

Login screen(HR)

The login screen features a central white box with the ROOTS logo at the top. Below the logo is the word "LOGIN". There are two input fields: "Employee Code" with the value "21991" and "Password" with masked characters "*****". A "LOGIN" button is positioned below the password field. At the bottom of the box are two links: "NEW USER? REGISTER NOW" and "FORGET PASSWORD?". The background is a light blue world map with three blue airplanes flying along dotted paths. At the bottom, there is a blue silhouette of a city skyline including various architectural landmarks like the Eiffel Tower and the Leaning Tower of Pisa.

ROOTS

LOGIN

Employee Code
21991

Password

LOGIN

[NEW USER? REGISTER NOW](#)
[FORGET PASSWORD?](#)



LOGIN

Employee Code

Password 

LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD?



REGISTRATION

Employee Code*

Password*

Confirm Password*

REGISTER

← BACK TO LOGIN

← Employee Code

← New Password

← Confirm Password

← Click register

Forgot Password



LOGIN

Employee Code

Password

LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD? ← ①



②

Forgot Password

Employee Code*

← Employee Code


FORGOT PASSWORD

← Click forgot password

← BACK TO LOGIN

ROOTS

Reimbursement Claim


ARIYANAYAGAM.A

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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
0	0	0	0

Department Conveyances

TRAVEL EXPENSE- 0

OUTSTATION- 0

LOCAL CONVEYANCE- 1

User profile



ROOTS

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ARIYANAYAGAM.A

Profile

Logout

Change Password

User Manual

Home

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Profile

Name Ariyanayagam.A	Employee Code 21991	Department Information Technology
Email ari@roots.co.in	Mobile No 9944933092__	Company Name ROOTS INDUSTRIES INDIA PRIVATE LTD
Company Short Name RIL	Grade Name P	Bank Account No 003301000011
Bank Ifsc code 10000000000	Reports To 21003 - Balasubramaniam.O.A	

Change Password



CHANGE PASSWORD

Username
21991

Old Password*

New Password*


New Confirm Password*

CHANGE PASSWORD

◀ BACK TO LOGIN PAGE

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Cities

Class I

A

B

C

D

G

H

I

J

K

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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

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+ ADD CITY

AGARTALA

AIZWAL

AHMEDABAD

AURANGABAD

AJMER

ALLAHABAD

AGRA

AYODHYA / FAIZABAD

Class II

Class III

Add City

Name*

Required

CANCEL

SAVE

ROOTS

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SHOW ALL

+ ADD CITY

AGARTALA

AIZWAL

AHMEDABAD

AURANGABAD

AJMER

ALLAHABAD

AGRA

AYODHYA / FAIZABAD

Class II

Class III


Edit City

Name*

Agartala

UPDATE

ROOTS



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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

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Vehicle Type

Two Wheeler - 100 cc 4s & 2s

Owner

Company

Fuel Type

Petrol


Rate

₹ 100

+

ADD

ROOTS



ARIYANAYAGAM.A

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Local Conveyance

New Local Conveyance

My Claimed Conveyance

Subordinate History

CLAIM ALL

↺

+ NEW CONVEYANCE

Company and Own Vehicle (Pending for Claim)

Company Name	From Place	To Place	Date	Vehicle Number	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)

New Conveyance



Home
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Local Conveyance

<
↺
SAVE

Company Name

RIL

Conveyance Date

17/02/2024

Travel Mode*

Public Transport

Purpose

Meeting

From Place

Chennai

To Place

Head Office

Travel By*

Bus

Travel Amount

₹ 150

☒ Food (Optional)

Hotel Name

Mumbai Hotel

Food Amount

₹ 500

UPLOAD FILE

image.png (493 KB)

☒ Food With Guest (Optional)

Guest Company

RRL

Members

James, Richard

Members Count

2

Hotel Name

Hotel Saravana

Food With Guest Amount

₹ 750

UPLOAD FILE

image.png (403 KB)

Claimed Conveyances



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Local Conveyance

Select Date*

17/01/2024 → 17/02/2024

Search

PENDING

REJECTED

APPROVED

Date	Travel Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
08/02/2024	8990	693	0	9683	For Finance Officer Reapproval	Rejected	
08/02/2024	436	230	342	1008	Approved	Payment Credited	
08/02/2024	148	343	25	516	Approved	Waiting for Payment	
08/02/2024	110	230	0	340	Approved	Waiting for Payment	
09/02/2024	1060	450	456	1966	Approved	Waiting for Payment	

Click more details

Click print

ROOTS

Information Technology

Local conveyance details



ROOTS

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ARIYANAYAGAM.A

Conveyance LOC7

Name

Ariyanayagam.A

Date

08/02/2024

Employee Code

21991

Department

Information Technology

Status

Payment Credited

Assigned To

21003 - Balasubramaniam.O.A

Travel Amount

436

Food Amount

₹ 230

Food With Guest Amount

₹ 342

Total Expense

₹ 1008

Approved HOD

21003 - Balasubramaniam.O.A
(08/02/2024)

Approved Finance Officer

211420 - Ragunathan K
(08/02/2024)

Payment Details

Payment ReferenceNo - 9489

Payment Date - 08/02/2024

Timeline

08-02-2024 8:33 am

Ariyanayagam.A 21991
Created Conveyance

08-02-2024 8:33 am

System Assigned to
Balasubramaniam.O.A for Approval

08-02-2024 8:35 am

Balasubramaniam.O.A 21003

08-02-2024 8:35 am

System Assigned to Ragunathan K for
Approval

08-02-2024 8:37 am

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
03/02/2024	OPOOP	Chennai	qwer	115				Merchant: Dasa Guest: venju Company: qweqer	342	GP
06/02/2024	-	-	-	0	Merchant: Gowthamkar	230	GP			
08/02/2024	Chennai	Chennai	Auto	231						
25/01/2024	HPED	Head Office	Auto	90						

Local Conveyances print



ROOTS

ARIYANAYAGAM.A

Home

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ROOTS

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)



ROOTS

Reimbursement Claim

ARIYANAYAGAM.A

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Local Conveyance

EXPORT TO EXCEL

+ NEW CONVEYANCE

Select Date*
01/10/2023 → 03/05/2024

Search

Employee Code	Employee Name	Conveyance Code	Date	Travel Amount	Food Amount	FWG Amount	Total Expense Amount	HOD Status	Sap Reference No	Sap Posted Date	For More Details
21978	Dineshbabu.K	LOC2	13/Feb/2024	578	150	300	1028	Approved	5400000022	05/Feb/2024	
21978	Dineshbabu.K	LOC3	13/Feb/2024	176	0	0	176	Approved	5400000023	06/Feb/2024	
21978	Dineshbabu.K	LOC4	23/Feb/2024	4334	0	0	4334	Approved	-	-	
21978	Dineshbabu.K	LOC5	23/Feb/2024	0	484	0	484	Approved	-	-	
21978	Dineshbabu.K	LOC6	23/Feb/2024	22725	0	0	22725	Approved	-	-	
21978	Dineshbabu.K	LOC10	24/Feb/2024	5418	0	0	5418	Approved	-	-	
21594	Yogananth N	LOC29	27/Feb/2024	25000	0	0	25000	Approved	-	-	

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Click more details

Subordinate History (Conveyance Details)



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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 Receipt
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: ANNAPOORNA Guest: Hariharan Company: AJ INDUSTRIES	300	
Total Conveyance - ₹ 1028												

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Outstation

Select Date*

01/01/2024 → 03/05/2024

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
TOK17	25/Apr/2024	Test	Mumbai	Bangalore	From:27/Apr/2024 To:27/Apr/2024	Meeting		Pending	<div> <div></div> </div>

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Click more details



Travel

< ↺ SAVE & SUBMIT

Company Name	<div>RIL</div>
Visited For	<div>RIL</div>
Trip Name	<div>Test</div>
Trip Type	<div>Domestic</div>
Office to be visited	<div>RIL</div>
Person to be met	<div>Muthu</div>
Purpose	<div>Meeting</div>
Date	<div>27/04/2024 → 27/04/2024</div>
Trip Start Time	<div>01:00</div>
Departure	<div>Mumbai</div>
Destination	<div>Bangalore</div>
<div>+ ADD</div>	

Destinations
<div>Bangalore</div>
<div><input type="checkbox"/> Require Advance</div>
<div><input type="checkbox"/> Add Employee</div>



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

Reimbursement Claim

ARIYANAYAGAM.A

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Expenses















Select Date*
03/04/2024 → 03/05/2024

APPROVED TRIPS PENDING REJECTED

- Outstation Travel
- Travel Expense
- Subordinate History (Outstation)
- Subordinate History (Expense)

< + NEW EXPENSE

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	 
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 detail

Click Print

New Expense



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 Daily Allowance

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

ROOTS

Information Technology



Travel Expense EXP10



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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	<div> <div>25-Apr-2024 4:02 pm</div> <div> <div></div> <div>Muthurangaswamy K 131140 Created Expense</div> </div> </div>
Department Quality Assurance	Grade O4		<div> <div>25-Apr-2024 4:02 pm</div> <div> <div></div> <div>System Assigned to Ravichandran. S for Approval</div> </div> </div>

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		 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> <div>Advance Amount: 4475</div> <div>Expense Amount: 27200</div> <div>Exceeded Amount: 0</div> <div>Approved Amount: 27200</div> <div>Discrepancy: 0</div> <div>Total Amount: 22725</div> </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)		

Subordinate History (Outstation)



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Reimbursement Claim

ARIYANAYAGAM.A

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Outstation

Select Date*

03/04/2024 → 03/05/2024

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

Employee Code

Employee Name

Departure

Destination

Purpose

Advance

Status

Created On

For More Details

21978	Dineshbabu.K		Kolkata	Meeting		Approved	29/Apr/2024	
21978	Dineshbabu.K	TOK43	New trip	CBE	Cochin	Meeting	Approved	02/May/2024

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Click more details

Subordinate History (Outstation details)



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Travel tok21

Traveller	Employee Code	Company	Grade
Dineshbabu.K	21978	RIL	O3
Trip Type	Date	From	To
Domestic	29/Apr/2024 to 29/Apr/2024	Kolkata	
Purpose	Advance Requested	Approved By	
Meeting	No	Ariyanayagam.A	

Subordinate History (Expense)



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Select Date*

03/04/2024 → 03/05/2024

Outstation Travel

Travel Expense

Subordinate History (Outstation)

Subordinate History (Expense)

Employee Code

21978

Employee Name

Dineshababu.K

Expense Code

EXP11

Expense Amount

5425

Approved Amount

5425

Exceeded Amount

0

Approval Status

Approved

Status

Waiting for Payment

Created On

29/Apr/2024

For More Details

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Click more details

Subordinate History (Expense details)



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ExpenseEXP11

Traveller

Dineshbabu.K

Employee Code

21978

Grade

O3

Trip Date

29/Apr/2024 to 29/Apr/2024

Expense Amount

₹ 5425

Approvable Expense Amount

₹ 5425

Amount to be paid

₹ 5425

Discrepancy Amount

₹ 0

Approved By

Ariyanayagam.A

Expenses

StartDate	EndDate	Category	Exceeded Amount	Amount	Receipt
29/Apr/2024	29/Apr/2024	Daily Allowance City: Chennai	0	425	
29/Apr/2024	29/Apr/2024	Travel Merchant: Air india From: Coimbatore To: Chennai	0	5000	

Pending Approvals (Local Conveyance)



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Reimbursement Claim

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Local Conveyance

Select Date*

Local Conveyance

Outstation Travel

Travel Expense

+ NEW CONVEYANCE

Search

DEPARTMENT CONVEYANCES

Employee Code	Employee Name	Conveyance Code	Date	Travel Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
21978	Dineshbabu.K	LOC43	29/Apr/2024	100	978	0	1078	For HOD Reapproval	Pending	

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Click more details

Pending Approvals (Local Conveyance details)



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Conveyance Loc43

Traveller

Dineshbabu.K

Employee Code

21978

Grade

O3

Company

RIL

Conveyance Code

LOC43

Date

29/Apr/2024

Travel Amount

₹ 100

Food Amount

₹ 978

Food With Guest Amount

₹ 0

Total Expense

₹ 1078

Total Kilometer

0 KM

Remarks

Enter your Remarks

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 Receipt
13/Feb/2024	-	-	-	0	-	0	-	Merchant: TEST	978		-	-	-
29/Apr/2024	Head Office	Chennai	Bus	0	-	100		-	-	-	-	-	-

Total Conveyance - ₹ 1078

HOLD

REJECT

APPROVE

Pending Approvals (Outstation Travel)



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Outstation

Select Date*

01/11/2023 → 31/05/2024

Search

DEPARTMENT TRAVELS

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

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Click more details

Pending Approvals (Outstation Travel details)



Travel tok16

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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 <div>Enter your Remarks</div>	

Pending Approvals (Travel Expense)



Expenses

Select Date*

25/03/2024 → 25/04/2024

Search

DEPARTMENT 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	0	0	For HOD Approval	Pending	25/Apr/2024	

Rows per page: 10

1-1 of 1

Click more details

Pending Approvals (Travel Expense details)



Expense ApprovalEXP10

<
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)



Expense ApprovalEXP10

<

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	0	850	
25/Apr/2024	25/Apr/2024	Travel Merchant: AirIndia	0	27000	
26/Apr/2024	26/Apr/2024	Stay Merchant: Mun	0	1000	
26/Apr/2024	26/Apr/2024	Daily Allowan	0	425	

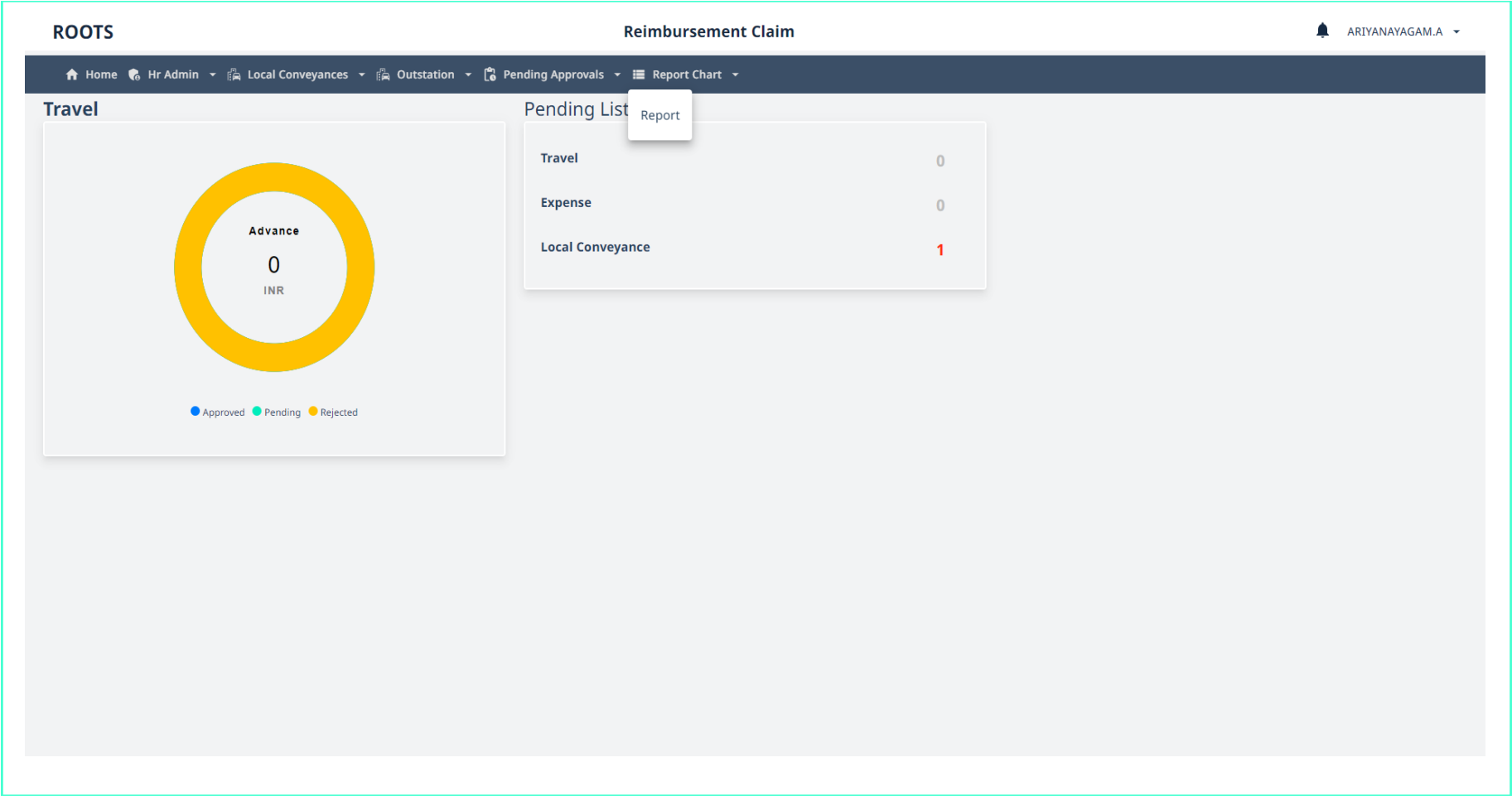
Remarks

Enter your Remarks

Approved Amount

29275

CANCEL OK



THANK YOU