name
Test
Trip Type
Domestic
Office to be visited
RIL
Person to be met
Muthu
Purpose
Meeting
Date
27/04/2024
27/04/2024
Trip Start Time
01:00
Departure
Mumbai
Destination
Bangalore
ADD
Destinations
Bangalore
Require Advance
Add Employee

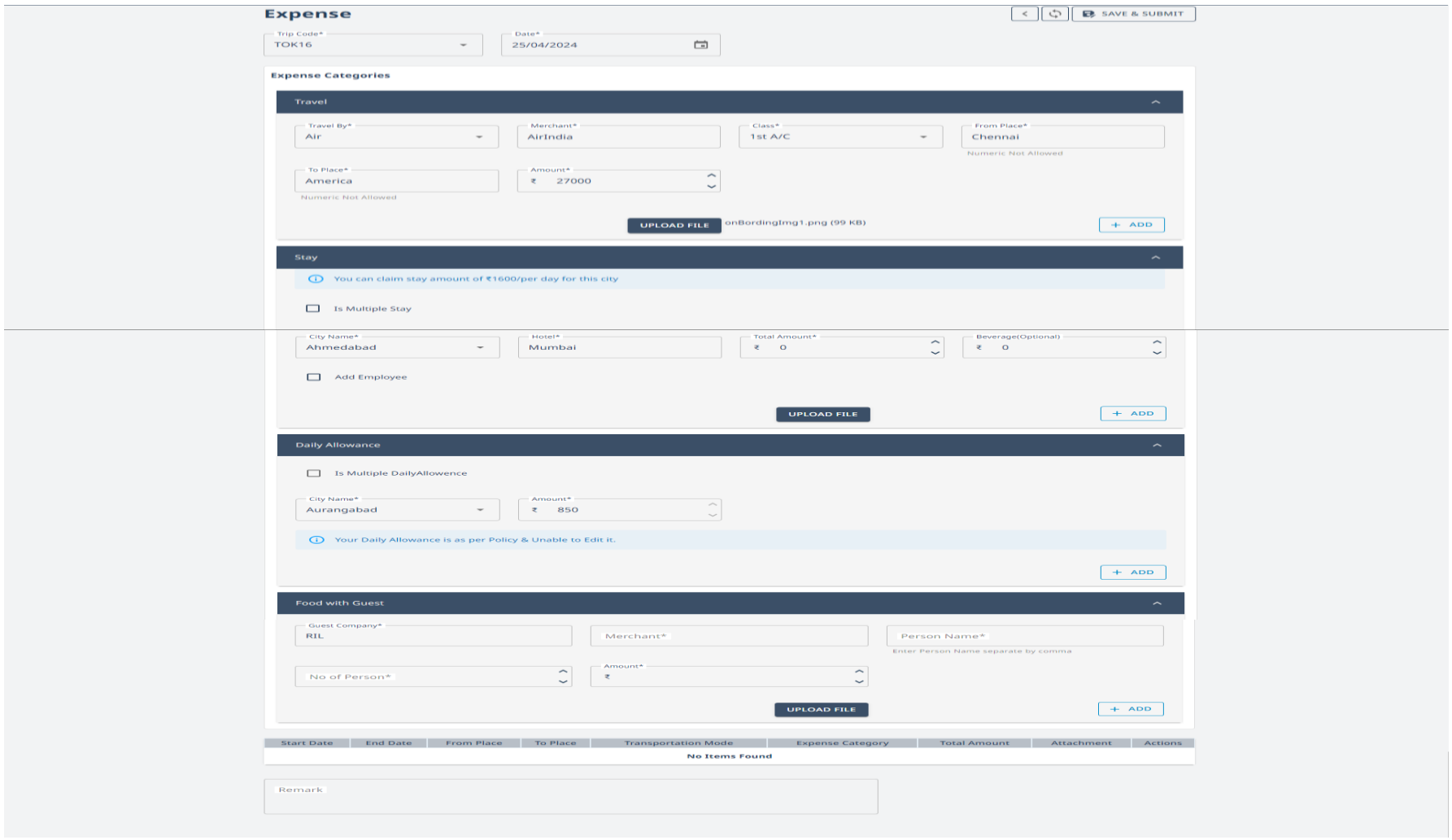
New Travel details



Travel Expense



New Expense


Expense
SAVE & SUBMIT
Trip Code*
TOK16
Date*
25/04/2024
Expense Categories
Travel
Travel By*
Air
Merchant*
AirIndia
Class*
1st A/C
From Place*
Chennai
Numeric Not Allowed
To Place*
America
Numeric Not Allowed
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 DailyAllowence
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*
Enter Person Name separate by comma
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

Expense details

Travel Expense **EXP10**

EDIT

Trip TokenNo
TOK16

Trip Date
25/Apr/2024 To 26/Apr/2024

Trip Status
Pending

Expense Amount
₹ 29275

Exceeded Amount
₹ 0

Company Name
RIL

Department
Quality Assurance

Grade
O4

Timeline

25-Apr-2024 4:02 pm — Muthurangaswamy K 131140 Created Expense

25-Apr-2024 4:02 pm — System Assigned to Ravichandran. S for Approval

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	

Expense print

ROOTS INDUSTRIES INDIA PRIVATE LTD
COIMBATORE - 641 006

EXPENSE DETAILS

Muthurangaswamy K - 131140 - RIL
Trip Details: Coimbatore to Bangalore,Madurai
Trip Duration: 20Apr2024 To 21Apr2024 (2 Days)
Description: Meeting
Department: Quality Assurance
Bank Account No.: 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

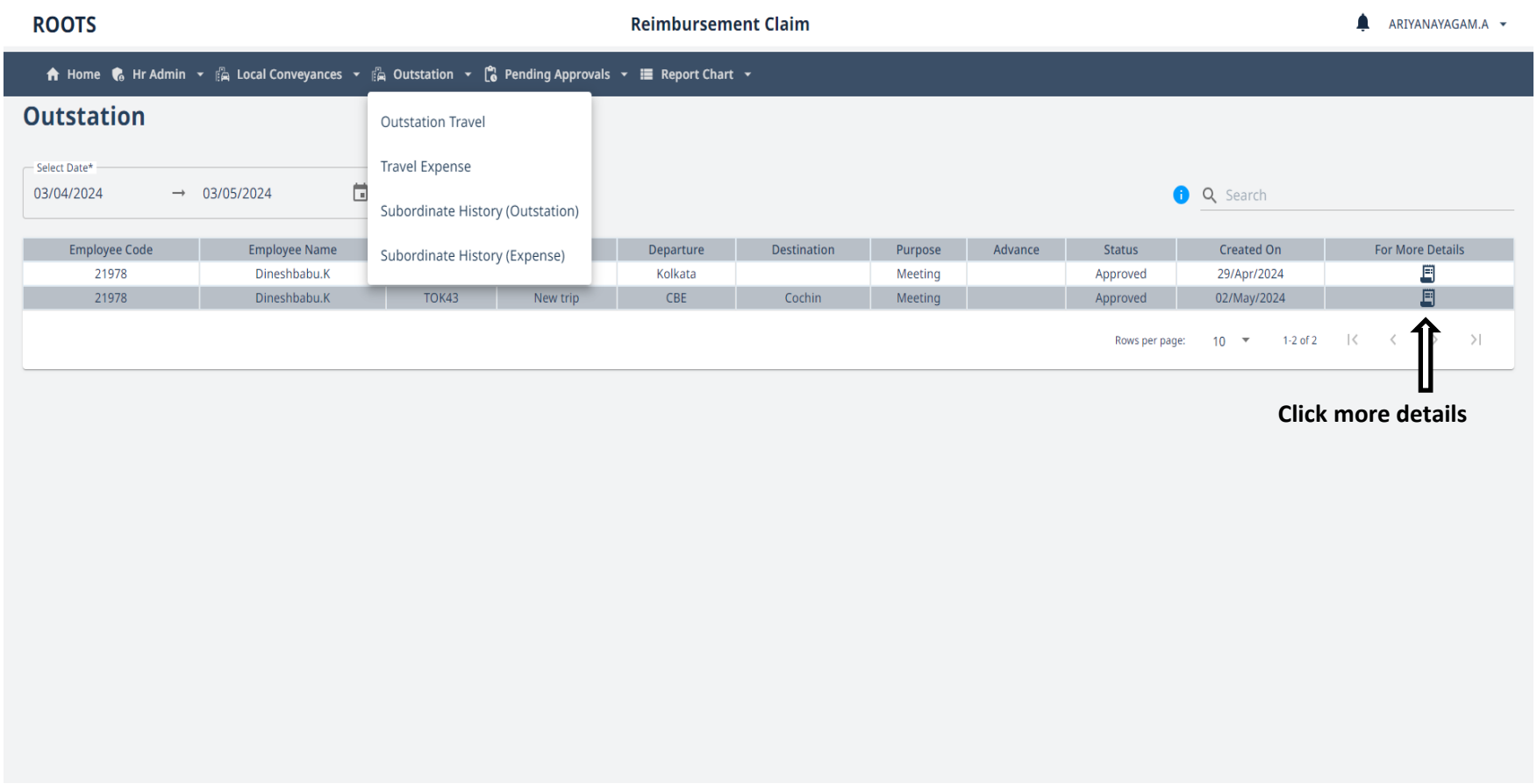
Advance Amount: 4475
Expense Amount: 27200
Exceeded Amount: 0
Approved Amount: 27200
Discrepancy: 0
Total Amount: 22725

Amount in words: Rupees Twenty Two Thousand Seven Hundred Twenty Five only.

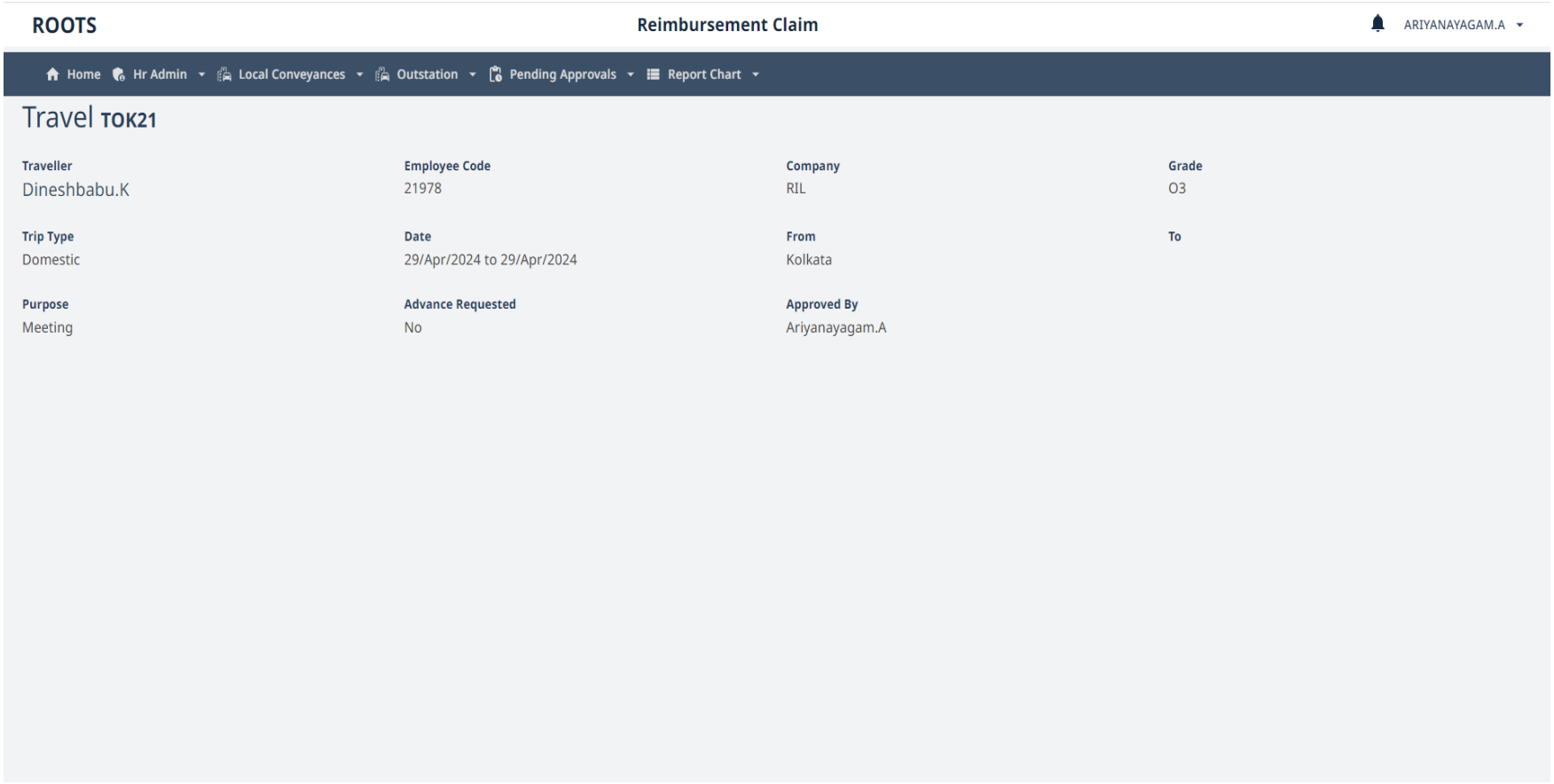
Prepared By	Checked By	Approved (HOD)	Sanctioned (Finance)	Cashier	Signature
Muthurangaswamy K (131140)		Ravichandran. S (131362) (12/Apr/2024)	Rangaraju A (21179) (12/Apr/2024)		

BACK PRINT ← **Click here to take printout**

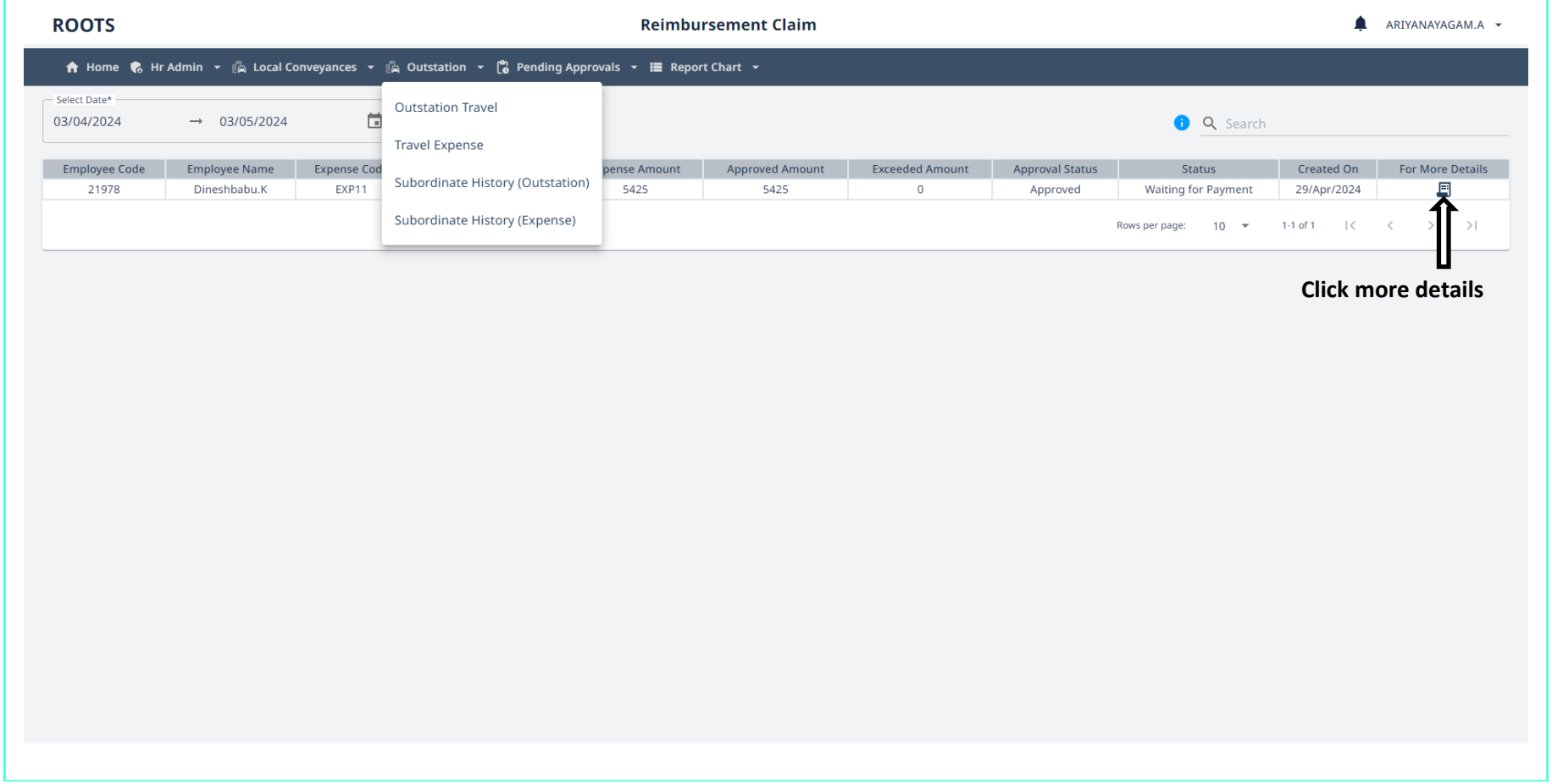
Subordinate History (Outstation)



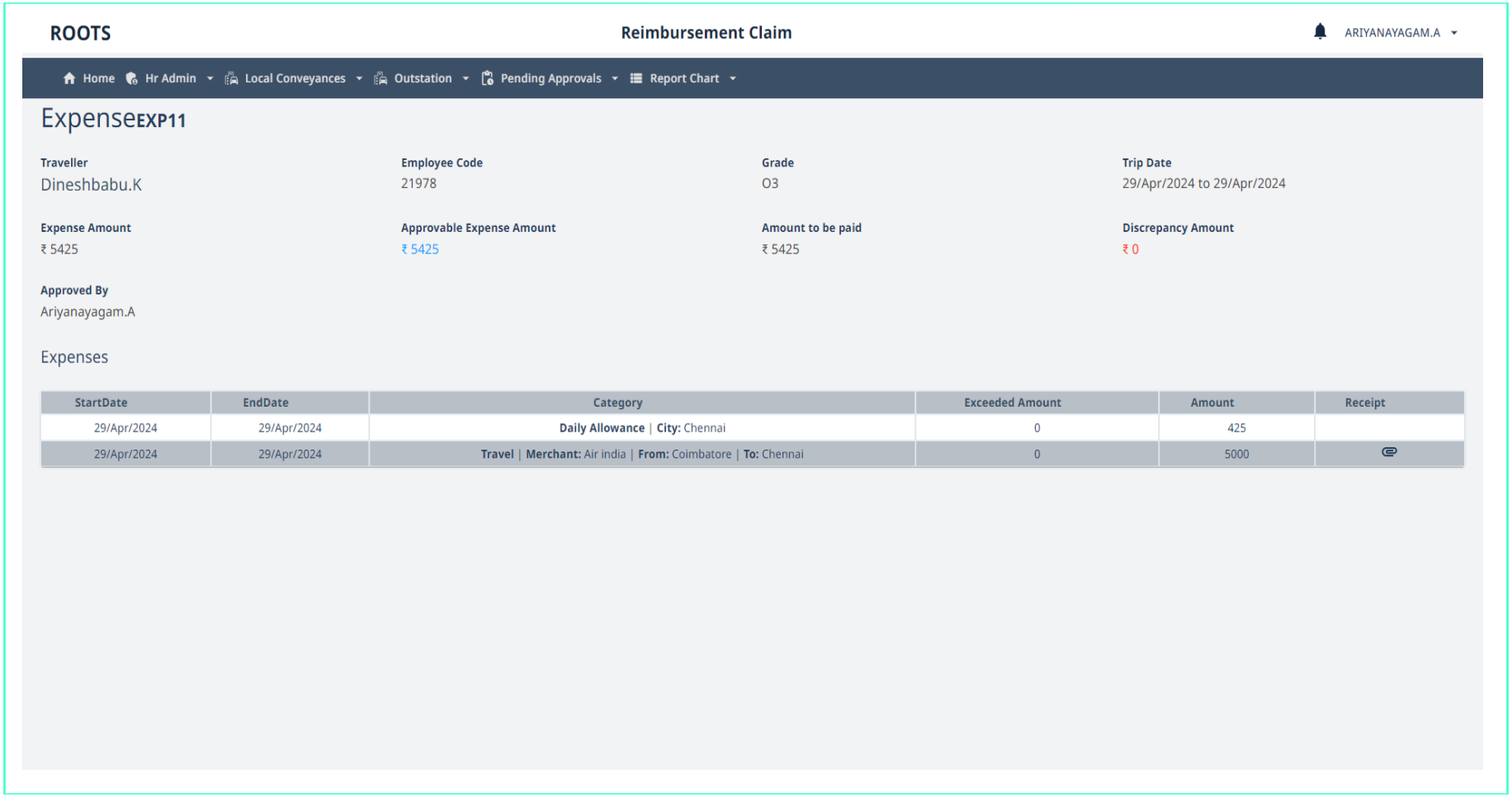
Subordinate History (Outstation details)



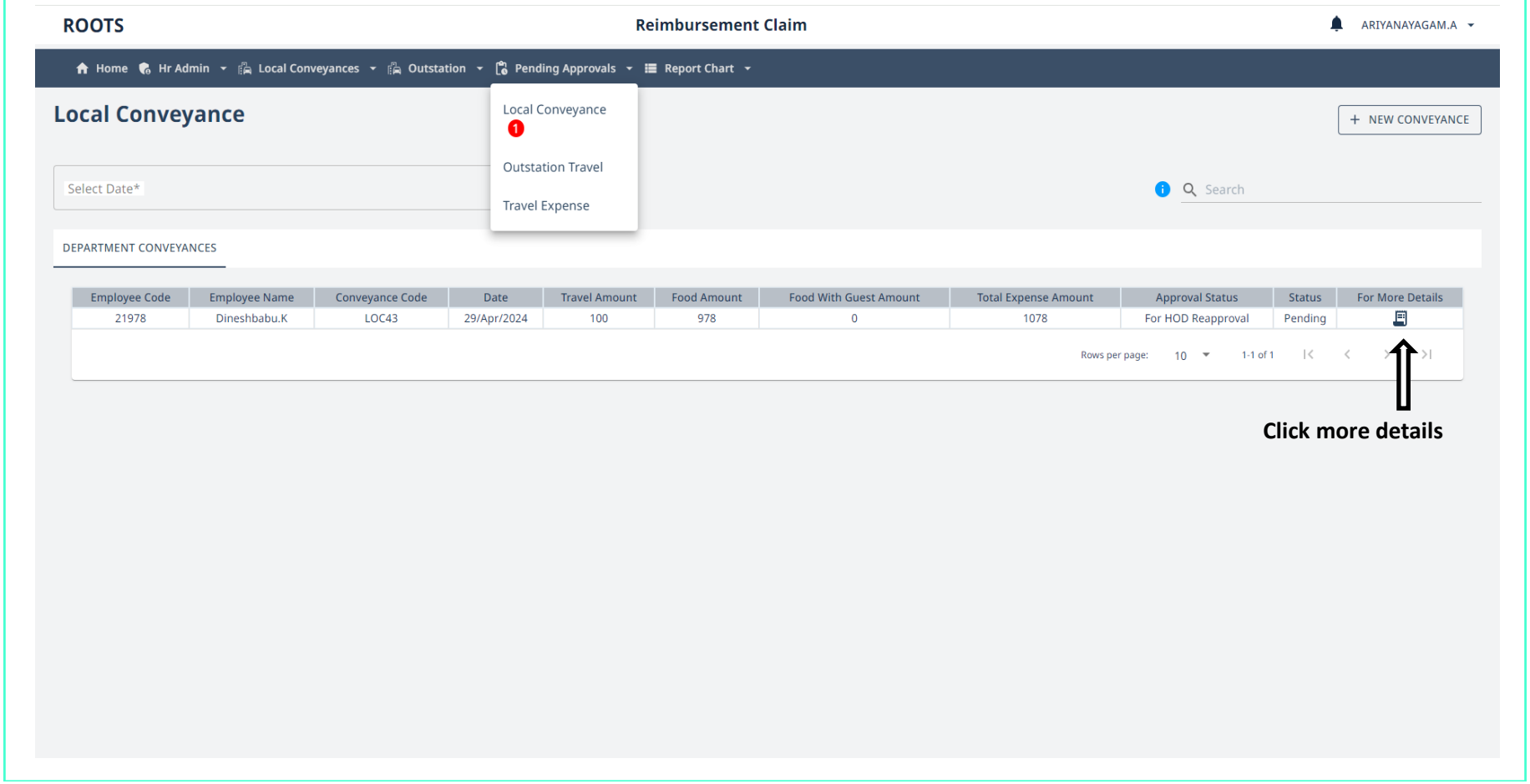
Subordinate History (Expense)



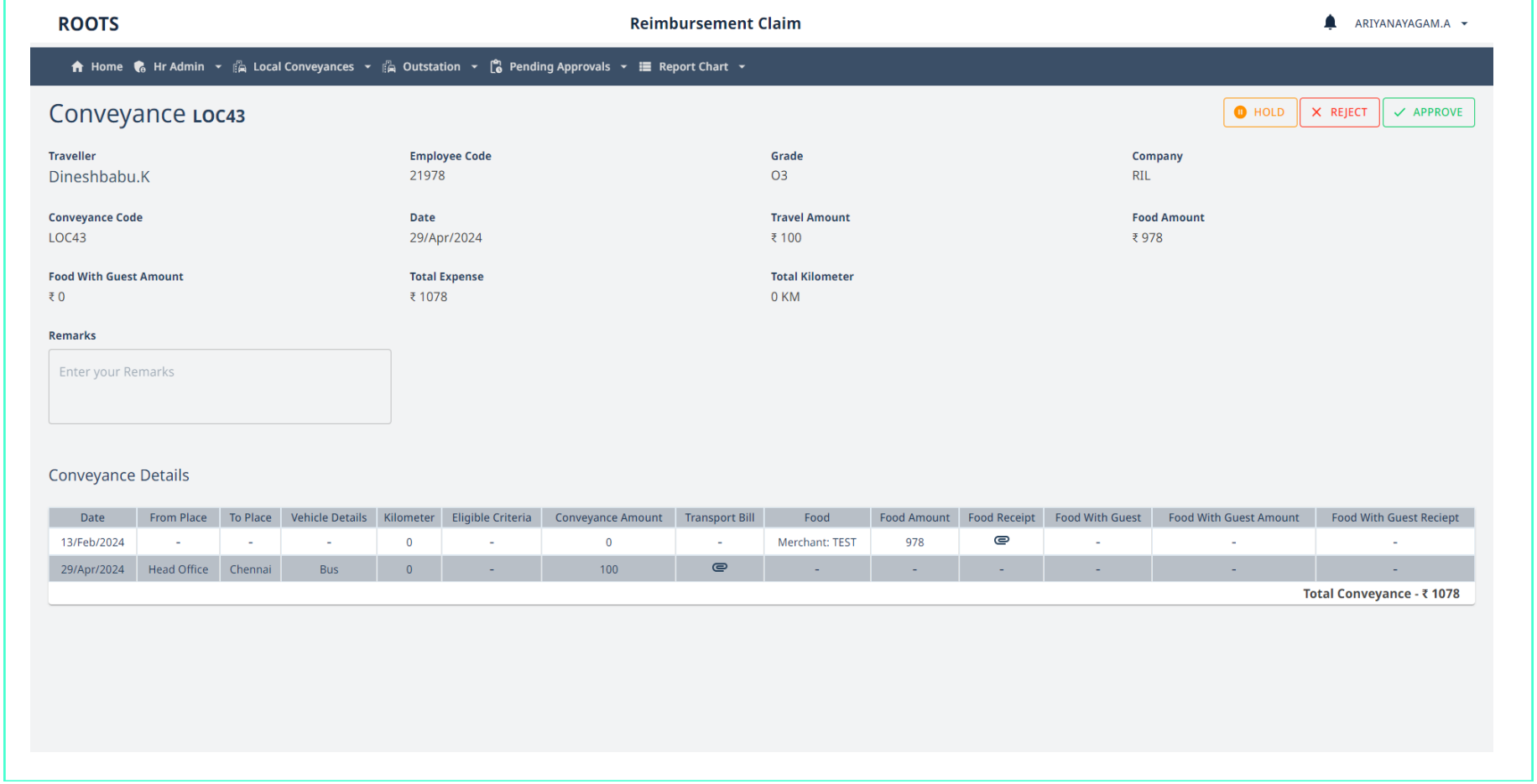
Subordinate History (Expense details)



Pending Approvals (Local Conveyance)



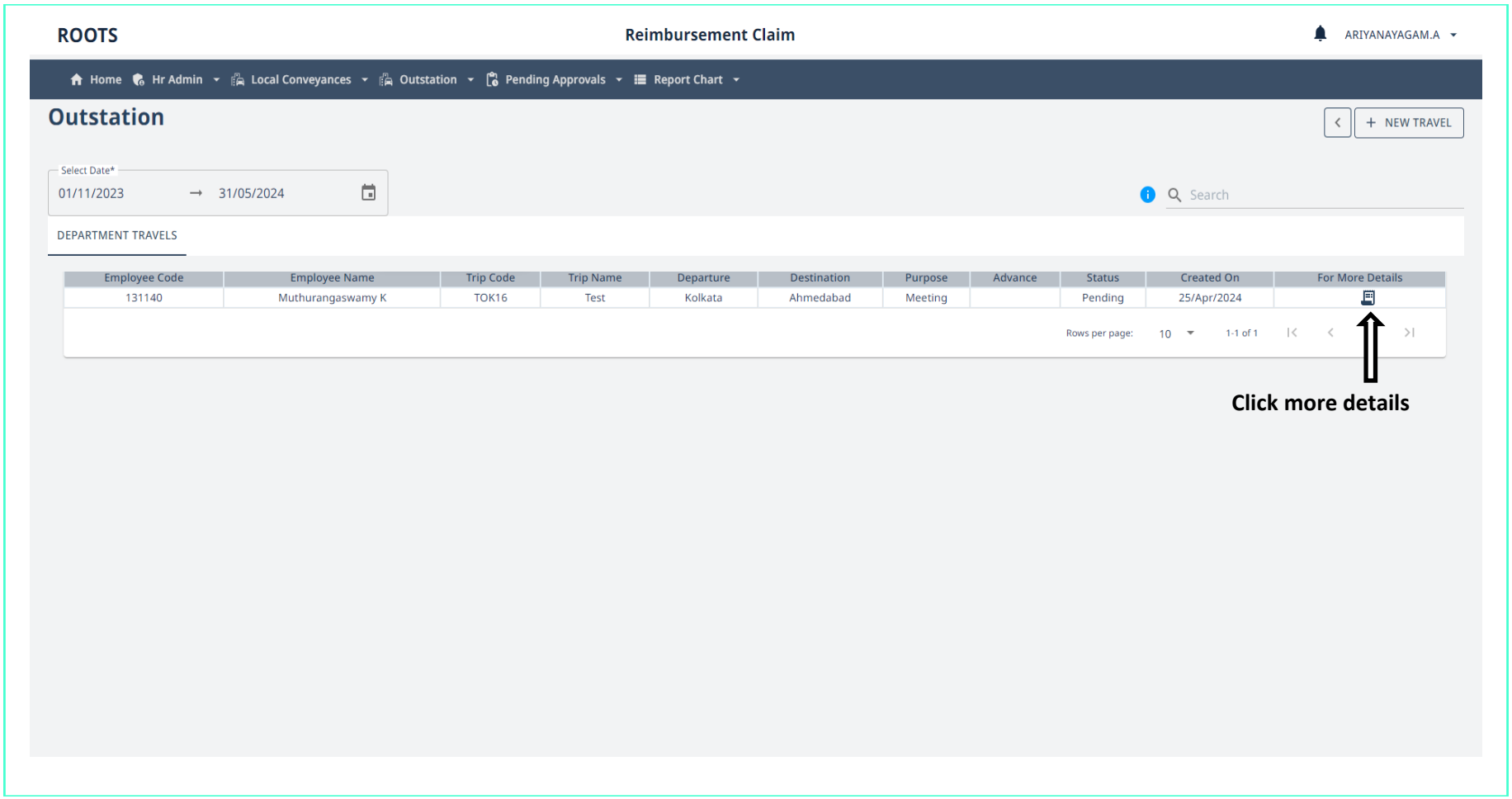
Pending Approvals (Local Conveyance details)



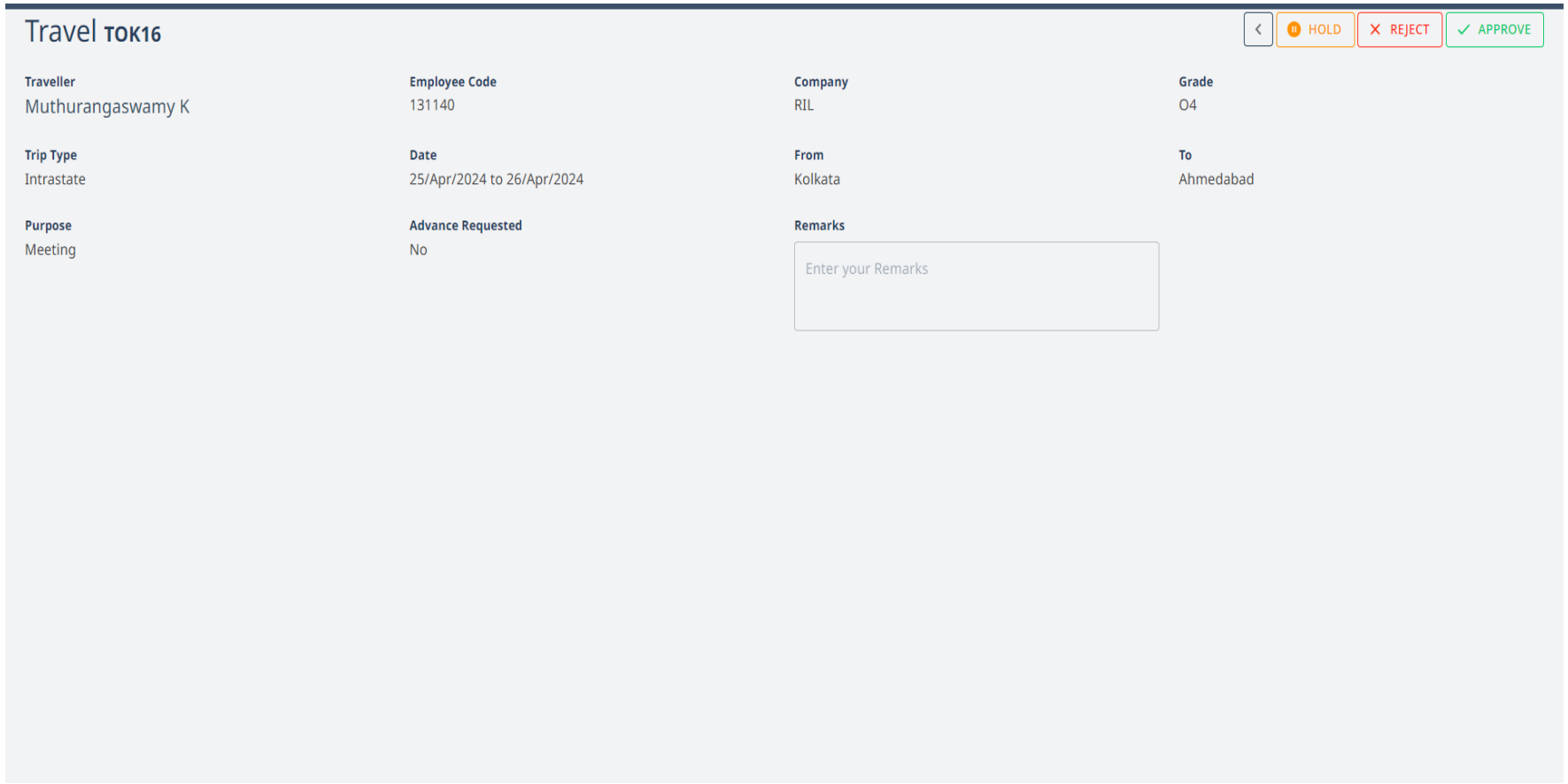
Date	From Place	To Place	Vehicle Details	Kilometer	Eligible Criteria	Conveyance Amount	Transport Bill	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Reciept
13/Feb/2024	-	-	-	0	-	0	-	Merchant: TEST	978		-	-	-
29/Apr/2024	Head Office	Chennai	Bus	0	-	100		-	-	-	-	-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

Total Conveyance - ₹ 1078

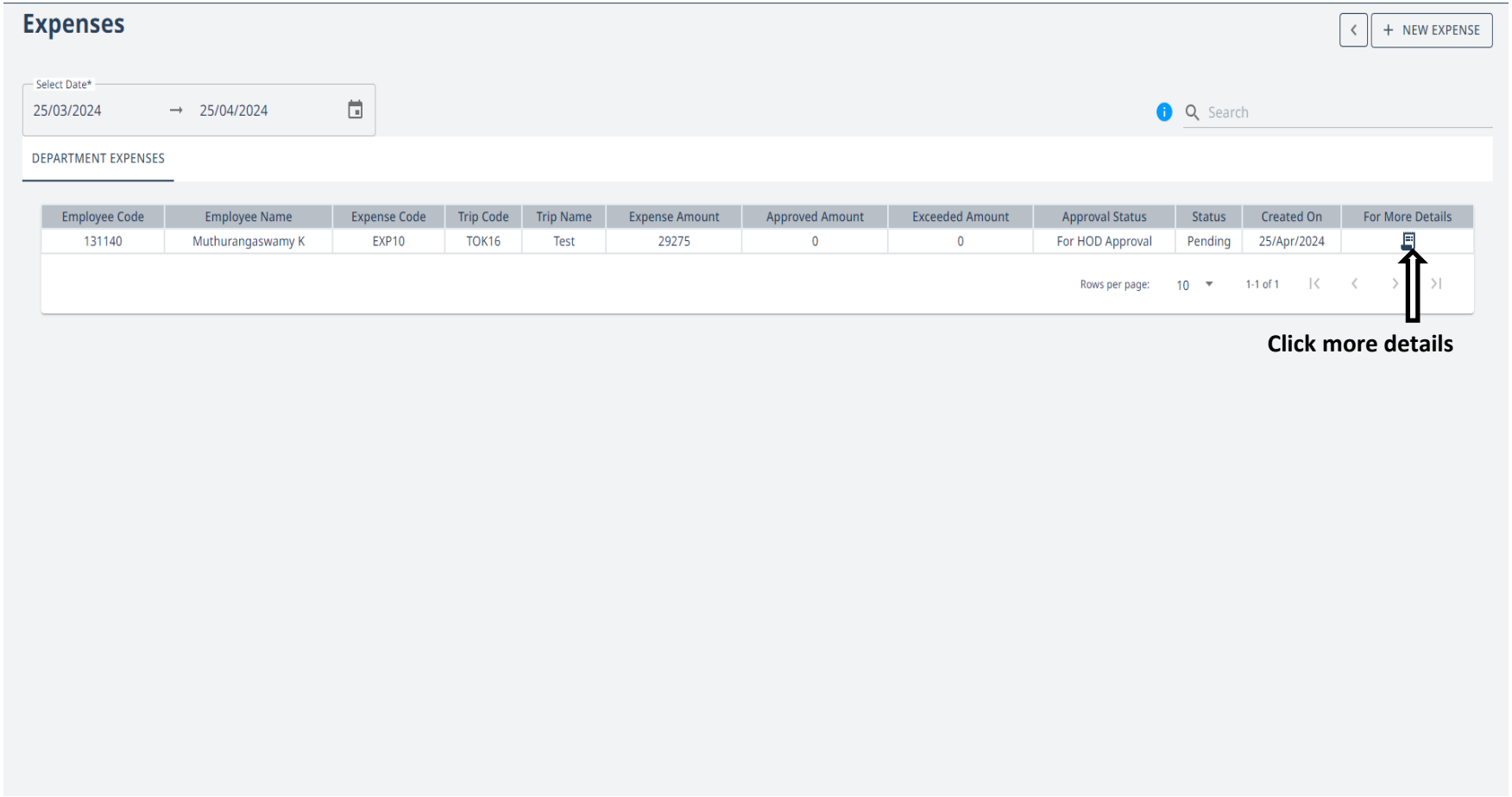
Pending Approvals (Outstation Travel)



Pending Approvals (Outstation Travel details)



Pending Approvals (Travel Expense)



Pending Approvals (Travel Expense details)

Expense Approval EXP10

HOLD | REJECT | APPROVE

Traveller
Muthurangaswamy K

Employee Code
131140

Grade
O4

Trip Date
25/Apr/2024 to 26/Apr/2024

Expense Amount
₹ 29275

Approvable Expense Amount
₹ 29275

Amount to be paid
₹ 29275

Discrepancy Amount
₹ 0

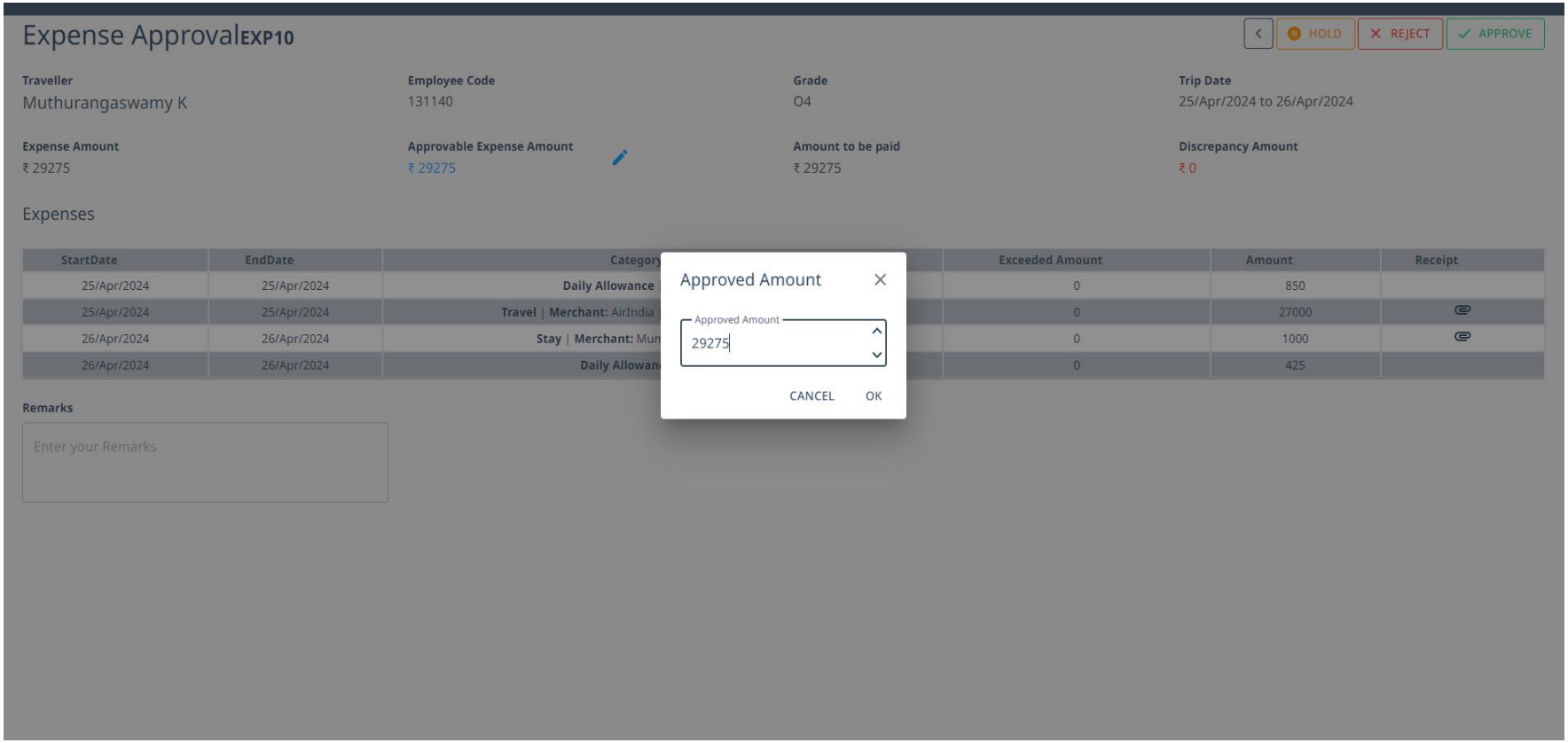
Expenses

StartDate	EndDate	Category	Exceeded Amount	Amount	Receipt
25/Apr/2024	25/Apr/2024	**Daily Allowance** | **City:** Aurangabad	0	850	
25/Apr/2024	25/Apr/2024	**Travel** | **Merchant:** AirIndia | **From:** Chennai | **To:** America	0	27000	
26/Apr/2024	26/Apr/2024	**Stay** | **Merchant:** Mumbai | **City:** Ahmedabad	0	1000	
26/Apr/2024	26/Apr/2024	**Daily Allowance** | **City:** Ajmer	0	425	

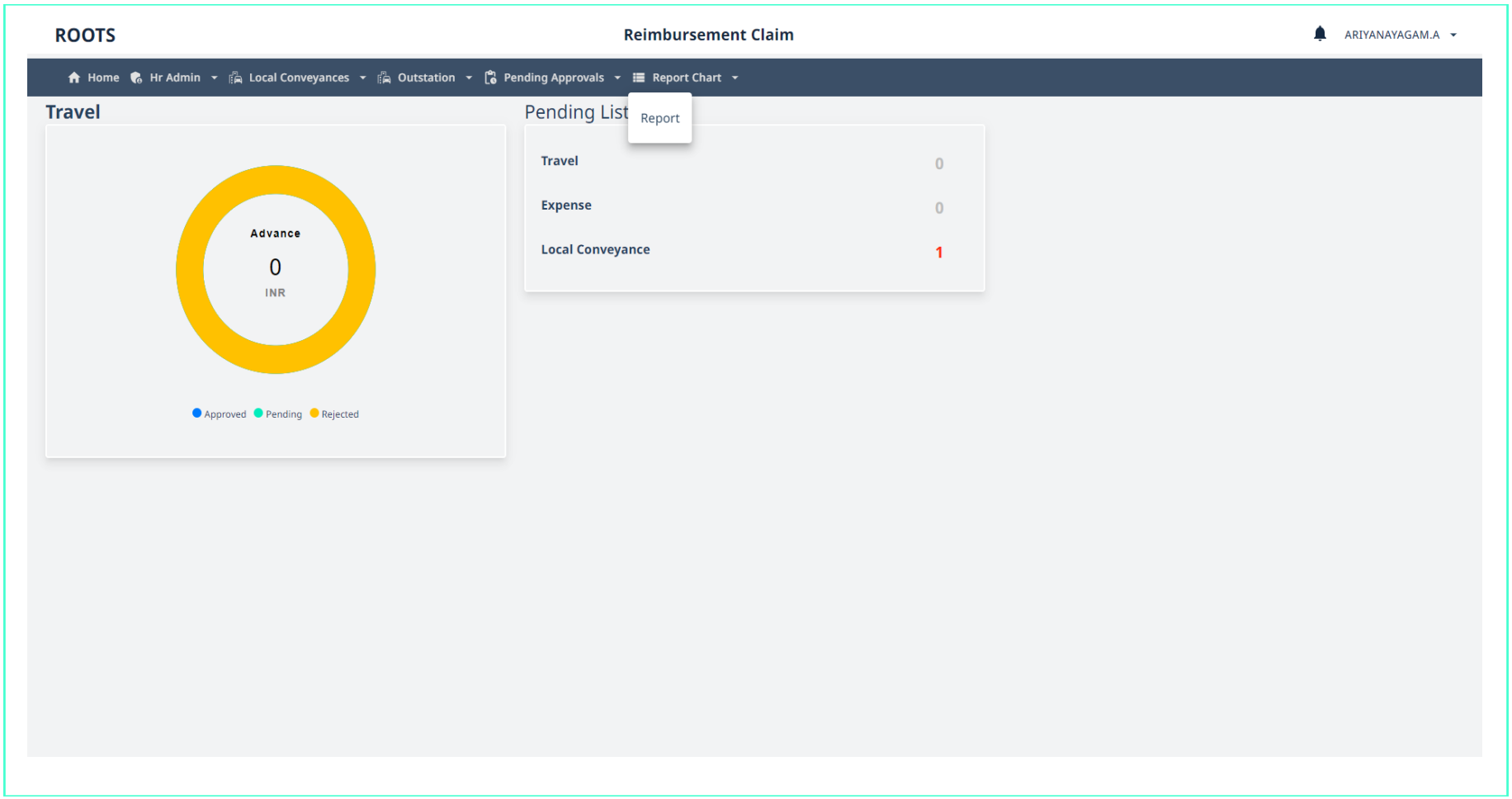
Remarks

Enter your Remarks

Pending Approvals (Travel Expense Edit)



Report


ROOTS
Reimbursement Claim
ARIYANAYAGAM.A
Home
Hr Admin
Local Conveyances
Outstation
Pending Approvals
Report Chart
Report
Travel
Advance
0
INR
Approved
Pending
Rejected
Pending List
Travel
0
Expense
0
Local Conveyance
1

ROOTS
ADDING VALUE

ROOTS MULTICLEAN LTD 25 YEARS SINCE 1992

THANK YOU