Login screen(Accounts Officer for Trip and Expense)

LOGIN

Employee Code
21179

Password
•••••••••

LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD?

New user registration

Forgot Password

LOGIN

Employee Code
131039

Password
•••••••••

LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD? ⇐ ①

②

Forgot Password

Employee Code* ⇐ **Employee Code**

FORGOT PASSWORD ⇐ **Click forgot password**

‹ BACK TO LOGIN

Dashboard Screen

User profile

ROOTS

Reimbursement Claim

🔔 RANGARAJU A ▾

🏠 Home · 🚗 Local Conveyances ▾ · 🚅 Outstation ▾ · 💲 Reimbursement ▾ · 📋 Pending Approvals ▾ · ☰ Report Chart ▾

Profile
Logout
Change Password
User Manual

Profile

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

ROOTS

Information Technology

Change Password

CHANGE PASSWORD

Username
131039

Old Password*
•••••••••

New Password*
••••••••

New Confirm Password*
••••••••

CHANGE PASSWORD

‹ BACK TO LOGIN PAGE

Local conveyance

ROOTS

Reimbursement Claim

RANGARAJU A ▼

🏠 Home | 🚗 Local Conveyances ▼ | 🚌 Outstation ▼ | 💲 Reimbursement ▼ | 📋 Pending Approvals ▼ | ☰ 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
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			

ROOTS

Information Technology

Local Conveyance

< | ⟳ | 🖫 SAVE

Company Name	RIL ✕ 🔍
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

ROOTS

ADDING VALUE

ROOTS   **Information Technology**

My Claimed Conveyance

Reimbursement Claim

ROOTS

RANGARAJU A ▼

🏠 Home   🚗 Local Conveyances ▼   🚕 Outstation ▼   💲 Reimbursement ▼   📋 Pending Approvals ▼   ☰ Report Chart ▼

Local C...

| New Local Conveyance |
| My Claimed Conveyance |

+ NEW CONVEYANCE

Select Date*

01/Feb/2024 → 04/May/2024 📅

ℹ️ 🔍 Search

🟠 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

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 Reciept
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

Click More details

New Travel

Travel

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

< ↻ 💾 SAVE & SUBMIT

ROOTS   **Information Technology**

New Travel details

Travel **TOK12**

Trip Type	**Trip Name**	**Date**
Intrastate	OfficeTrip	24/Apr/2024 To 25/Apr/2024
Purpose	**From**	**To**
Official	Coimbatore	Cochin
Advance I Requested	**Status**	**Department**
8275.00	Pending	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

Home   Local Conveyances   Outstation   Pending Approvals   Report Chart

ROOTS

Information Technology

Travel Expense

ROOTS
ADDING VALUE

ROOTS MULTICLEAN LTD
25 YEARS
SINCE 1992

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▾

🏠 Home   🚌 Local Conveyances ▾   🚍 Outstation ▾   Ⓢ Reimbursement ▾   🗒 Pending Approvals ▾   ☰ Report Chart ▾

Expenses

<   **+ NEW EXPENSE**

⬆ Click new expense

Outstation Travel

Travel Expense

Select Date*
03/04/2024 → 03/05/202

Subordinate History (Outstation)

ⓘ 🔍 Search

Subordinate History (Expense)

📋 APPROVED TRIPS   ⬤ PENDING

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	📄 🖨

Rows per page: 10 ▾   1-7 of 7 |<   <   >   >|

⬆ Click more details

⬆ Click print

New Expense

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

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**

ROOTS　　　　　**Information Technology**

Subordinate History (Outstation)

Click more details

Subordinate History (Outstation details)

Subordinate History (Expense)

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▾

🏠 Home   🚗 Local Conveyances ▾   🚌 Outstation ▾   💲 Reimbursement ▾   📋 Pending Approvals ▾   ☰ Report Chart ▾

Select Date*
03/04/2024 → 03/05/202   ℹ 🔍 Search

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

Employee Code	Employee Name			Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
131039	Jesudas A			New Trip	5700	5700	0	Approved	Waiting for Payment	10/Apr/2024	📄
131140	Muthurangaswam			Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	📄
131140	Muthurangaswam			Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	📄
131140	Muthurangaswamy K	EXP5	TOK6	Unofficial Trip	34050	34050	0	Approved	Waiting for Payment	15/Apr/2024	📄
131140	Muthurangaswamy K	EXP6	TOK13	Office Trip	9487.5	9487.5	1050	Approved	Waiting for Payment	24/Apr/2024	📄
131140	Muthurangaswamy K	EXP7	TOK14	Official Trip	8987.5	8987.5	3300	Approved	Waiting for Payment	24/Apr/2024	📄
131140	Muthurangaswamy K	EXP8	TOK11	Official Tour	5137.5	5137.5	1000	Approved	Waiting for Payment	24/Apr/2024	📄
131140	Muthurangaswamy K	EXP9	TOK15	Chennai Trip	3787.5	3787.5	0	Approved	Waiting for Payment	24/Apr/2024	📄
21978	Dineshbabu.K	EXP11	TOK21	Roots	5425	5425	0	Approved	Waiting for Payment	29/Apr/2024	📄
131188	Sankarganesh.S	EXP13	TOK37	Sulur	7650	7650	0	Approved	Approved	02/May/2024	📄

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Click more details

ROOTS   **Information Technology**

Subordinate History (Expense details)

ROOTS
ADDING VALUE

ROOTS — Reimbursement Claim

RANGARAJU A ▼

🏠 Home | 🚗 Local Conveyances ▼ | 🚆 Outstation ▼ | 💲 Reimbursement ▼ | 📋 Pending Approvals ▼ | 📊 Report Chart ▼

Expense**EXP2**

Traveller	**Employee Code**	**Grade**	**Trip Date**
Jesudas A	131039	M4	10/Apr/2024 to 11/Apr/2024

Expense Amount	**Approvable Expense Amount**	**Amount to be paid**	**Discrepancy Amount**
₹ 5700	₹ 5700	₹ 5700	₹ 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	📎

ROOTS

Information Technology

Reimbursement (Outstation Travel)

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					

Click more details

Reimbursement (Travel Details)

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▼

Travel TOK15

Trip TokenNo	Trip Date	Trip Status
TOK2	10/Apr/2024 To 11/Apr/2024	Approved

Expense Amount	Approved Amount	Exceeded Amount
₹ 5700	₹ 5700	₹ 0

Paid Amount	Company Name	Department
₹ 5700	RIL	Assembly

Grade	Approved By (HOD)	Approved By (ACTS-HOD)
M4	Gopalakrishnan.N	Rangaraju A

Timeline

Time	Event
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	📎

ROOTS   **Information Technology**

Reimbursement (Travel Expense)

ROOTS
ADDING VALUE

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▾

🏠 Home   🏢 Local Conveyances ▾   🏢 Outstation ▾   💲 Reimbursement ▾   📋 Pending Approvals ▾   ☰ Report Chart ▾

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

ROOTS   **Information Technology**

Reimbursement (Expense Details)

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▾

🏠 Home   🚕 Local Conveyances ▾   🚗 Outstation ▾   💲 Reimbursement ▾   📋 Pending Approvals ▾   ☰ Report Chart ▾

Travel Expense EXP2

Trip TokenNo	**Trip Date**	**Trip Status**	
TOK2	10/Apr/2024 To 11/Apr/2024	Approved	
Expense Amount	**Approved Amount**	**Exceeded Amount**	
₹ 5700	₹ 5700	₹ 0	
Paid Amount	**Company Name**	**Department**	
₹ 5700	RIL	Assembly	
Grade	**Approved By (HOD)**	**Approved By (ACTS-HOD)**	
M4	Gopalakrishnan.N	Rangaraju A	

Timeline

Date		Event
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	📎

ROOTS   **Information Technology**

Accounts Approval (Outstation Travel)

Travel TOK16

←	HOLD	✕ 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

ROOTS

Information Technology

Accounts Approval (Travel Expense)

ROOTS   Reimbursement Claim   🔔 RANGARAJU A ▾

🏠 Home 🚍 Local Conveyances ▾ 🚍 Outstation ▾ 💲 Reimbursement ▾ 📋 Pending Approvals ▾ ☰ Report Chart ▾

Expenses   ‹ + NEW EXPENSE

Accounts Approval List(Outstation)

Accounts Approval List(Expense)
②

| Select Date* | 📅 |

ℹ 🔍 Search

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	🖩

Rows per page: 10 ▾   1-2 of 2 |< ‹ >|

Click more details

ROOTS   **Information Technology**

Accounts Approval Expense Details

ROOTS

Reimbursement Claim

🔔 RANGARAJU A ▾

🏠 Home 🏢 Local Conveyances ▾ 🚗 Outstation ▾ 💲 Reimbursement ▾ 📋 Pending Approvals ▾ ☰ Report Chart ▾

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

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

Enter your Remarks

ROOTS

Information Technology

Accounts Approval Expense Edit

ROOTS

Reimbursement Claim

🔔 RANGARAJU A ▾

🏠 Home | 🚕 Local Conveyances ▾ | 🚌 Outstation ▾ | 💲 Reimbursement ▾ | 📋 Pending Approvals ▾ | 📊 Report Chart ▾

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
Approved By Ravichandran. S			

Expenses

Approved Amount ✕

┌ Approved Amount ─────
│ 29275   ▲▼
└──────────────────────

CANCEL   OK

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

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