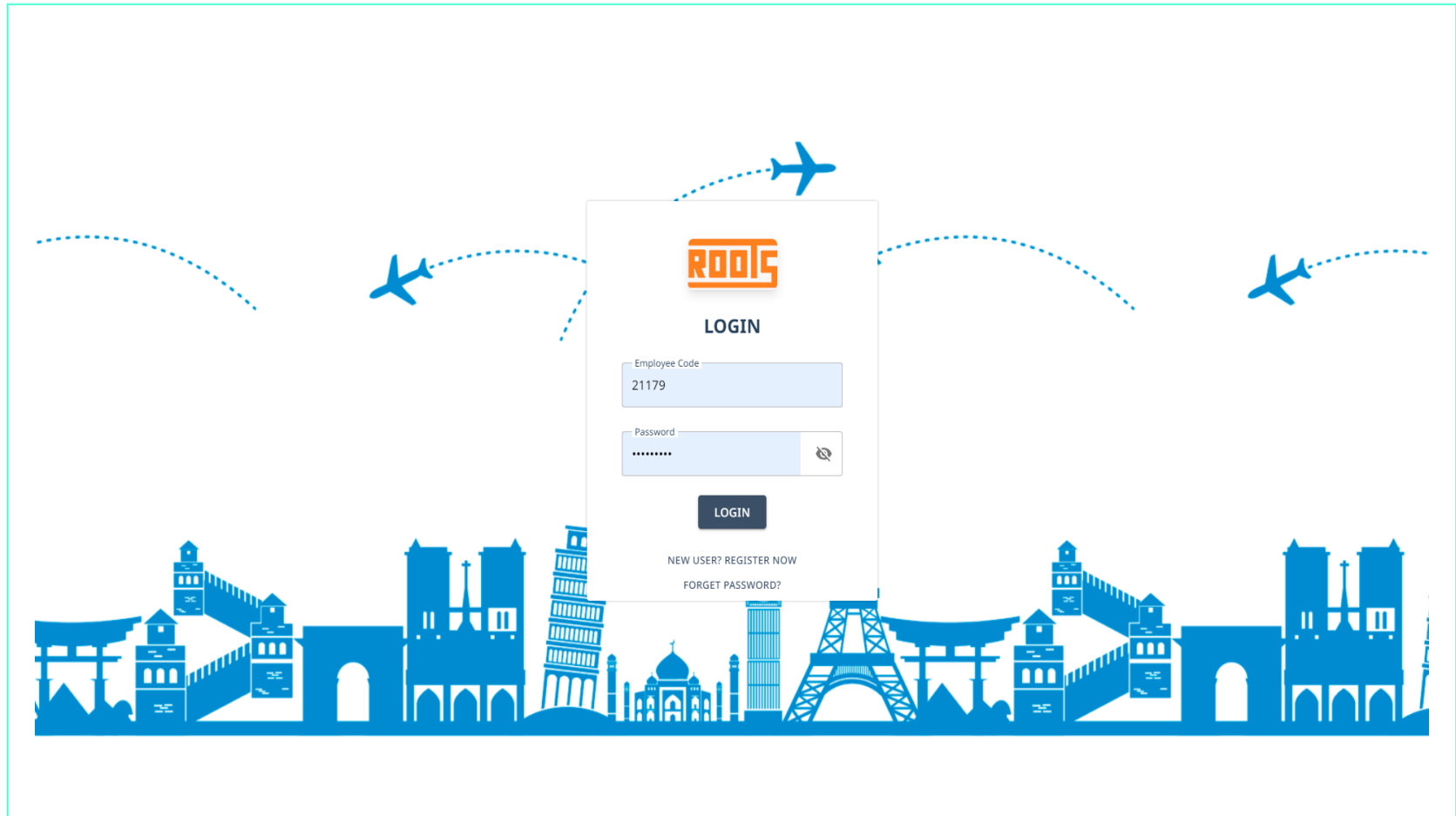


Login screen(Accounts Officer for Trip and Expense)



The login screen features a central white card with the ROOTS logo at the top. Below the logo is the word "LOGIN". The card contains two input fields: "Employee Code" with the value "21179" and "Password" with masked characters "*****". A dark blue "LOGIN" button is positioned below the password field. At the bottom of the card, 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 landmarks like the Eiffel Tower and the Leaning Tower of Pisa. Three blue airplanes are shown flying across the sky with dotted lines indicating their paths.

ROOTS

LOGIN

Employee Code
21179

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


RANGARAJU A

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My Travel & Conveyances

OUTSTATIONS

Total	Approved	Rejected	Pending
1	0	0	1

₹ TRAVEL EXPENSES

Total	Approved	Rejected	Pending
0	0	0	0

LOCAL CONVEYANCE

Total	Approved	Rejected	Pending
0	0	0	0

HOD Pending Conveyances

₹ TRAVEL EXPENSE- 2

OUTSTATION- 0


LOCAL CONVEYANCE- 3

User profile



ROOTS

Reimbursement Claim


RANGARAJU A

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Profile

Name Rangaraju A	Employee Code 21179	Department Finance and Accounts
Email rilaccounts@roots.co.in	Mobile No _____	Company Name ROOTS INDUSTRIES INDIA PRIVATE LTD
Company Short Name RIL	Grade Name M4	Bank Account No 001601029617
Bank Ifsc code 12345678901	Reports To 21414 - Ravi K	

Profile
Logout
Change Password
User Manual

Change Password

A screenshot of a web application's "CHANGE PASSWORD" form. 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. The form itself is a white card with a blue border. It 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 "CHANGE PASSWORD" button, and at the bottom is a link that says "← BACK TO LOGIN PAGE".

CHANGE PASSWORD

Username

Old Password*

New Password*


New Confirm Password*

CHANGE PASSWORD

[← BACK TO LOGIN PAGE](#)

ROOTS

Reimbursement Claim




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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
RIL	Head Office	RMCL Unit II	24/Apr/2024	TN34FG3453	Two Wheeler - 100 cc 4s & 2s	45	0	0	248	 

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
No Items Found					

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

RANGARAJU A ▾

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Local Conveyance

New Local Conveyance
My Claimed Conveyance

Select Date*

01/Feb/2024
→
04/May/2024

PENDING
REJECTED
APPROVED

Date
Conveyance Amount
Food Amount
Food With Guest Amount
Total Expense Amount
Approval Status
Status
For More Details

19/02/2024
393
120
0
513
For HOD Approval
Pending

↑

Click More detail

ROOTS

Information Technology


My Claimed Conveyance details



Conveyance LOC4

Name Muthurangaswamy K	Date 19/02/2024	Employee Code 131140
Department Quality Assurance	Status Account Pending / Waiting for Original Document	Assigned To 131362 - Ravichandran. S
Travel Amount 393	Food Amount ₹ 120	Food With Guest Amount ₹ 0
Total Expense ₹ 513	Approved HOD 131362 - Ravichandran. S (19/02/2024)	Approved Finance Officer 211420 - Ragunathan K (19/02/2024)

Timeline	
19-02-2024 12:45 PM	Muthurangaswamy K 131140 Created Conveyance
19-02-2024 12:45 PM	System Assigned to Ravichandran. S for Approval
19-02-2024 12:49 PM	Ravichandran. S 131362
19-02-2024 12:49 PM	System Assigned to Ragunathan K for Approval
19-02-2024 12:52 PM	Ragunathan K 211420

Date	From Place	To Place	Vehicle Details	Conveyance Amount	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Receipt
19/02/2024	Goa	RMCL Factory	TN23ED2343	66						
19/02/2024	RMCL Unit II	Goa	TN23DF2342	127	Merchant: Annapoorna	120				
19/02/2024	RMCL Unit II	Chennai	Auto	200						

Outstation Travel



ROOTS

Reimbursement Claim

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Outstation

Select Date*

PENDING

REJECTED

APPROVED

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

<

+ NEW TRAVEL

Search

Trip Code	Created On	Trip Name	Departure	Destination	Trip Duration	Purpose	Advance	Status	For More Details
TOK12	24/Apr/2024	OfficeTrip	Coimbatore	Cochin	From:24/Apr/2024 To:25/Apr/2024	Official	8275.00	Pending	

Rows per page: 10 ▾

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>

Click More details

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



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Travel

TOK12

Trip Type

Intrastate

Trip Name

OfficeTrip

Date

24/Apr/2024 To 25/Apr/2024

Purpose

Official

From

Coimbatore

To

Cochin

Advance I Requested

8275.00

Status

Pending

Department

Assembly

Assigned To

Gopalakrishnan.N

Timeline

24-Apr-2024 10:31 am

Jesudas A 131039

Created Trip

24-Apr-2024 10:34 am

System Assigned to Gopalakrishnan.N for Approval

ROOTS

Information Technology

Travel Expense



ROOTS

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Expenses

Select Date*

03/04/2024 → 03/05/2024

APPROVED TRIPS

PENDING

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

<

+ NEW EXPENSE

Search

Click new expense

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	
EXP4	TOK5	Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	
EXP5	TOK6	Unofficial Trip	34050	34050	0	Approved	Waiting for Payment	15/Apr/2024	
EXP6	TOK13	Office Trip	9487.5	9487.5	1050	Approved	Waiting for Payment	24/Apr/2024	
EXP7	TOK14	Official Trip	8987.5	8987.5	3300	Approved	Waiting for Payment	24/Apr/2024	
EXP8	TOK11	Official Tour	5137.5	5137.5	1000	Approved	Waiting for Payment	24/Apr/2024	
EXP9	TOK15	Chennai Trip	3787.5	3787.5	0	Approved	Waiting for Payment	24/Apr/2024	

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Click more details

Click print

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 EXP2

Trip TokenNo
TOK2

Trip Date
10/Apr/2024 To 11/Apr/2024

Trip Status
Approved

Expense Amount
₹ 5700

Approved Amount
₹ 5700

Exceeded Amount
₹ 0

Paid Amount
₹ 5700

Company Name
RIL

Department
Assembly

Grade
M4




Approved By (HOD)
Gopalakrishnan.N

Approved By (ACTS-HOD)
Rangaraju A

Timeline








- 10-Apr-2024 12:06 pm ● Jesudas A 131039 Created Expense
- 10-Apr-2024 12:06 pm ● System Assigned to Gopalakrishnan.N for Approval
- 10-Apr-2024 2:23 pm ● Gopalakrishnan.N 131143
- 10-Apr-2024 2:23 pm ● System Assigned to Rangaraju A for Approval
- 10-Apr-2024 2:23 pm ● Rangaraju A 21179

Expenses

StartDate	EndDate	Category	Amount	Receipt
10/Apr/2024	11/Apr/2024	Stay Merchant: TAJ City: Salem	1600	
10/Apr/2024	10/Apr/2024	Daily Allowance City: Salem	1100	
10/Apr/2024	10/Apr/2024	Travel Merchant: Sabari From: Coimbatore To: Salem	800	
11/Apr/2024	11/Apr/2024	Daily Allowance City: Salem	1100	
11/Apr/2024	11/Apr/2024	Food with Guest	1100	

Travel Expense print



 ROOTS INDUSTRIES INDIA PRIVATE LTD COIMBATORE - 641 006					
EXPENSE DETAILS					
 Muthurangaswamy K - 131140 - RIL		 Description: Meeting			
 Trip Details: Coimbatore to Bangalore,Madurai		 Department: Quality Assurance			
 Trip Duration: 20Apr2024 To 21Apr2024 (2 Days)		 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	
<div> Advance Amount: 4475 Expense Amount: 27200 Exceeded Amount: 0 Approved Amount: 27200 Discrepancy: 0 Total Amount: 22725 </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)		

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Subordinate History (Outstation)

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Outstation

Select Date*

03/04/2024 → 03/05/2024

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

Search

Employee Code	Employee Name	Trip Name	Departure	Destination	Purpose	Advance	Status	Created On	For More Details
131039	Jesudasan	New Trip	Coimbatore	Salem	Official meet		Approved	10/Apr/2024	
131140	Muthurangaswamy K	TOK4	Coimbatore	Bangalore,Madurai	Meeting	4475.00	Approved	12/Apr/2024	
131140	Muthurangaswamy K	TOK5	Coimbatore	Tirunelveli,Hyderabad	Meeting	4475.00	Approved	12/Apr/2024	
131140	Muthurangaswamy K	TOK6	Coimbatore	Mysore,Hyderabad	Having a conference.		Approved	15/Apr/2024	
131140	Muthurangaswamy K	TOK11	Cbe	Bangalore	Meeting		Approved	17/Apr/2024	
131140	Muthurangaswamy K	TOK13	Coimbatore	Kanchipuram	Official	4687.50	Approved	24/Apr/2024	
131140	Muthurangaswamy K	TOK14	Coimbatore	Calicut	Official		Approved	24/Apr/2024	
131140	Muthurangaswamy K	TOK15	cbe	Chennai	Meeting		Approved	24/Apr/2024	
131140	Muthurangaswamy K	TOK16	Kolkata	Ahmedabad	Meeting		Approved	25/Apr/2024	
131140	Muthurangaswamy K	TOK19	Test	Test	Test		Approved	27/Apr/2024	

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Click more details

Subordinate History (Outstation details)



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Travel tok2

Traveller Jesudas A	Employee Code 131039	Company RIL	Grade M4
Trip Type Domestic	Date 10/Apr/2024 to 11/Apr/2024	From Coimbatore	To Salem
Purpose Official meet	Advance Requested No	Approved By Gopalakrishnan.N	

Subordinate History (Expense)



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RANGARAJU A

Select Date*

03/04/2024 → 03/05/2024

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

Employee Code

Employee Name

EXP

TOK

131039	Jesudas A		
131140	Muthurangaswamy K	EXP5	TOK6
131140	Muthurangaswamy K	EXP6	TOK13
131140	Muthurangaswamy K	EXP7	TOK14
131140	Muthurangaswamy K	EXP8	TOK11
131140	Muthurangaswamy K	EXP9	TOK15
21978	Dineshbabu.K	EXP11	TOK21
131188	Sankarganesh.S	EXP13	TOK37

Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
New Trip	5700	5700	0	Approved	Waiting for Payment	10/Apr/2024	
Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	
Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	
Unofficial Trip	34050	34050	0	Approved	Waiting for Payment	15/Apr/2024	
Office Trip	9487.5	9487.5	1050	Approved	Waiting for Payment	24/Apr/2024	
Official Trip	8987.5	8987.5	3300	Approved	Waiting for Payment	24/Apr/2024	
Official Tour	5137.5	5137.5	1000	Approved	Waiting for Payment	24/Apr/2024	
Chennai Trip	3787.5	3787.5	0	Approved	Waiting for Payment	24/Apr/2024	
Roots	5425	5425	0	Approved	Waiting for Payment	29/Apr/2024	
Sulur	7650	7650	0	Approved	Approved	02/May/2024	

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Click more details

Subordinate History (Expense details)



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Reimbursement Claim

🔔 RANGARAJU A ▾

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ExpenseEXP2

Traveller Jesudas A	Employee Code 131039	Grade M4	Trip Date 10/Apr/2024 to 11/Apr/2024
Expense Amount ₹ 5700	Approvable Expense Amount ₹ 5700	Amount to be paid ₹ 5700	Discrepancy Amount ₹ 0
Approved By Gopalakrishnan.N			

Expenses

StartDate	EndDate	Category	Exceeded Amount	Amount	Receipt
10/Apr/2024	11/Apr/2024	Stay Merchant: TAJ City: Salem	0	1600	📄
10/Apr/2024	10/Apr/2024	Daily Allowance City: Salem	0	1100	
10/Apr/2024	10/Apr/2024	Travel Merchant: Sabari From: Coimbatore To: Salem	0	800	📄
11/Apr/2024	11/Apr/2024	Daily Allowance City: Salem	0	1100	
11/Apr/2024	11/Apr/2024	Food with Guest	0	1100	📄

Reimbursement (Outstation Travel)



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Travel

Outstation Travel
Travel Expense

Select Date*
01/12/2023 → 31/05/2024

Company
Grade
Department

Employee Code	Employee Name	Company	Department	Date	Trip Code	Approved Amount	Approved Amount	Approved Amount	Approved Amount	Approved Amount	For More Details
131039	Jesudas A	RIL	Assembly	10/Apr/2024	TOK2	5700					
131140	Muthurangaswamy K	RIL	Quality Assurance	12/Apr/2024	TOK4	27200					
131140	Muthurangaswamy K	RIL	Quality Assurance	14/Apr/2024	TOK5	3350					
131140	Muthurangaswamy K	RIL	Quality Assurance	15/Apr/2024	TOK6	34050					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK13	9487.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK14	8987.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK11	5137.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK15	3787.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	25/Apr/2024	TOK16	29275					
21978	Dineshbabu.K	RIL	Information Technology	29/Apr/2024	TOK21	5425					

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Click more details

Reimbursement (Travel Details)



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Travel TOK15

Trip TokenNo
TOK2

Trip Date
10/Apr/2024 To 11/Apr/2024

Trip Status
Approved

Expense Amount
₹ 5700

Approved Amount
₹ 5700

Exceeded Amount
₹ 0

Paid Amount
₹ 5700

Company Name
RIL

Department
Assembly

Grade
M4

Approved By (HOD)
Gopalakrishnan.N

Approved By (ACTS-HOD)
Rangaraju A

Timeline

10-Apr-2024 12:06 pm

Jesudas A 131039
Created Expense

10-Apr-2024 12:06 pm

System Assigned to Gopalakrishnan.N for Approval

10-Apr-2024 2:23 pm

Gopalakrishnan.N 131143

10-Apr-2024 2:23 pm

System Assigned to Rangaraju A for Approval

10-Apr-2024 2:23 pm

Rangaraju A 21179

Expenses

StartDate	EndDate	Category	Amount	Receipt
10/Apr/2024	11/Apr/2024	Stay Merchant: TAJ City: Salem	1600	
10/Apr/2024	10/Apr/2024	Daily Allowance City: Salem	1100	
10/Apr/2024	10/Apr/2024	Travel Merchant: Sabari From: Coimbatore To: Salem	800	
11/Apr/2024	11/Apr/2024	Daily Allowance City: Salem	1100	
11/Apr/2024	11/Apr/2024	Food with Guest	1100	

Reimbursement (Travel Expense)



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Expenses

Select Date*

01/11/2023 → 04/05/2024

Company ▾

Grade ▾

Department ▾

Employee Code	Employee Name	Company	Department	Date	Trip Code	Approved Amount	Approved Amount	Approved Amount	Approved Amount	Approved Amount	For More Details
131039	Jesudas A	RIL	Assembly	10/Apr/2024	TOK2	5700					
131140	Muthurangaswamy K	RIL	Quality Assurance	12/Apr/2024	TOK4	27200					
131140	Muthurangaswamy K	RIL	Quality Assurance	14/Apr/2024	TOK5	3350					
131140	Muthurangaswamy K	RIL	Quality Assurance	15/Apr/2024	TOK6	34050					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK13	9487.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK14	8987.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK11	5137.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	24/Apr/2024	TOK15	3787.5					
131140	Muthurangaswamy K	RIL	Quality Assurance	25/Apr/2024	TOK16	29275					
21978	Dineshbabu.K	RIL	Information Technology	29/Apr/2024	TOK21	5425					

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Click more details

Reimbursement (Expense Details)



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Reimbursement Claim

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Travel Expense EXP2

Trip TokenNo
TOK2

Trip Date
10/Apr/2024 To 11/Apr/2024

Trip Status
Approved

Expense Amount
₹ 5700

Approved Amount
₹ 5700

Exceeded Amount
₹ 0

Paid Amount
₹ 5700

Company Name
RIL

Department
Assembly

Grade
M4

Approved By (HOD)
Gopalakrishnan.N

Approved By (ACTS-HOD)
Rangaraju A

Expenses

StartDate	EndDate	Category	Amount	Receipt
10/Apr/2024	11/Apr/2024	Stay Merchant: TAJ City: Salem	1600	
10/Apr/2024	10/Apr/2024	Daily Allowance City: Salem	1100	
10/Apr/2024	10/Apr/2024	Travel Merchant: Sabari From: Coimbatore To: Salem	800	
11/Apr/2024	11/Apr/2024	Daily Allowance City: Salem	1100	
11/Apr/2024	11/Apr/2024	Food with Guest	1100	

Timeline

10-Apr-2024 12:06 pm

Jesudas A 131039
Created Expense

10-Apr-2024 12:06 pm

System Assigned to Gopalakrishnan.N for Approval

10-Apr-2024 2:23 pm

Gopalakrishnan.N 131143

10-Apr-2024 2:23 pm

System Assigned to Rangaraju A for Approval

10-Apr-2024 2:23 pm

Rangaraju A 21179

Accounts Approval (Outstation Travel)



ROOTS

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RANGARAJU A ▾

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Outstation

Select Date*

01/08/2023 → 04/05/2024

Search

HOD APPROVED TRAVELS

Employee Code	Employee Name	Trip Code	Trip Name	Departure	Destination	Purpose	Advance	Status	Created On	For More Details
131140	Muthurangawamy K	TOK16	Test	Kolkata	Ahmedabad	Meeting		Pending	25/Apr/2024	

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Click more details

Accounts Approval Travel details



Travel tok16

[<](#)
[HOLD](#)
[X REJECT](#)
[✓ APPROVE](#)

Traveller
Muthurangaswamy K

Employee Code
131140

Company
RIL

Grade
O4

Trip Type
Intrastate

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

From
Kolkata

To
Ahmedabad

Purpose
Meeting

Advance Requested
No

Remarks

Enter your Remarks

Accounts Approval (Travel Expense)



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Expenses

Select Date*

Accounts Approval List(Outstation)

Accounts Approval List(Expense)

2

Search

<

+ NEW EXPENSE

HOD APPROVED EXPENSES

Employee Code	Employee Name	Expense Code	Trip Code	Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
131140	Muthurangaswamy K	EXP10	TOK16	Test	29275	29275	0	For ACC Officer Approval	Pending	25/Apr/2024	
131140	Muthurangaswamy K	EXP12	TOK19	Test	2075	2075	0	For ACC Officer Approval	Pending	30/Apr/2024	

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Click more details

Accounts Approval Expense Details



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Expense Approval EXP10

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

Approved By
Ravichandran. S

EXPENSES

Start Date	End Date	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	

☐ Adjust CostCenter

Remarks

HOLD

REJECT

APPROVE

Accounts Approval Expense Edit



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 Report Chart

RANGARAJU A

Expense Approval EXP10

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

Approved By

Ravichandran. S

Expenses

Start Date	End Date		Exceeded Amount	Amount	Receipt
25/Apr/2024	25/Apr/2024	Dail	0	850	
25/Apr/2024	25/Apr/2024	Travel Merch	0	27000	
26/Apr/2024	26/Apr/2024	Stay M	0	1000	
26/Apr/2024	26/Apr/2024	Daily Allowance City: Ajmer	0	425	

☐ Adjust CostCenter

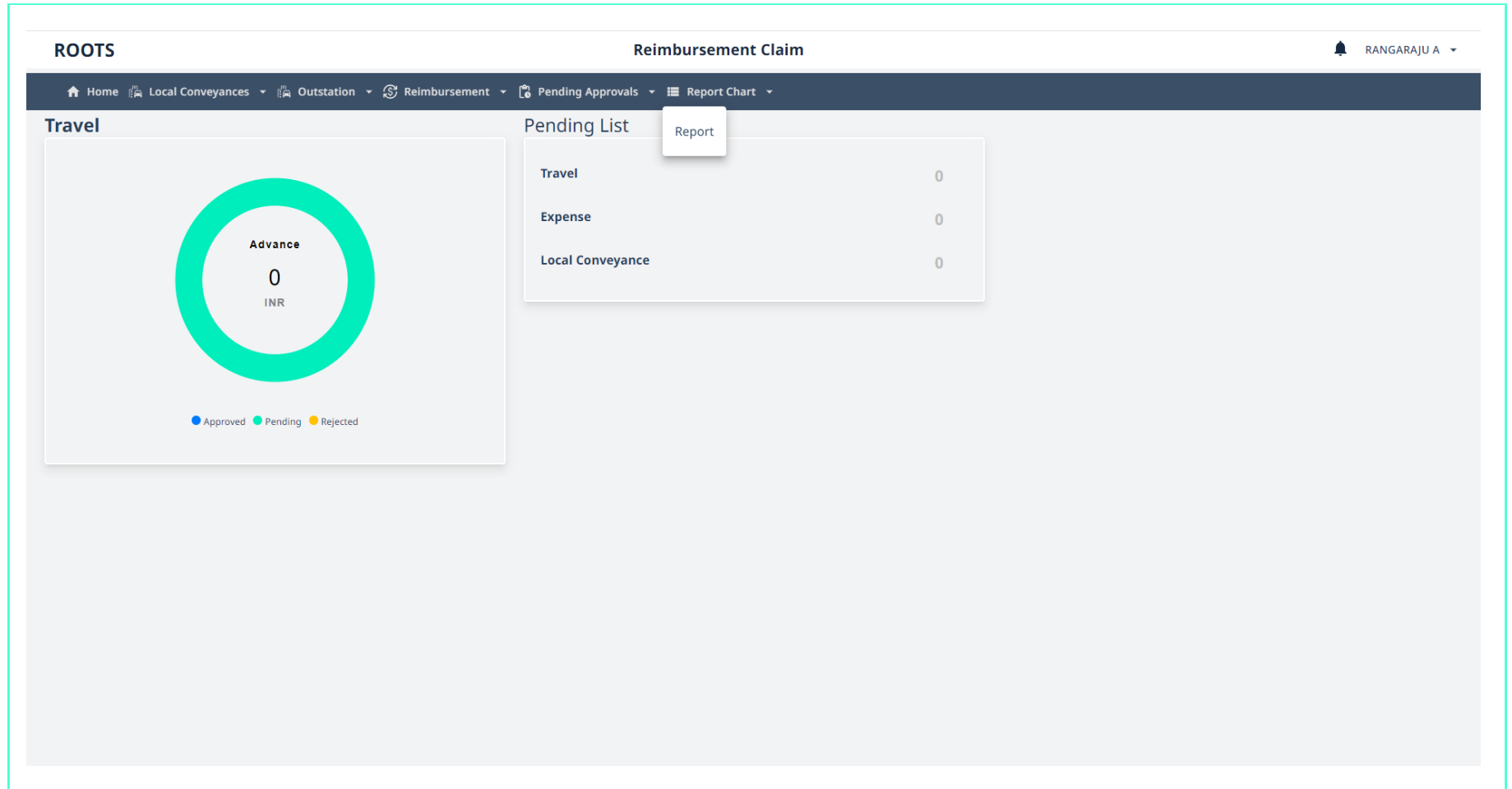
Remarks

Enter your Remarks

Approved Amount

29275

CANCEL OK



THANK YOU