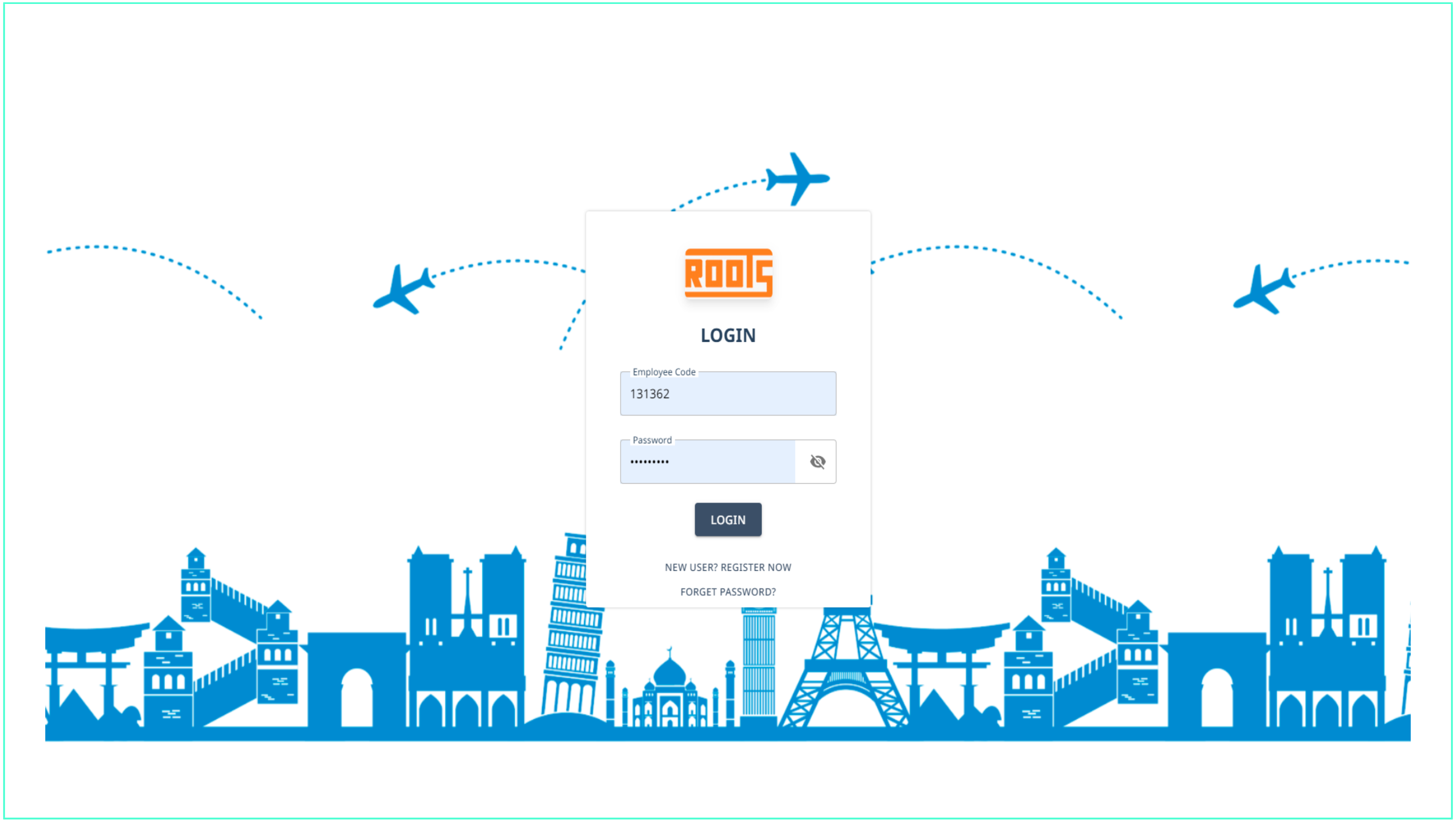
ADDING VALUE

Login screen(HOD)



LOGIN

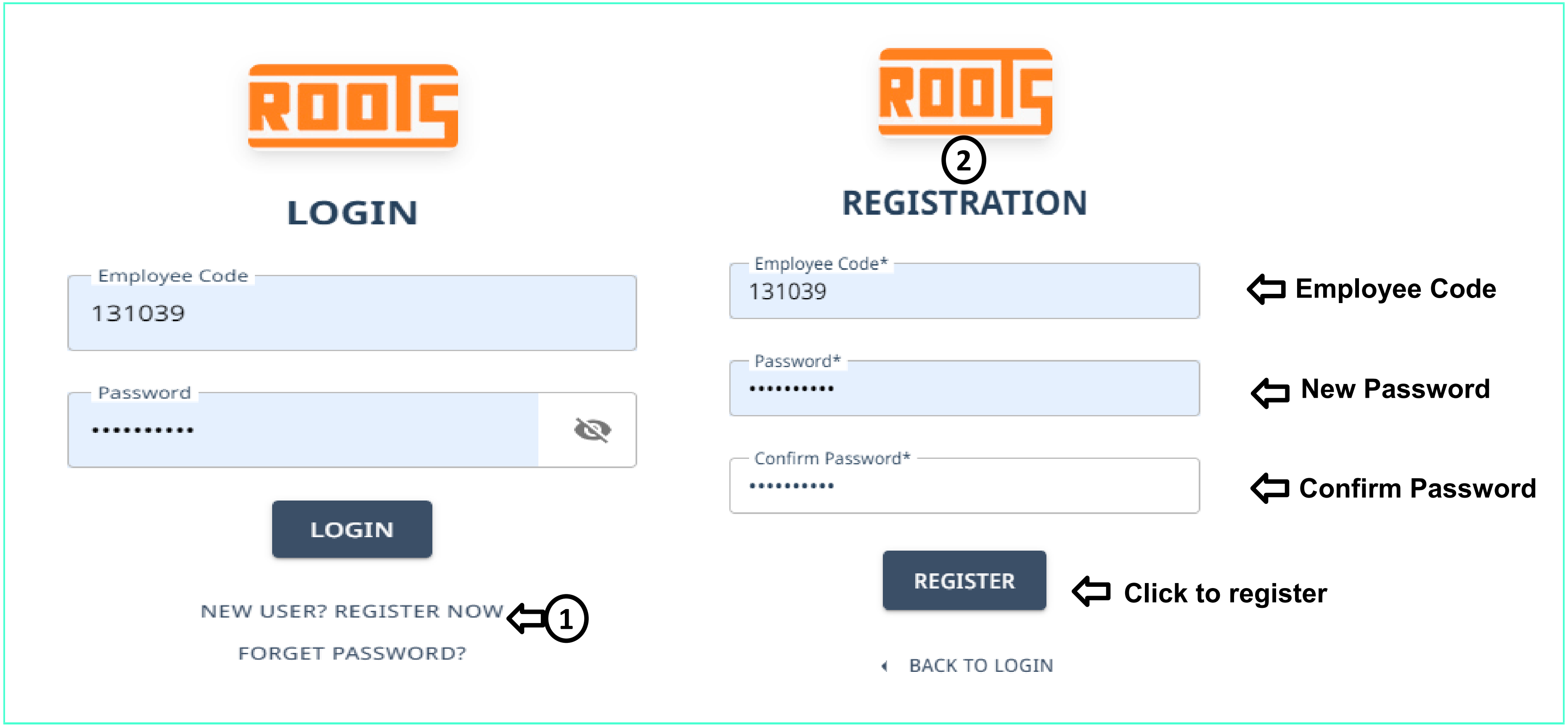
Employee Code: 131362

Password: •••••••••

LOGIN
NEW USER? REGISTER NOW
FORGET PASSWORD?

ROOTS
ADDING VALUE

New user registration



LOGIN

Employee Code: 131039

Password: •••••••••••

LOGIN

NEW USER? REGISTER NOW ①

FORGET PASSWORD?

② REGISTRATION

Employee Code*: 131039 ⇦ **Employee Code**

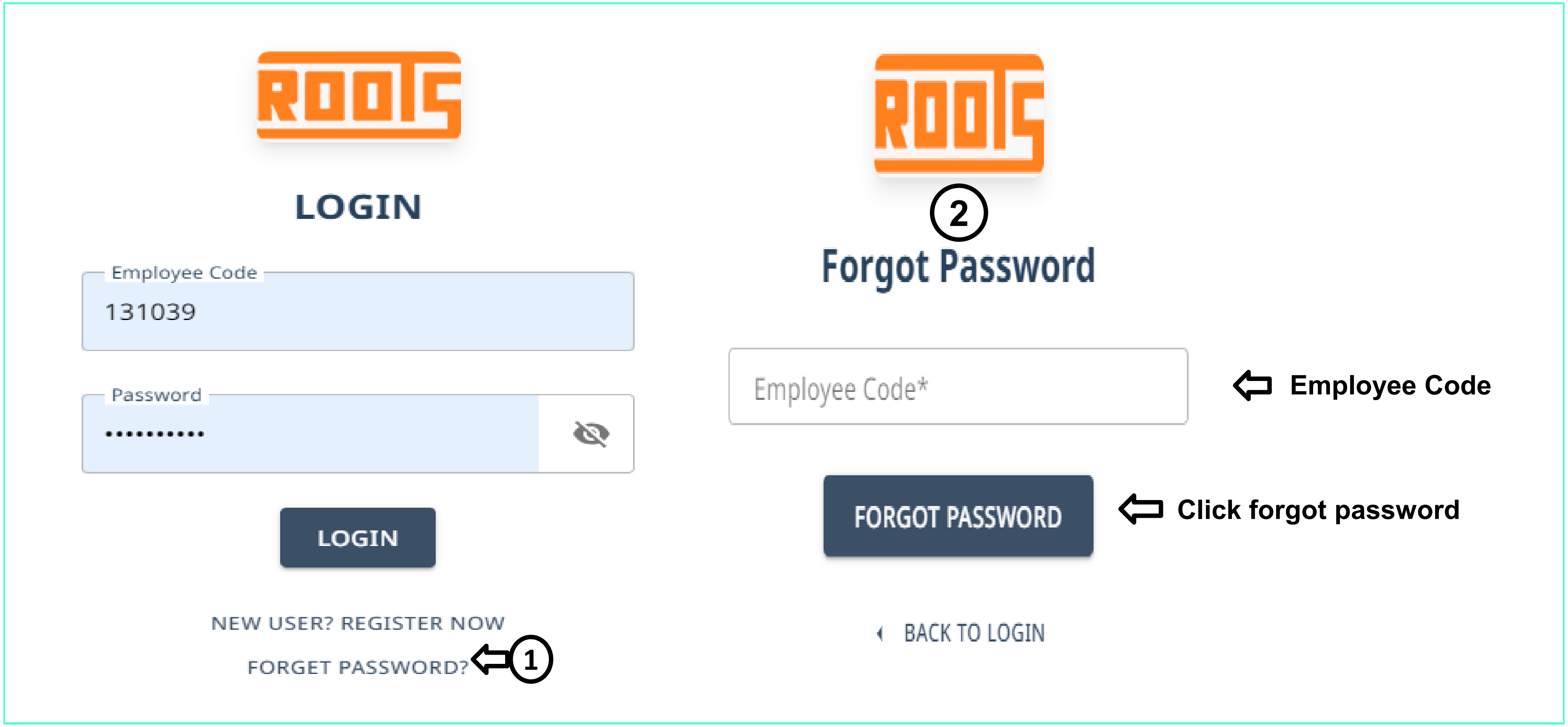
Password*: ••••••••••• ⇦ **New Password**

Confirm Password*: ••••••••••• ⇦ **Confirm Password**

REGISTER ⇦ **Click to register**

BACK TO LOGIN

Forgot Password



LOGIN

Employee Code: 131039

Password: •••••••••••

LOGIN
NEW USER? REGISTER NOW
FORGET PASSWORD?
①
②

Forgot Password

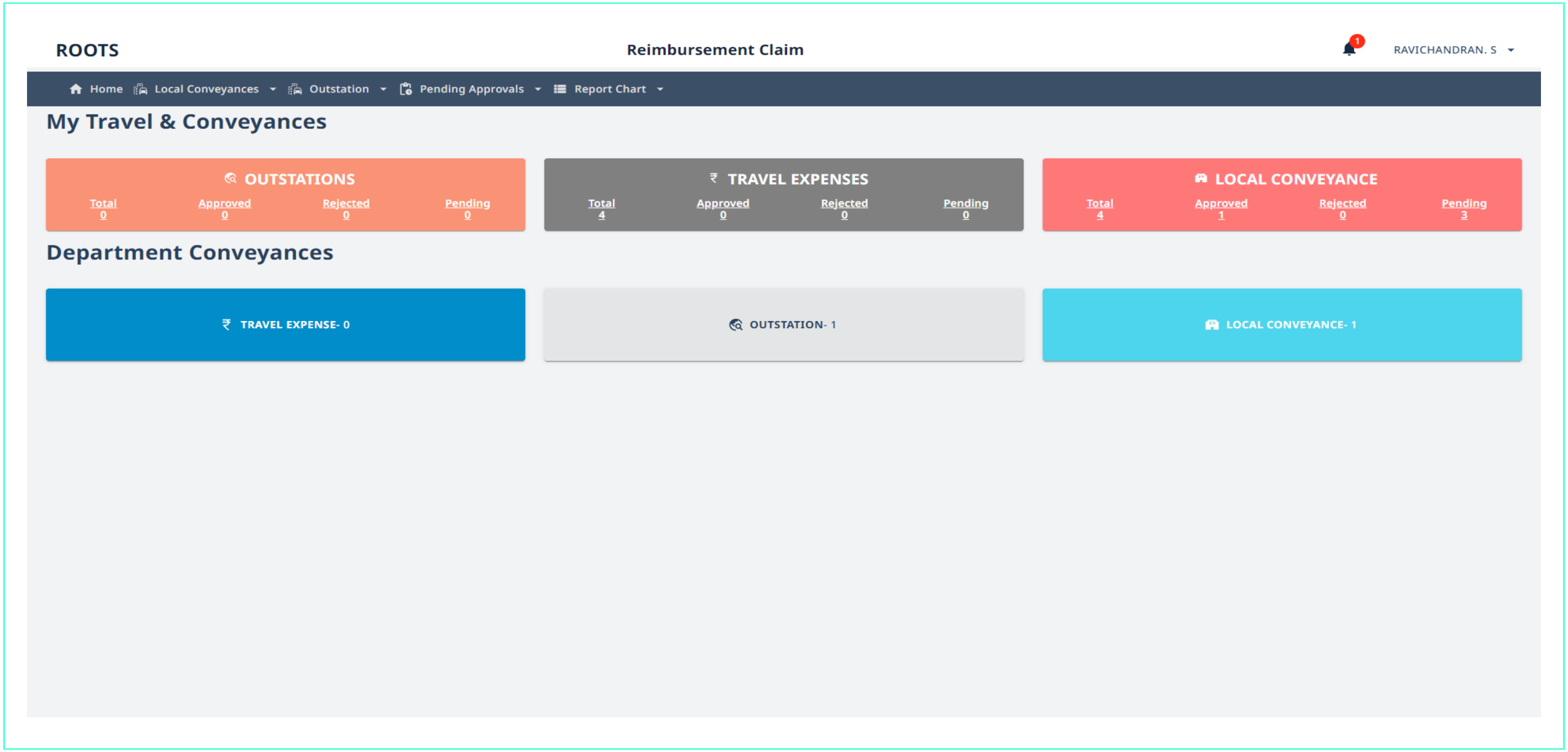
Employee Code*

FORGOT PASSWORD
BACK TO LOGIN

⇦ **Employee Code**

⇦ **Click forgot password**

Dashboard Screen


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

My Travel & Conveyances

	Total	Approved	Rejected	Pending
OUTSTATIONS	0	0	0	0
₹ TRAVEL EXPENSES	4	0	0	0
LOCAL CONVEYANCE	4	1	0	3

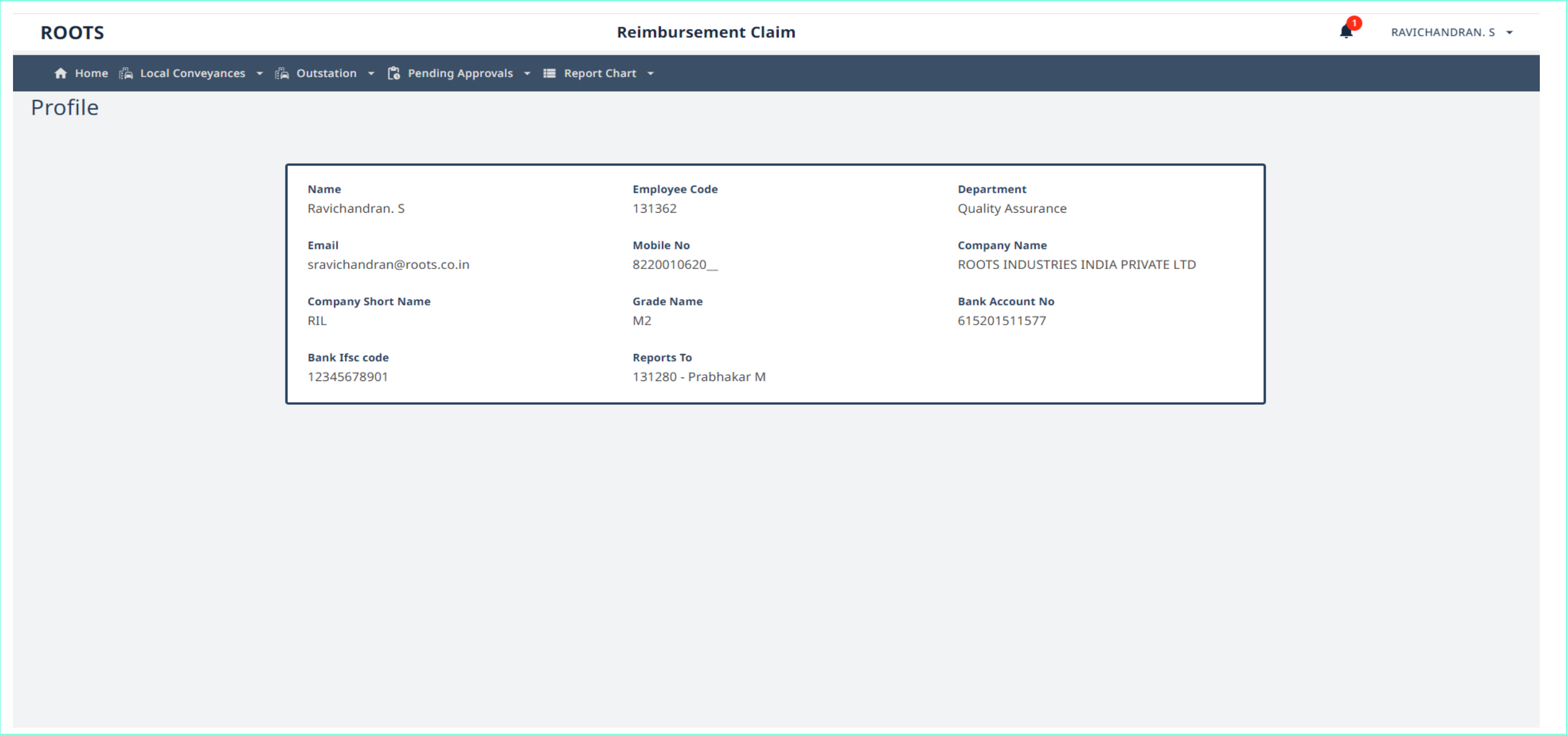
Department Conveyances

₹ TRAVEL EXPENSE- 0

OUTSTATION- 1

LOCAL CONVEYANCE- 1

User profile


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Profile

Name
Ravichandran. S

Employee Code
131362

Department
Quality Assurance

Email
sravichandran@roots.co.in

Mobile No
8220010620__

Company Name
ROOTS INDUSTRIES INDIA PRIVATE LTD

Company Short Name
RIL

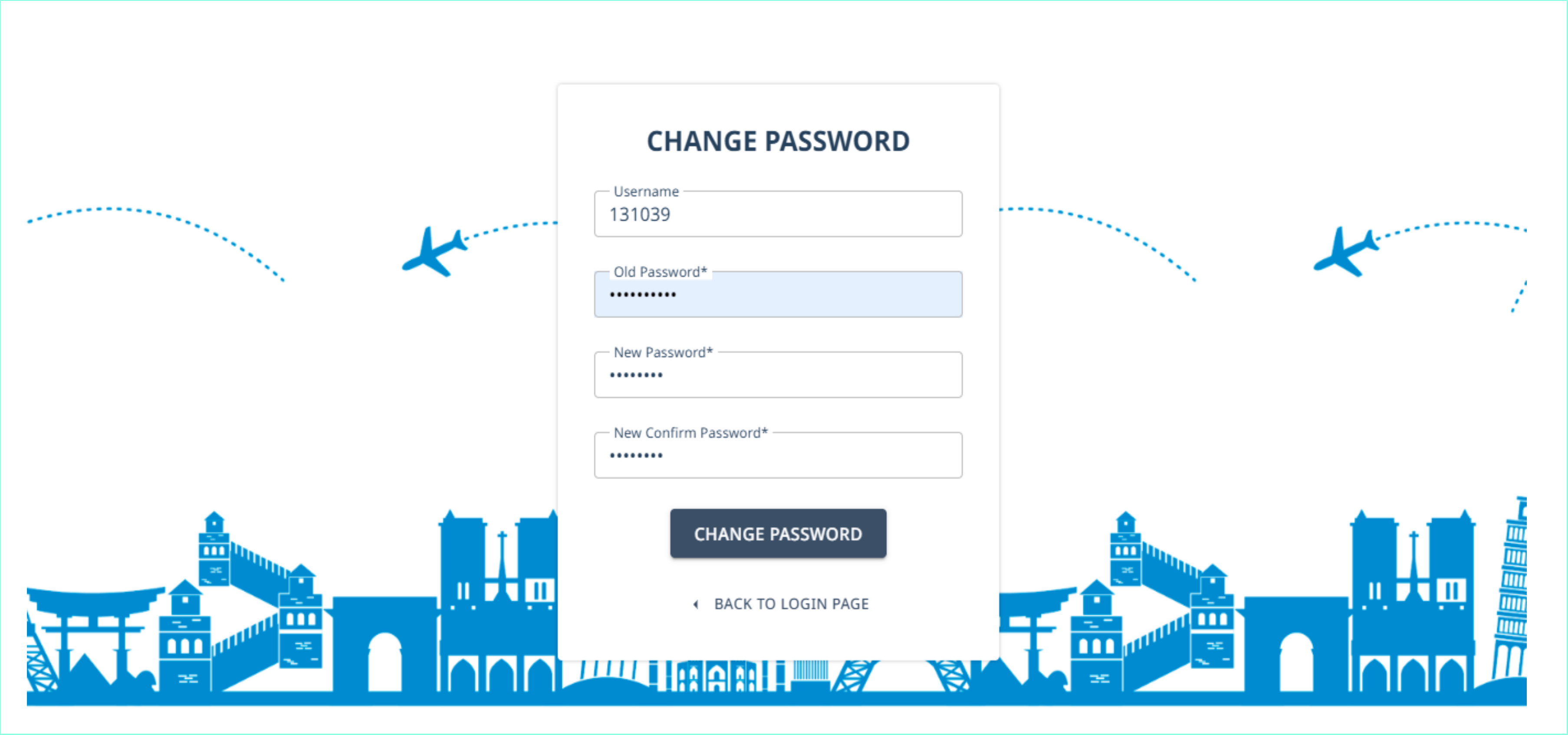
Grade Name
M2

Bank Account No
615201511577

Bank Ifsc code
12345678901

Reports To
131280 - Prabhakar M

Change Password



CHANGE PASSWORD

Username: 131039

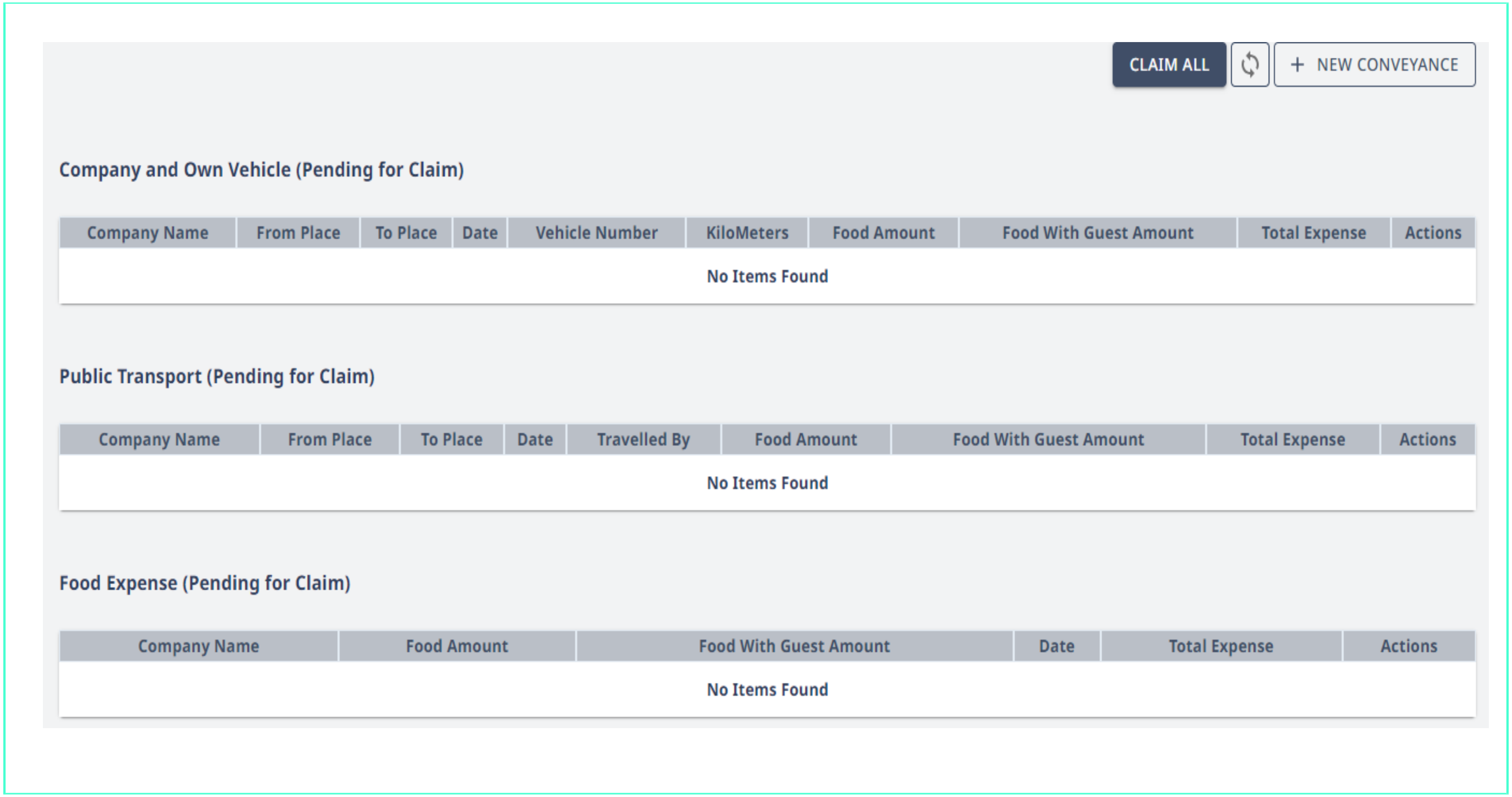
Old Password*: •••••••••••

New Password*: •••••••••

New Confirm Password*: •••••••••

CHANGE PASSWORD
BACK TO LOGIN PAGE

Local Conveyances



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)

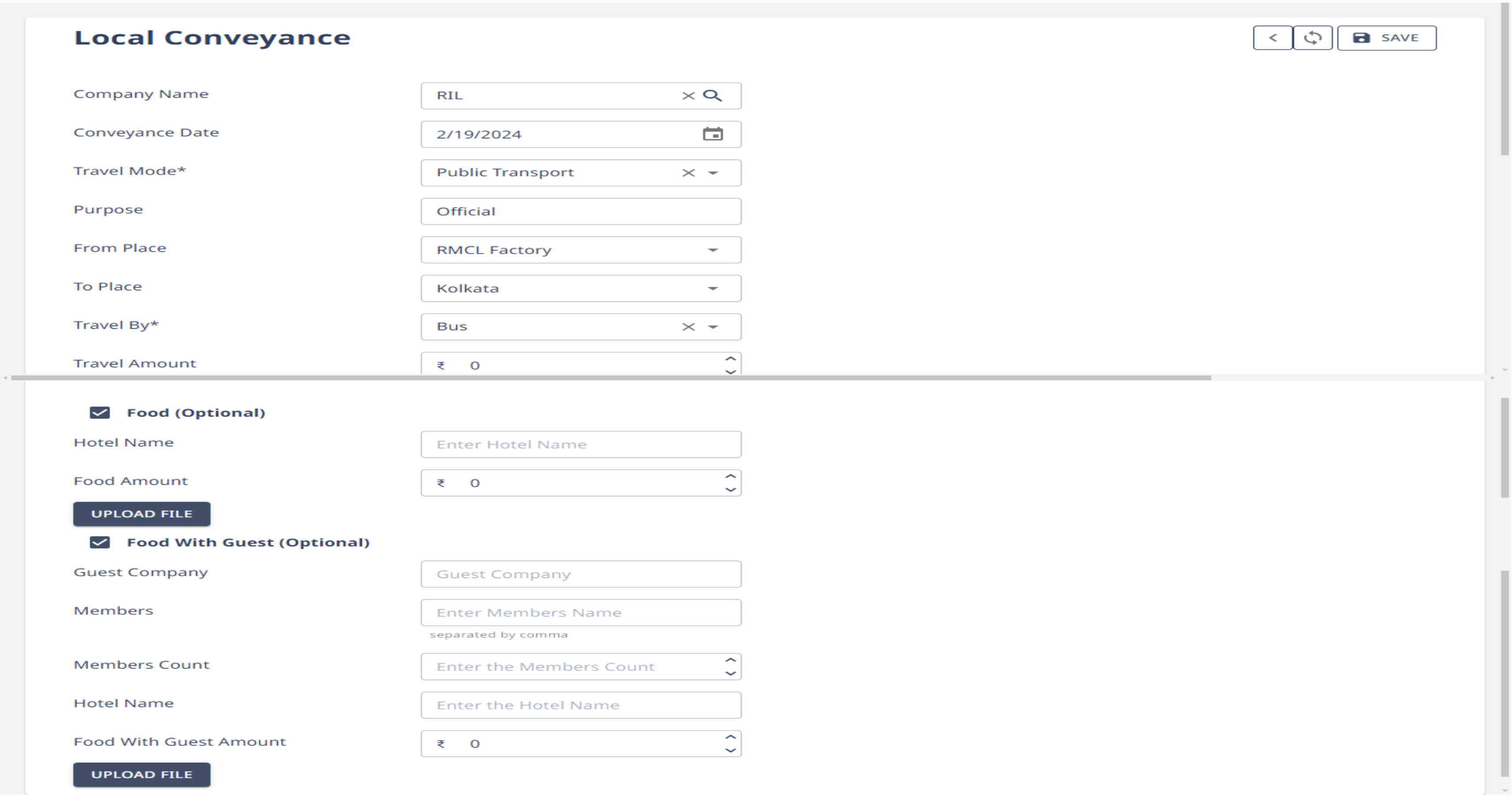
Company Name	From Place	To Place	Date	Travelled By	Food Amount	Food With Guest Amount	Total Expense	Actions
No Items Found								

Food Expense (Pending for Claim)

Company Name	Food Amount	Food With Guest Amount	Date	Total Expense	Actions
No Items Found					

ROOTS
ADDING VALUE

New Conveyance



Local Conveyance

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

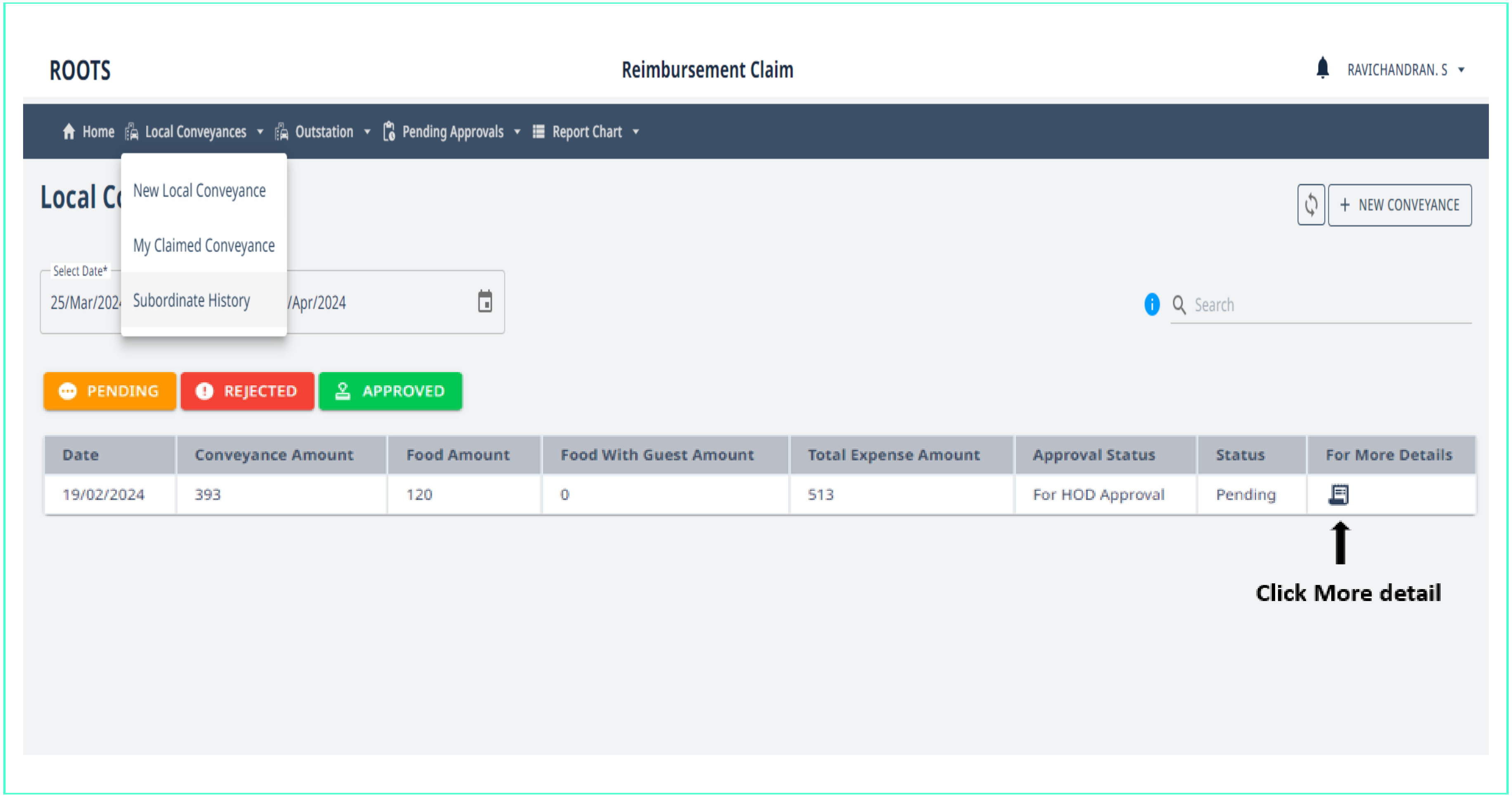
☑ **Food (Optional)**

Hotel Name	Enter Hotel Name
Food Amount	₹ 0

☑ **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

My Claimed Conveyance

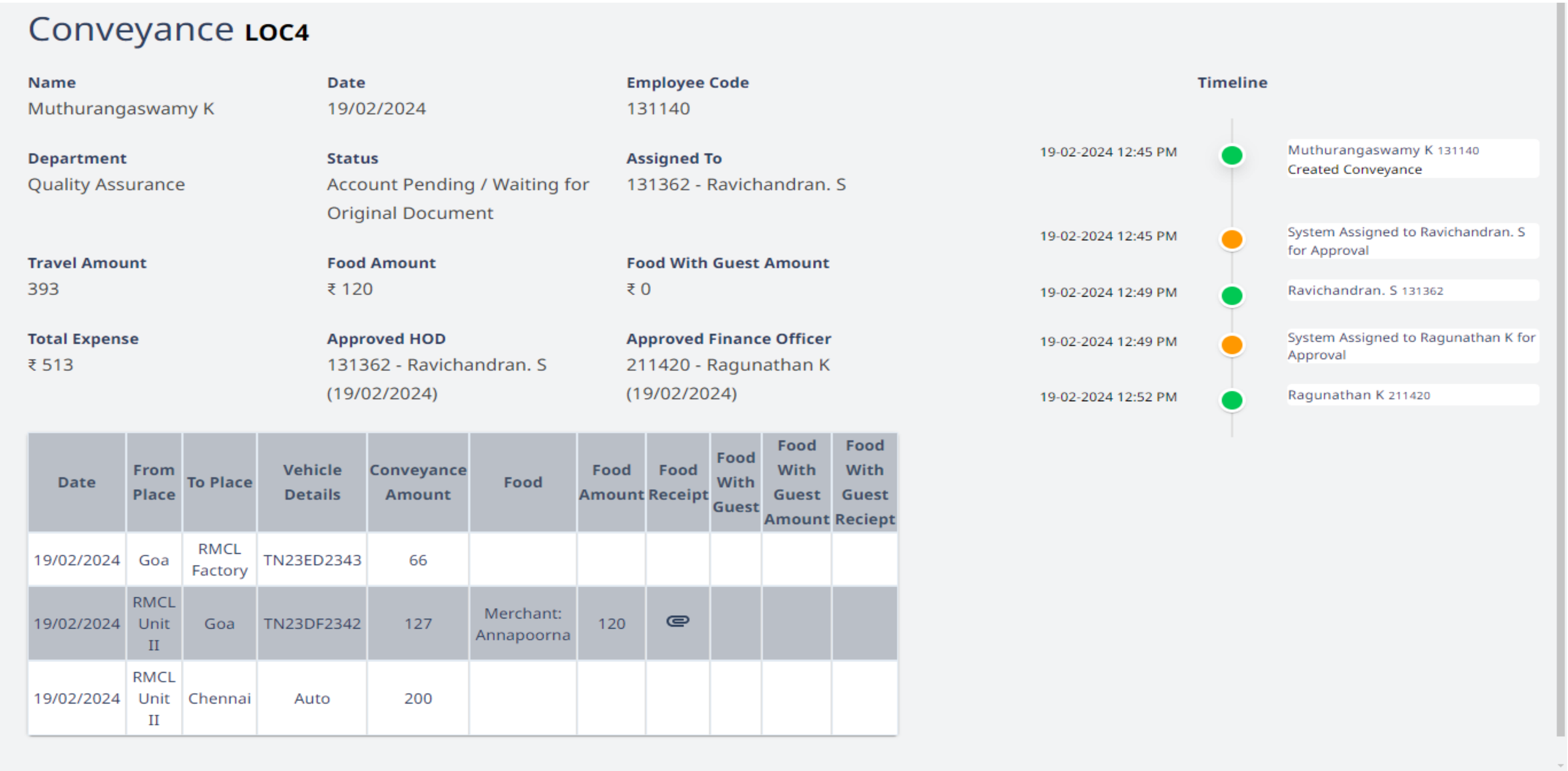


ROOTS
Reimbursement Claim
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
New Local Conveyance
My Claimed Conveyance
Subordinate History
Local C
NEW CONVEYANCE
Select Date*
25/Mar/202
/Apr/2024
Search
PENDING
REJECTED
APPROVED

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

My Claimed Conveyance



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)

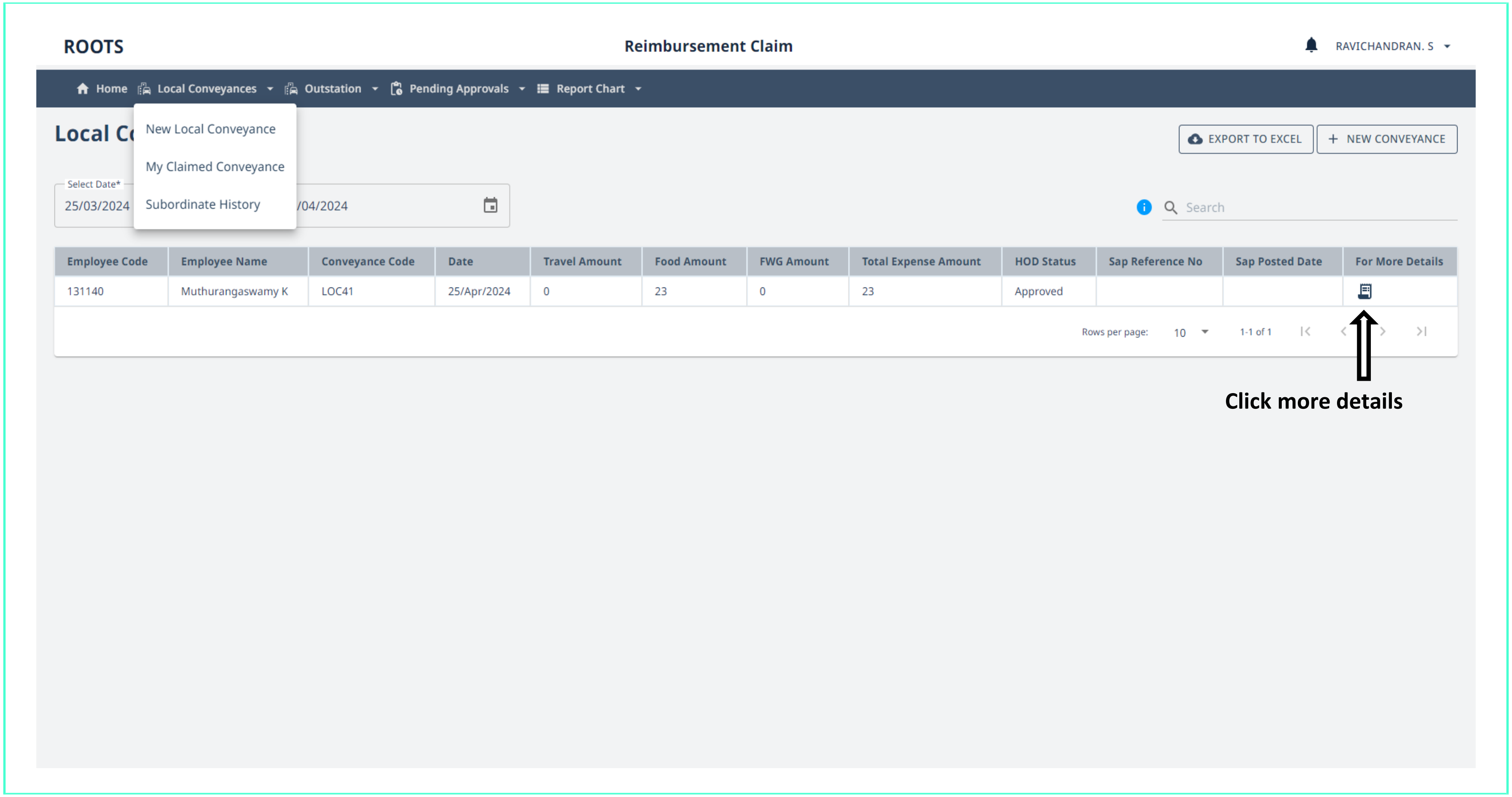
Approved Finance Officer
211420 - Ragunathan K (19/02/2024)

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						

Subordinate History(Local conveyance)


ROOTS
Reimbursement Claim
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
New Local Conveyance
My Claimed Conveyance
Subordinate History
EXPORT TO EXCEL
NEW CONVEYANCE
Search

Local C

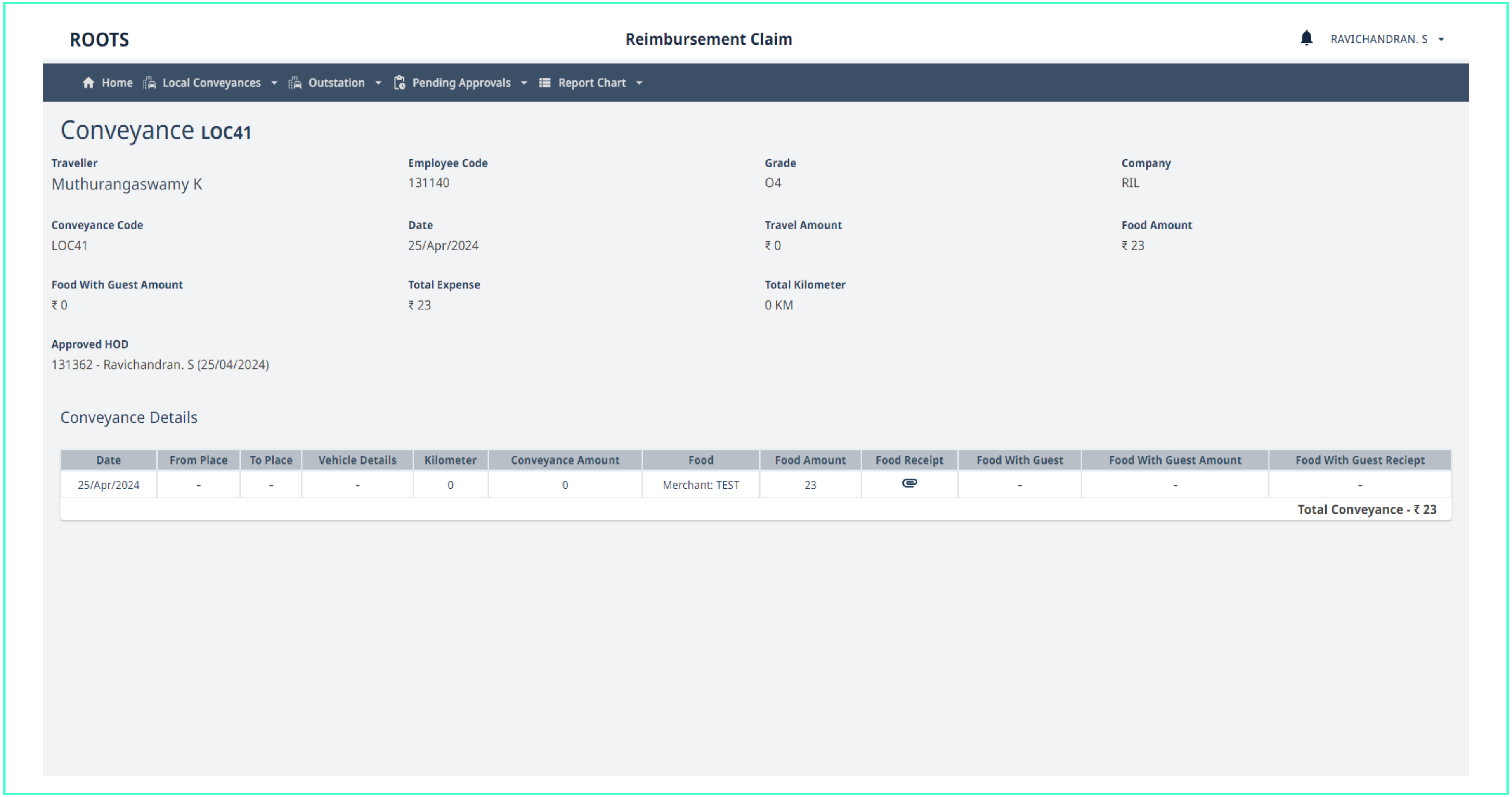
Select Date*
25/03/2024 /04/2024

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
131140	Muthurangaswamy K	LOC41	25/Apr/2024	0	23	0	23	Approved			🗎

Rows per page: 10 1-1 of 1

Click more details

Subordinate History (Conveyance Details)


ROOTS
Reimbursement Claim
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Conveyance **LOC41**

Traveller
Muthurangaswamy K

Employee Code
131140

Grade
O4

Company
RIL

Conveyance Code
LOC41

Date
25/Apr/2024

Travel Amount
₹ 0

Food Amount
₹ 23

Food With Guest Amount
₹ 0

Total Expense
₹ 23

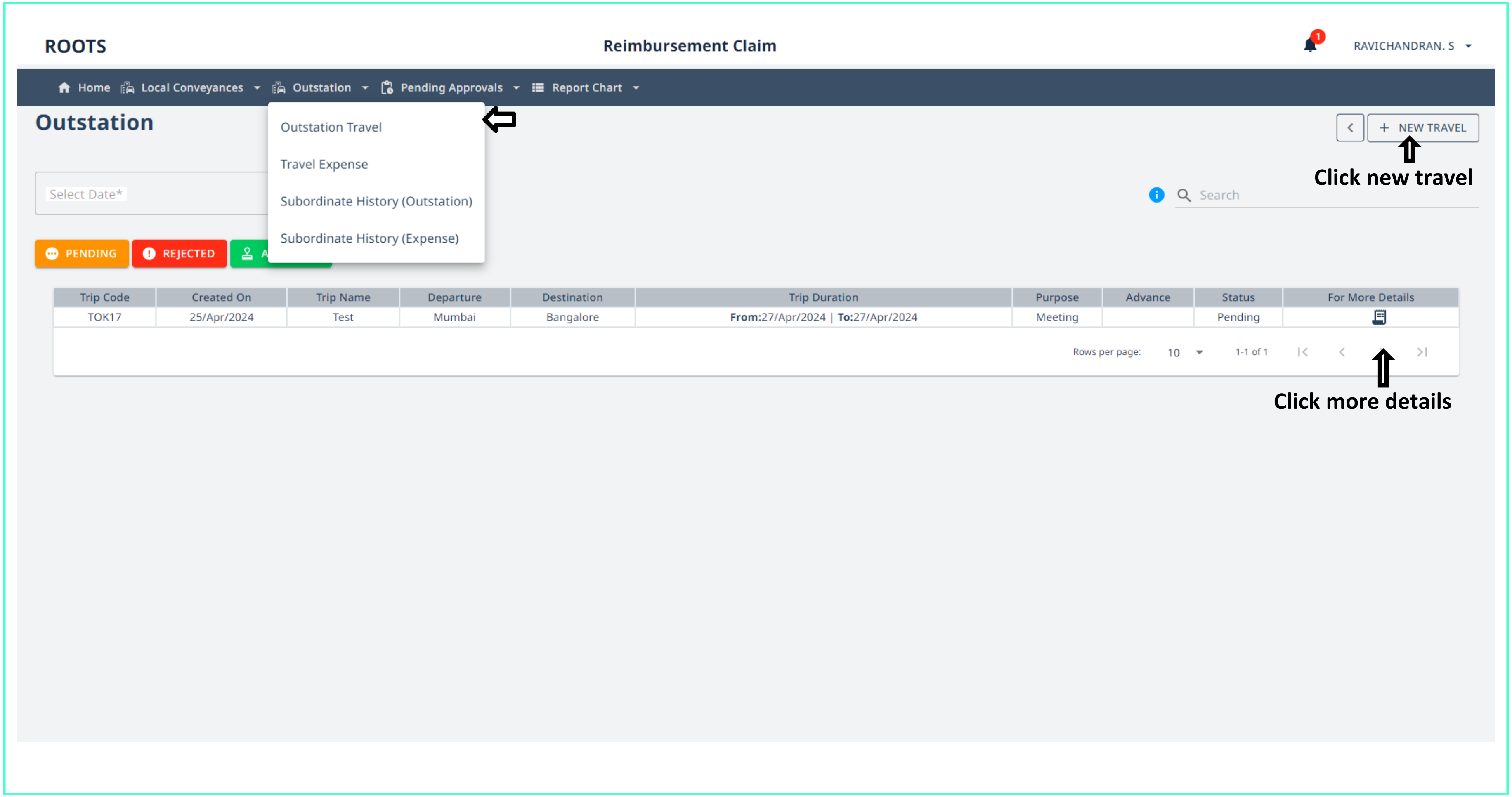
Total Kilometer
0 KM

Approved HOD
131362 - Ravichandran. S (25/04/2024)

Conveyance Details

Date	From Place	To Place	Vehicle Details	Kilometer	Conveyance Amount	Food	Food Amount	Food Receipt	Food With Guest	Food With Guest Amount	Food With Guest Reciept
25/Apr/2024	-	-	-	0	0	Merchant: TEST	23	📎	-	-	-
											Total Conveyance - ₹ 23

Outstation Travel



ROOTS Reimbursement Claim

1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Outstation
Outstation Travel
Travel Expense
Subordinate History (Outstation)
Subordinate History (Expense)
NEW TRAVEL
Select Date*
Search
PENDING
REJECTED
A

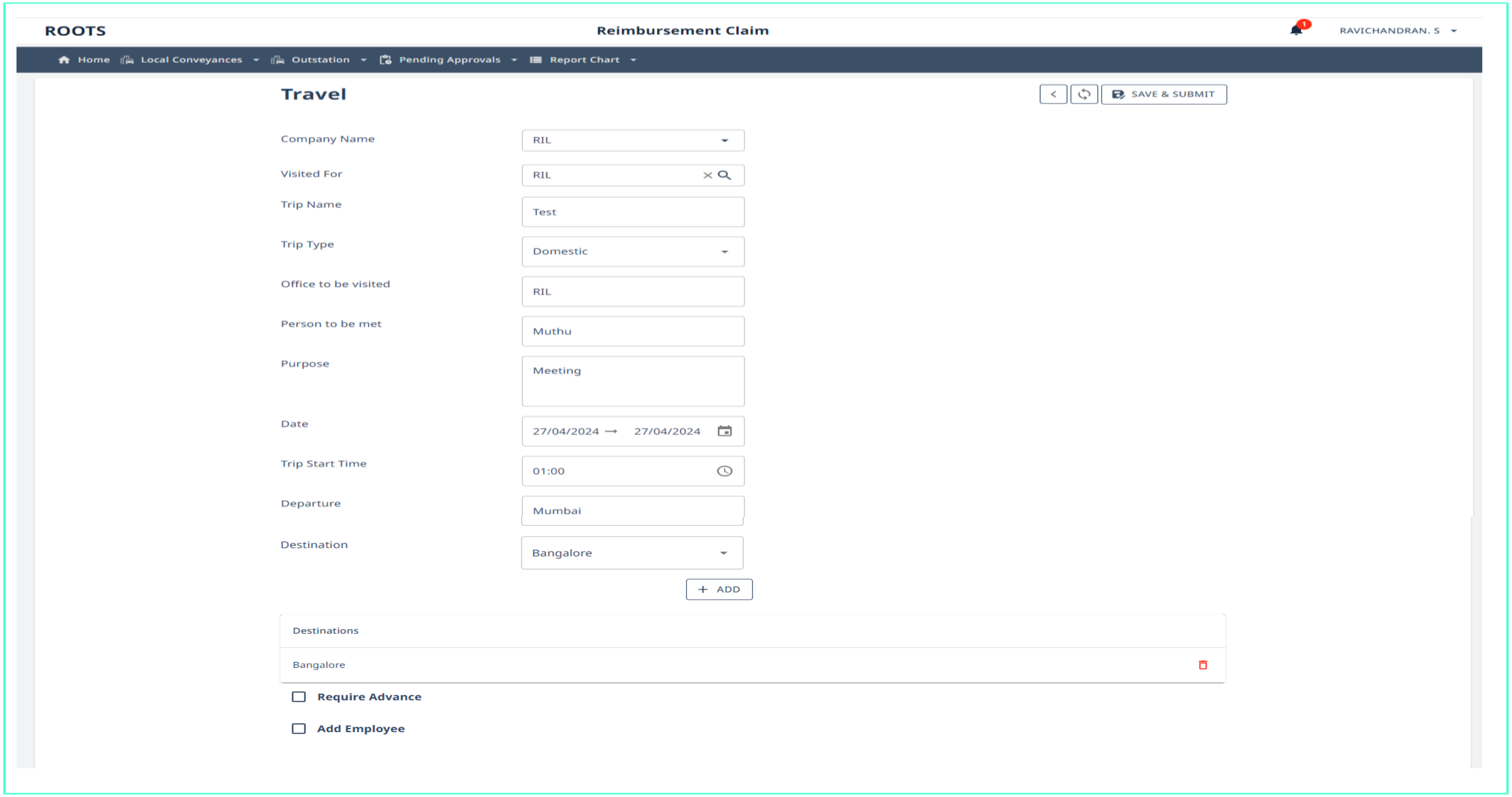
Trip Code	Created On	Trip Name	Departure	Destination	Trip Duration	Purpose	Advance	Status	For More Details
TOK17	25/Apr/2024	Test	Mumbai	Bangalore	**From:**27/Apr/2024 | **To:**27/Apr/2024	Meeting		Pending	

Rows per page: 10 1-1 of 1

Click new travel

Click more details

New Travel


ROOTS
Reimbursement Claim
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
SAVE & SUBMIT
ADD

Travel

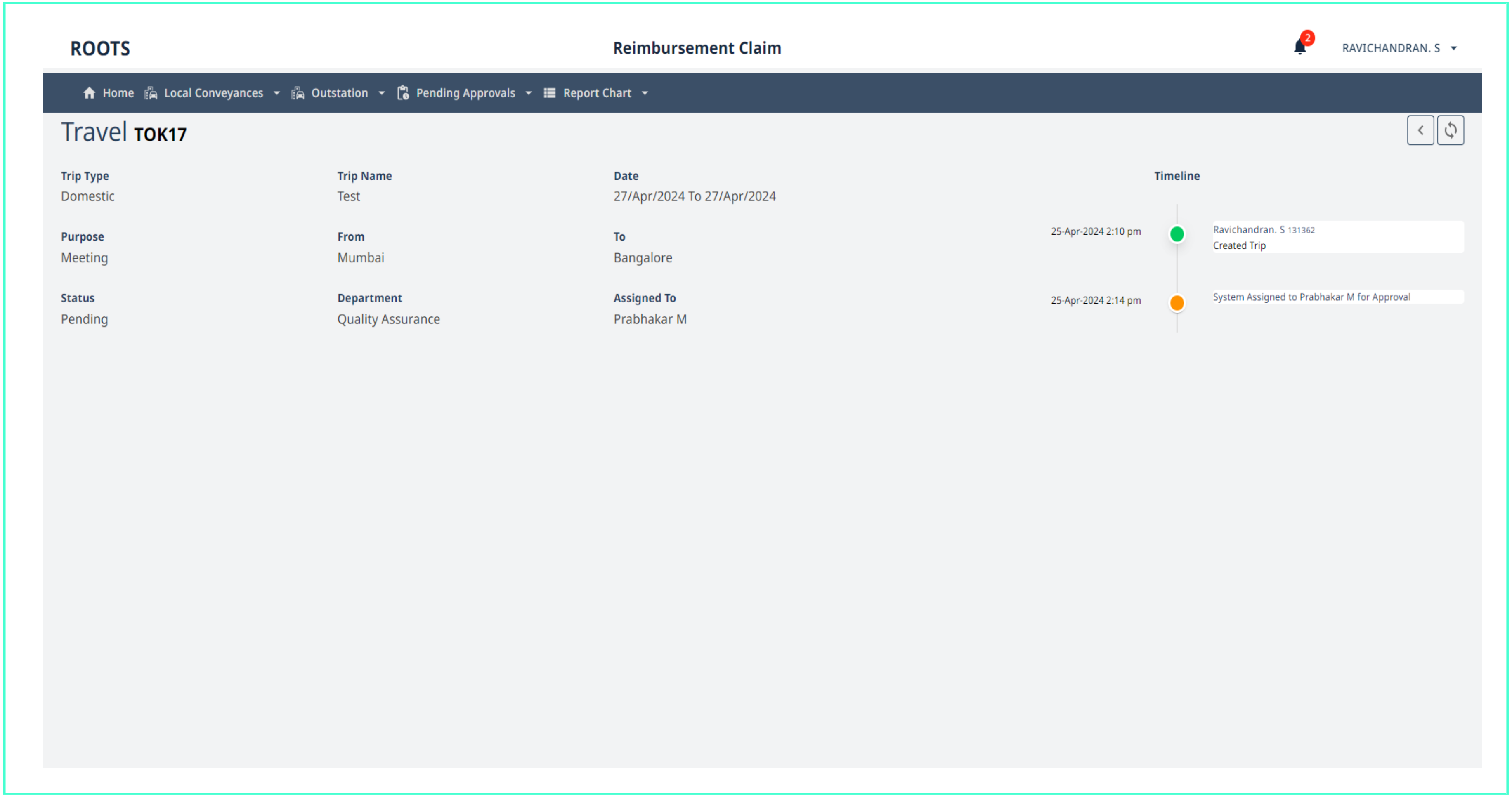
Company Name	RIL
Visited For	RIL
Trip Name	Test
Trip Type	Domestic
Office to be visited	RIL
Person to be met	Muthu
Purpose	Meeting
Date	27/04/2024 → 27/04/2024
Trip Start Time	01:00
Departure	Mumbai
Destination	Bangalore

Destinations
Bangalore

☐ **Require Advance**

☐ **Add Employee**

New Travel details


ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Travel **TOK17**

Trip Type
Domestic

Trip Name
Test

Date
27/Apr/2024 To 27/Apr/2024

Purpose
Meeting

From
Mumbai

To
Bangalore

Status
Pending

Department
Quality Assurance

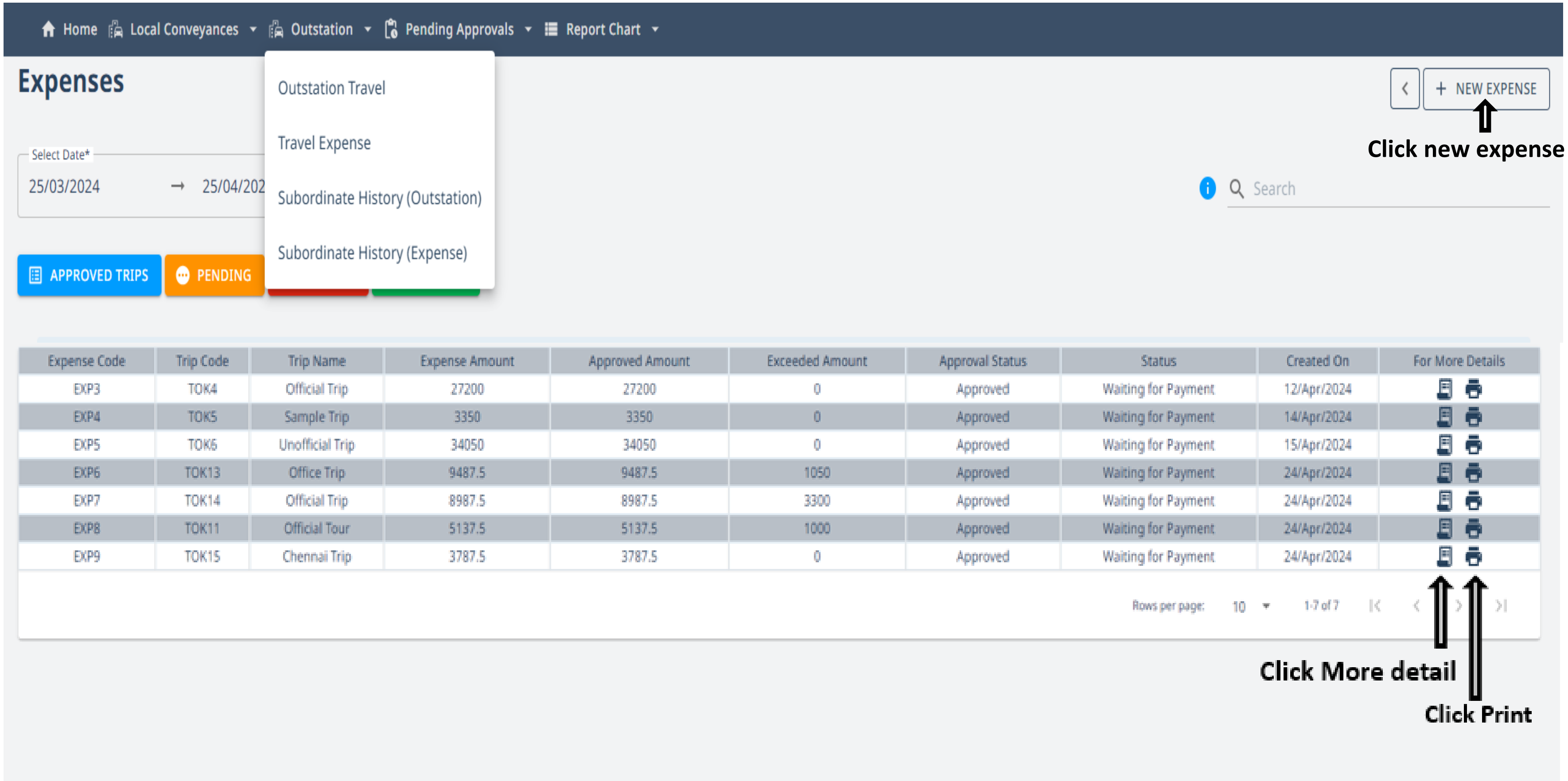
Assigned To
Prabhakar M

Timeline

25-Apr-2024 2:10 pm — Ravichandran. S 131362
Created Trip

25-Apr-2024 2:14 pm — System Assigned to Prabhakar M for Approval

Travel Expense


Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Outstation Travel
Travel Expense
Subordinate History (Outstation)
Subordinate History (Expense)
APPROVED TRIPS
PENDING
NEW EXPENSE
Search

Expenses

Select Date*: 25/03/2024 → 25/04/202

Click new expense

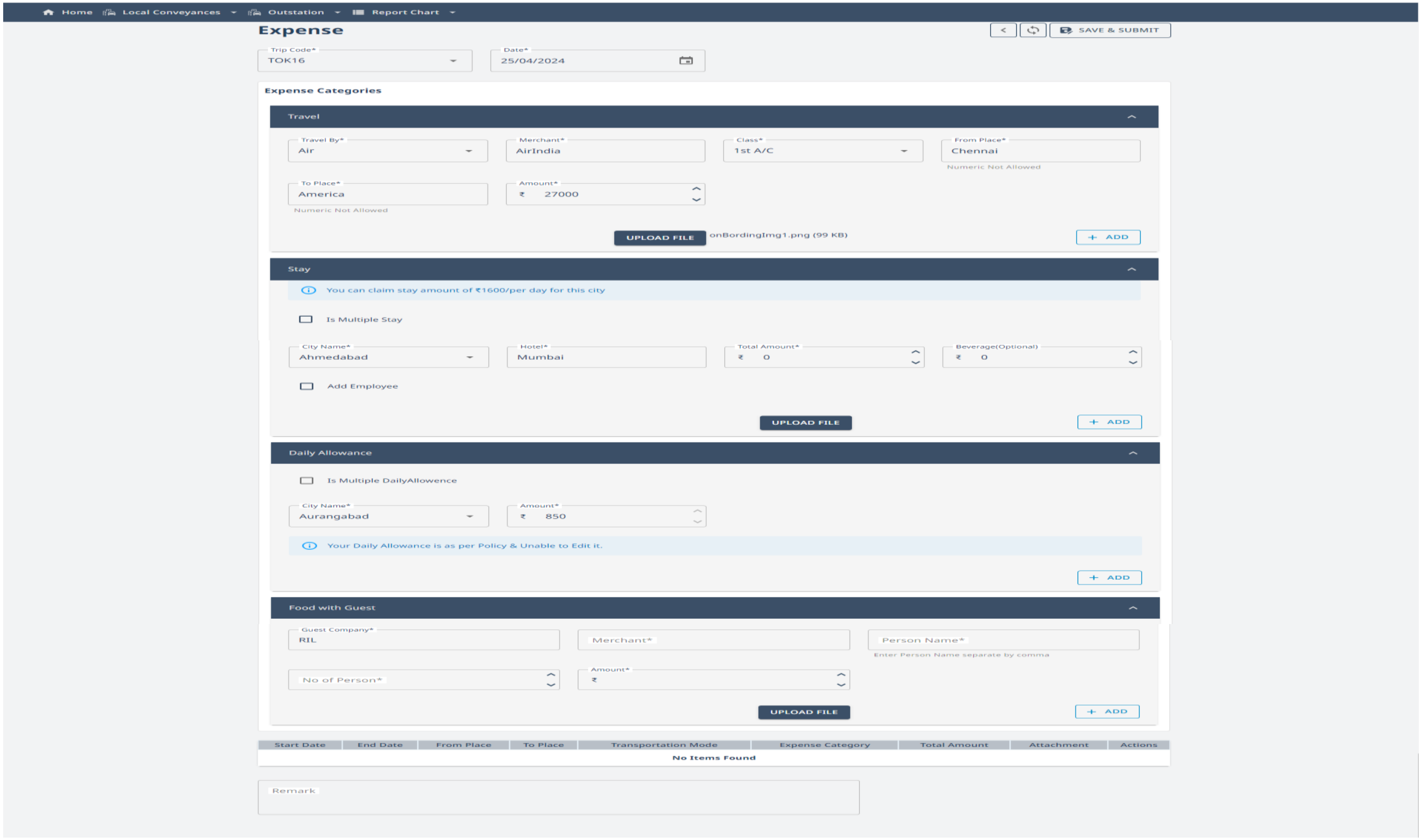
Expense Code	Trip Code	Trip Name	Expense Amount	Approved Amount	Exceeded Amount	Approval Status	Status	Created On	For More Details
EXP3	TOK4	Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	
EXP4	TOK5	Sample Trip	3350	3350	0	Approved	Waiting for Payment	14/Apr/2024	
EXP5	TOK6	Unofficial 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	

Rows per page: 10 1-7 of 7

Click More detail

Click Print

New Expense



Expense

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
onBordingImg1.png (99 KB)

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

Daily Allowance

☐ Is Multiple DailyAllowence

City Name*: Aurangabad
Amount*: ₹ 850

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

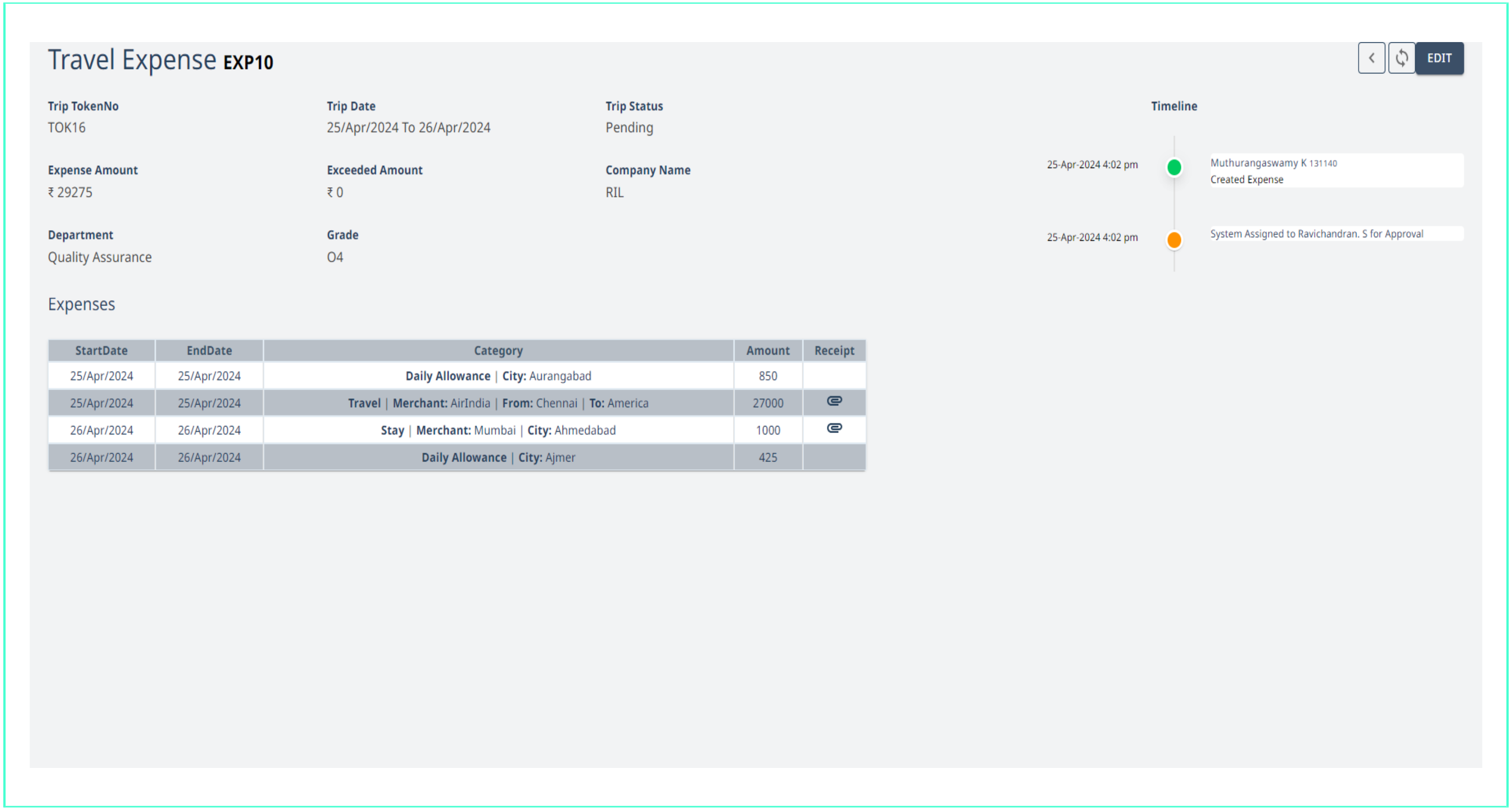
Food with Guest

Guest Company*: RIL
Merchant*
Person Name*
Enter Person Name separate by comma
No of Person*
Amount*: ₹

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**

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

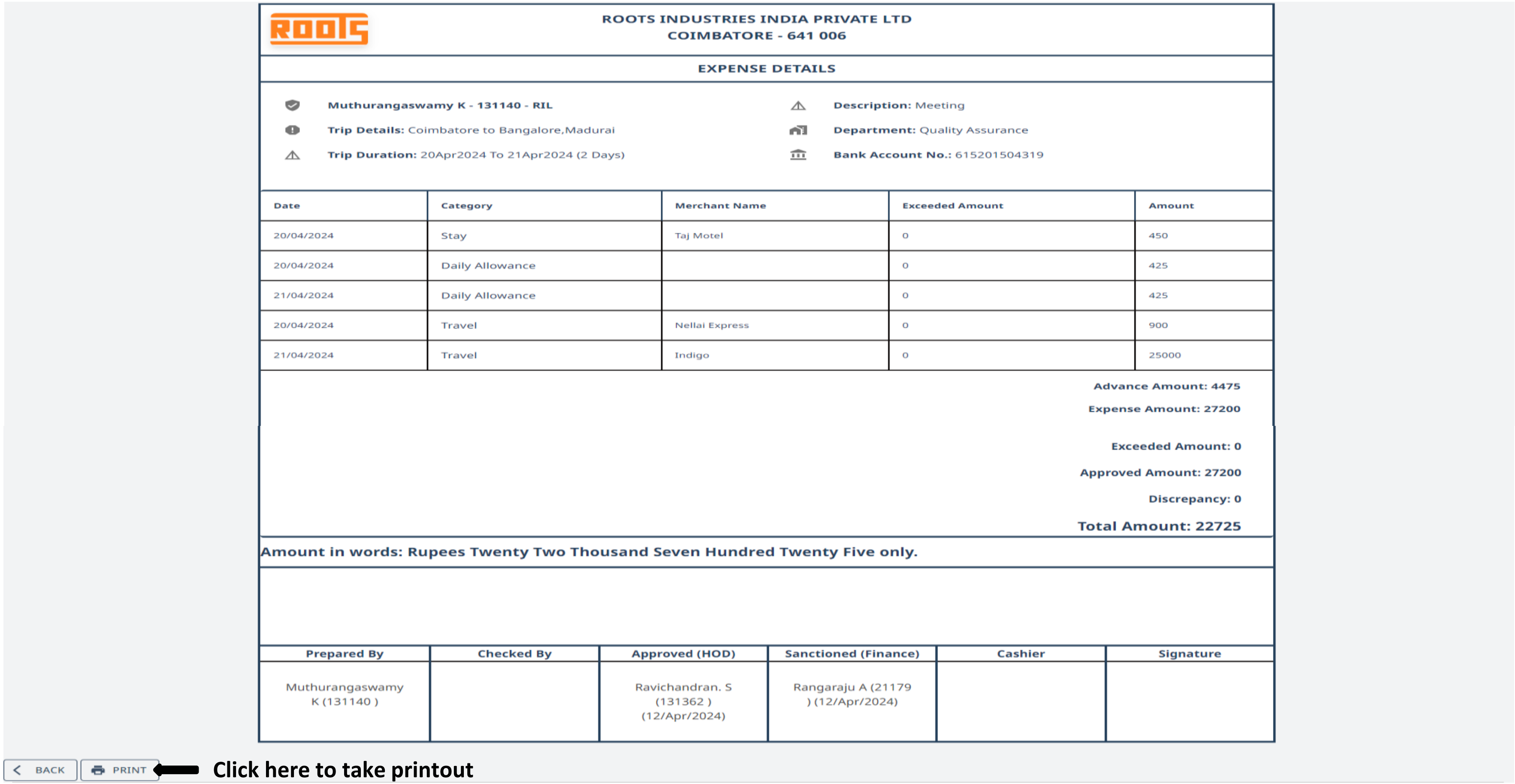
25-Apr-2024 4:02 pm ● Muthurangaswamy K 131140
Created Expense

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

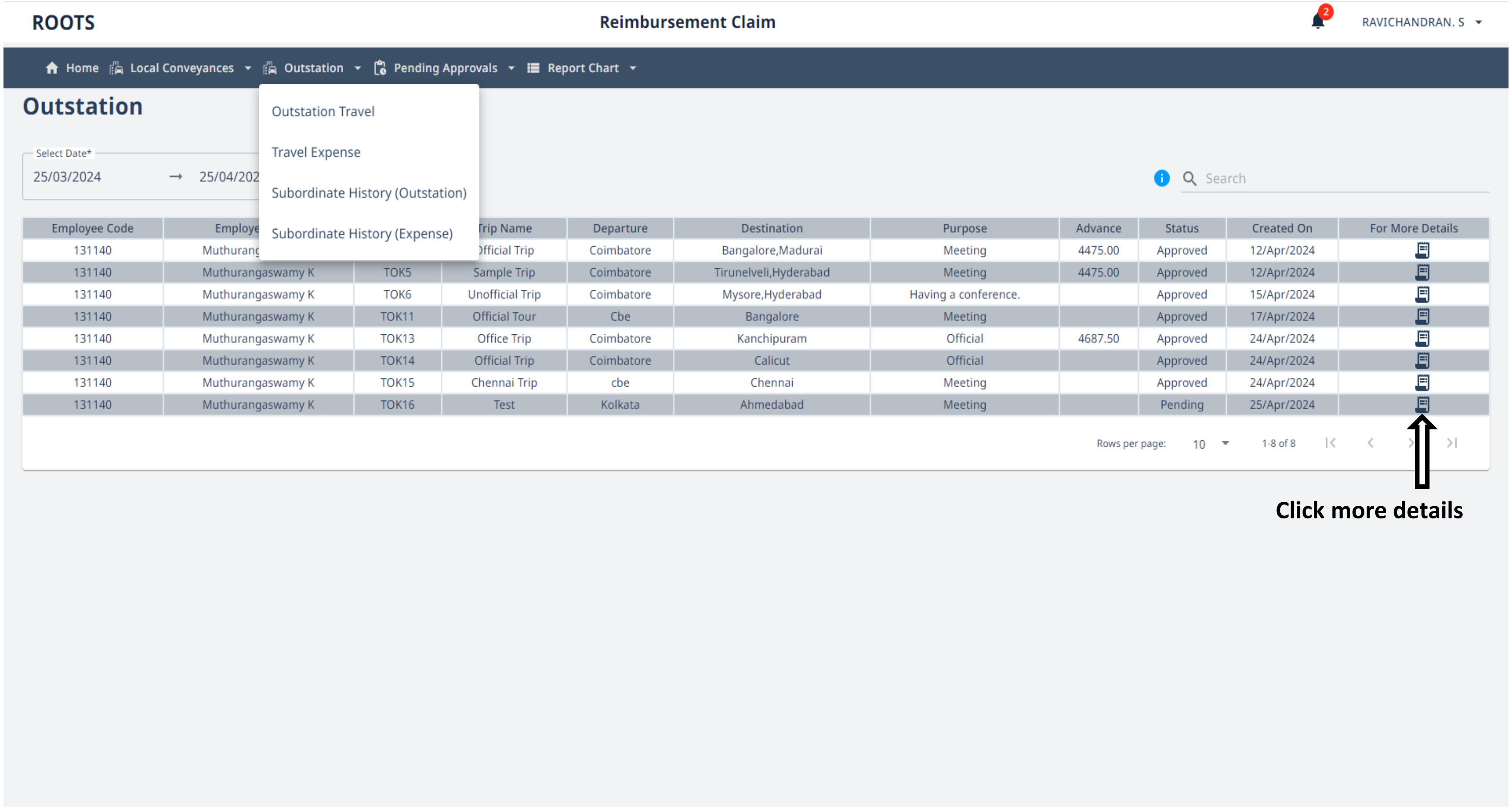
Total Amount: 22725

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)		

Click here to take printout

Subordinate History (Outstation)


ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Outstation Travel
Travel Expense
Subordinate History (Outstation)
Subordinate History (Expense)
Search
Rows per page:
10
1-8 of 8

Outstation

Select Date*
25/03/2024 → 25/04/202

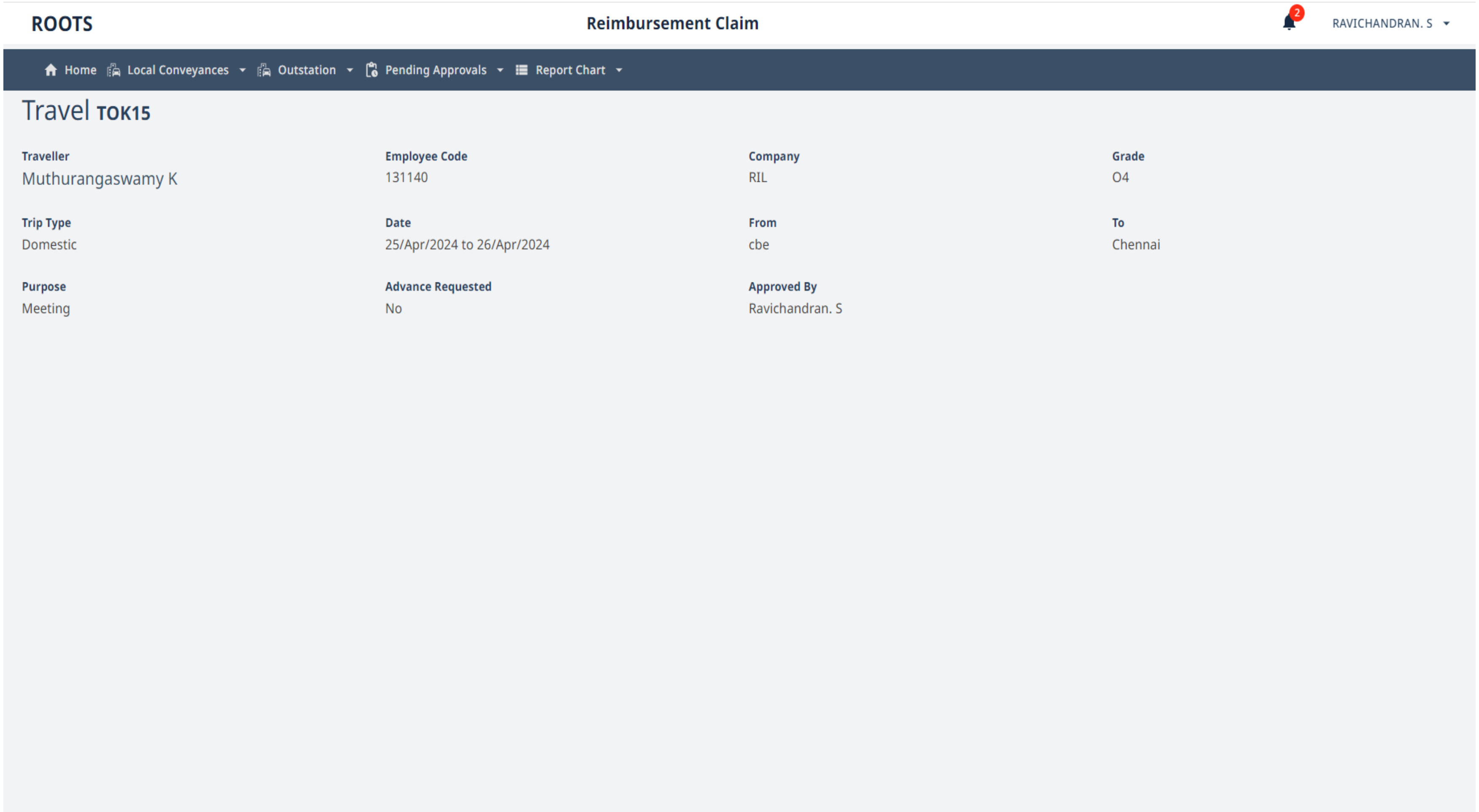
Employee Code	Employe		rip Name	Departure	Destination	Purpose	Advance	Status	Created On	For More Details
131140	Muthurang		fficial Trip	Coimbatore	Bangalore,Madurai	Meeting	4475.00	Approved	12/Apr/2024	▤
131140	Muthurangaswamy K	TOK5	Sample Trip	Coimbatore	Tirunelveli,Hyderabad	Meeting	4475.00	Approved	12/Apr/2024	▤
131140	Muthurangaswamy K	TOK6	Unofficial Trip	Coimbatore	Mysore,Hyderabad	Having a conference.		Approved	15/Apr/2024	▤
131140	Muthurangaswamy K	TOK11	Official Tour	Cbe	Bangalore	Meeting		Approved	17/Apr/2024	▤
131140	Muthurangaswamy K	TOK13	Office Trip	Coimbatore	Kanchipuram	Official	4687.50	Approved	24/Apr/2024	▤
131140	Muthurangaswamy K	TOK14	Official Trip	Coimbatore	Calicut	Official		Approved	24/Apr/2024	▤
131140	Muthurangaswamy K	TOK15	Chennai Trip	cbe	Chennai	Meeting		Approved	24/Apr/2024	▤
131140	Muthurangaswamy K	TOK16	Test	Kolkata	Ahmedabad	Meeting		Pending	25/Apr/2024	▤

⇧

Click more details

ROOTS
ADDING VALUE

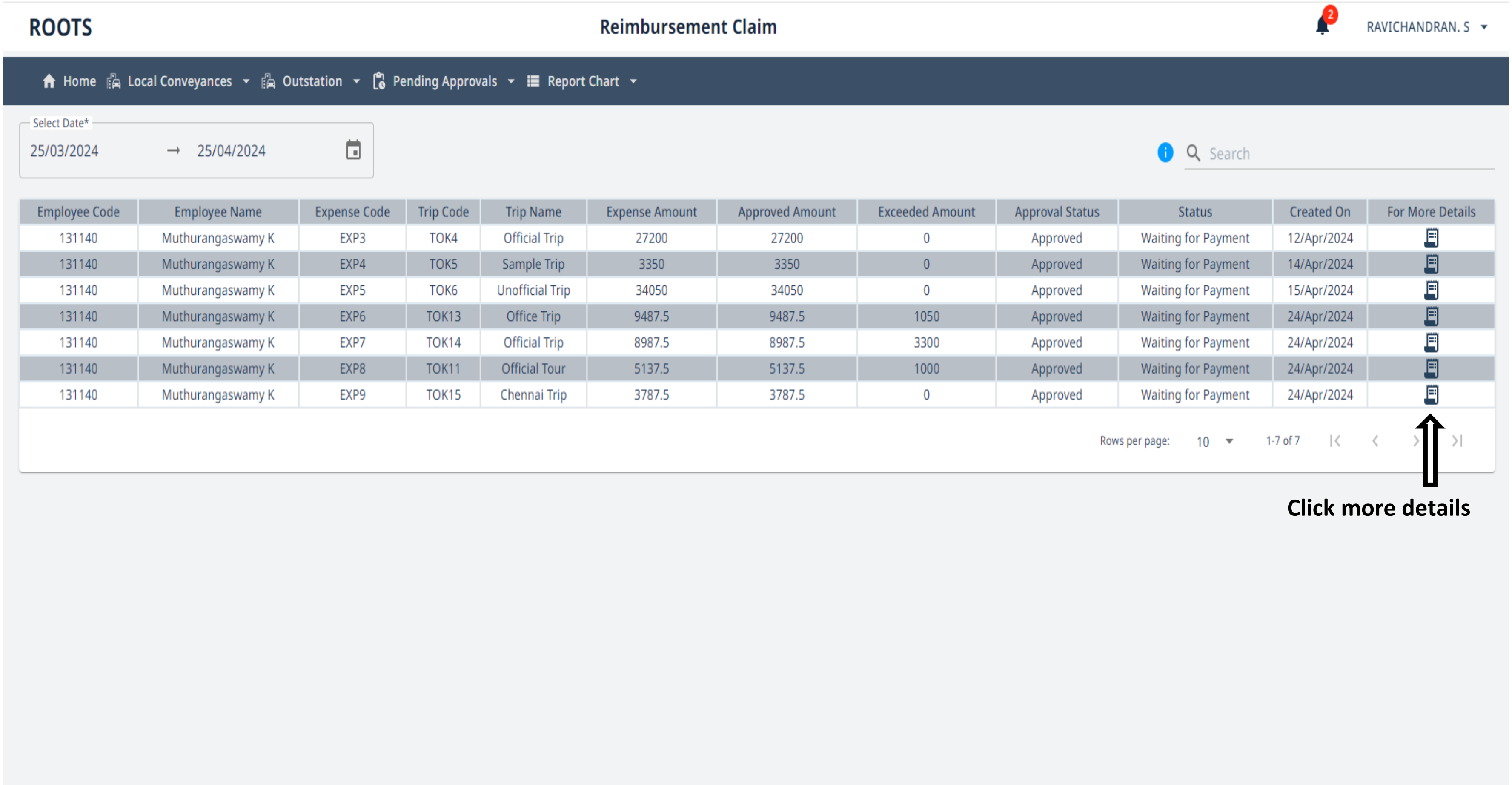
Subordinate History (Outstation details)


ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Travel **TOK15**

Traveller Muthurangaswamy K	**Employee Code** 131140	**Company** RIL	**Grade** 04
Trip Type Domestic	**Date** 25/Apr/2024 to 26/Apr/2024	**From** cbe	**To** Chennai
Purpose Meeting	**Advance Requested** No	**Approved By** Ravichandran. S	

Subordinate History (Expense)



ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Search

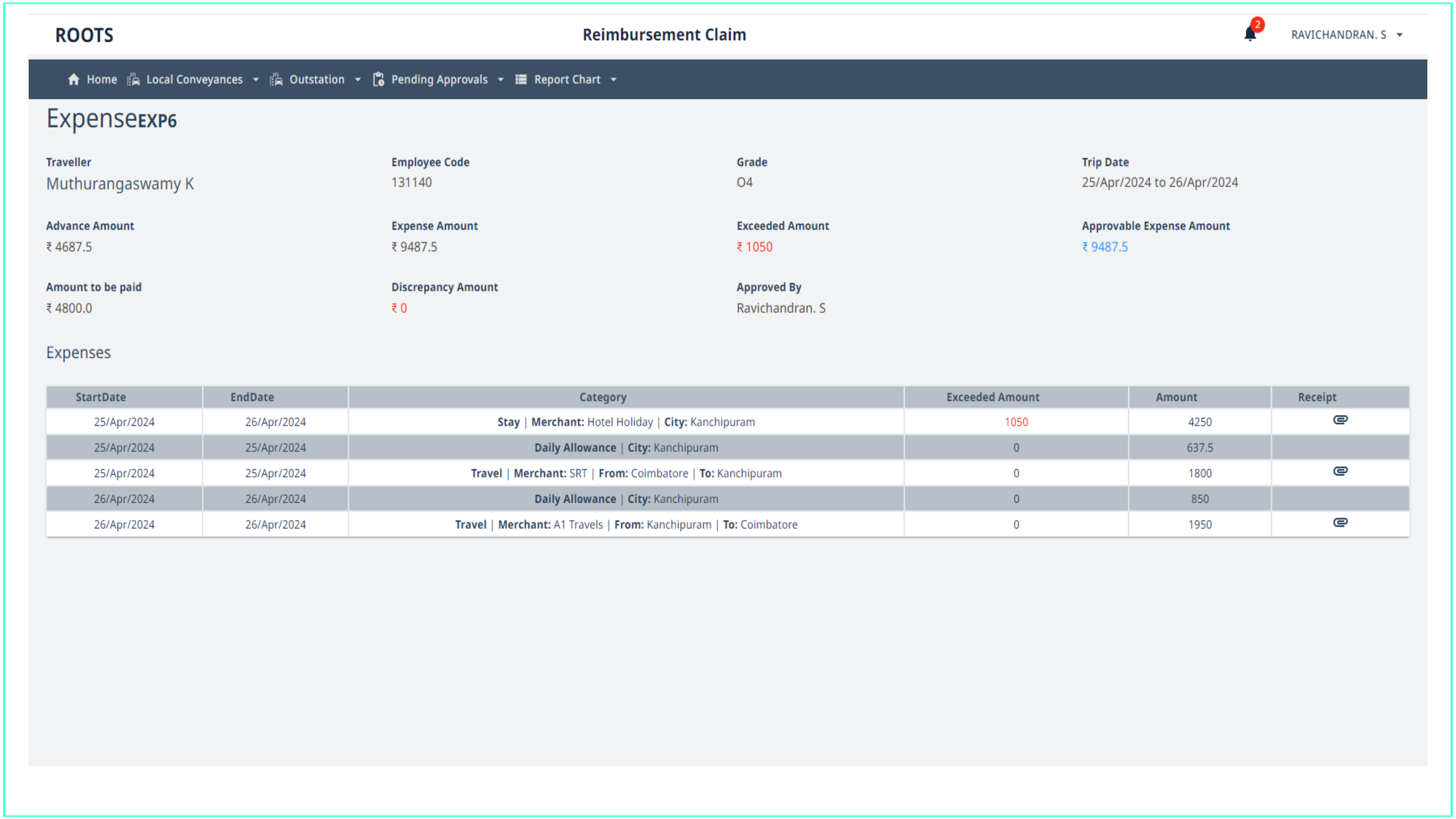
Select Date*
25/03/2024 → 25/04/2024

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	EXP3	TOK4	Official Trip	27200	27200	0	Approved	Waiting for Payment	12/Apr/2024	📄
131140	Muthurangaswamy K	EXP4	TOK5	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	📄

Rows per page: 10 1-7 of 7

Click more details

Subordinate History (Expense details)


ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart

Expense**EXP6**

Traveller
Muthurangaswamy K

Employee Code
131140

Grade
O4

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

Advance Amount
₹ 4687.5

Expense Amount
₹ 9487.5

Exceeded Amount
₹ 1050

Approvable Expense Amount
₹ 9487.5

Amount to be paid
₹ 4800.0

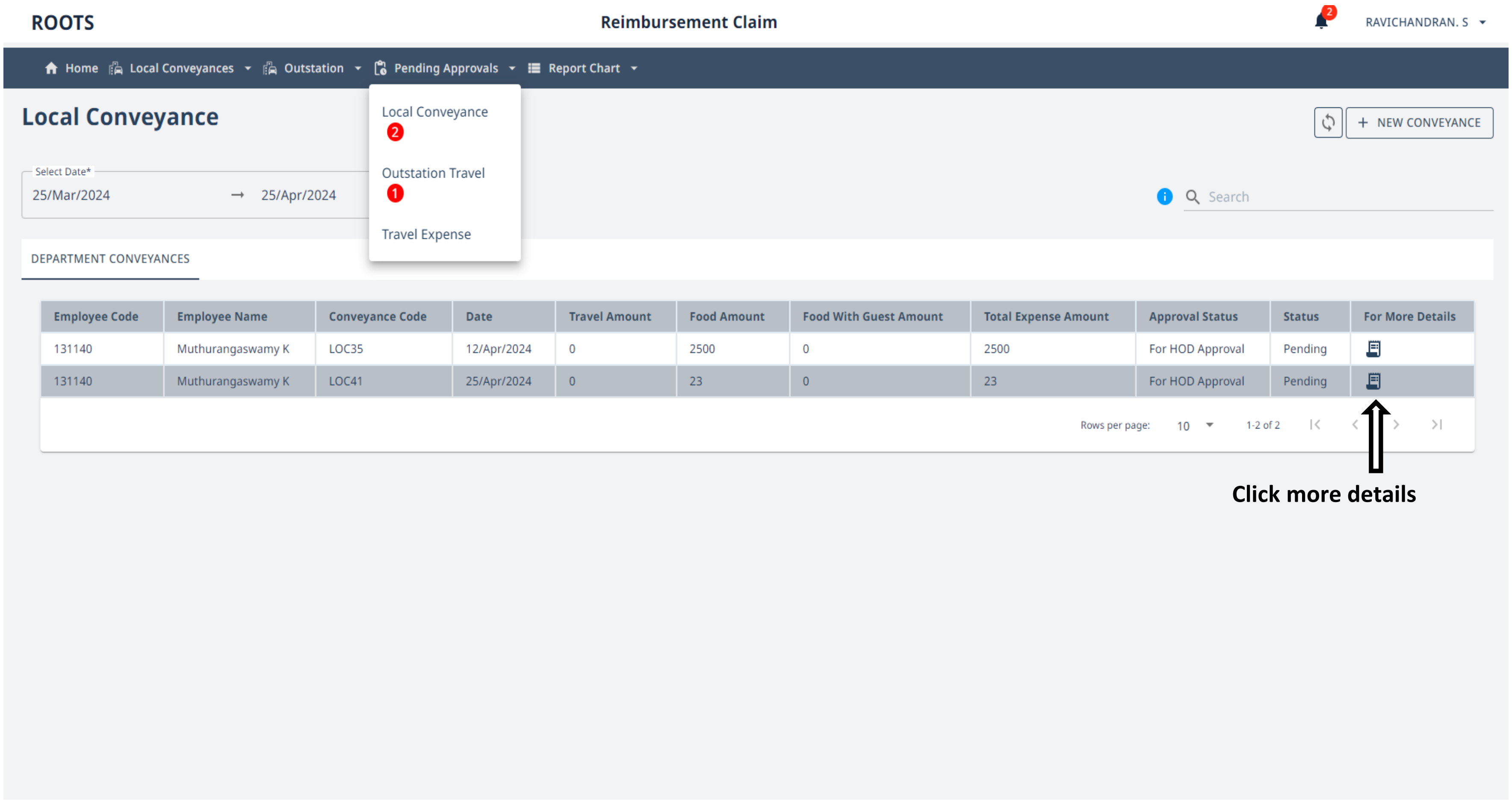
Discrepancy Amount
₹ 0

Approved By
Ravichandran. S

Expenses

StartDate	EndDate	Category	Exceeded Amount	Amount	Receipt
25/Apr/2024	26/Apr/2024	**Stay** | **Merchant:** Hotel Holiday | **City:** Kanchipuram	1050	4250	📎
25/Apr/2024	25/Apr/2024	**Daily Allowance** | **City:** Kanchipuram	0	637.5	
25/Apr/2024	25/Apr/2024	**Travel** | **Merchant:** SRT | **From:** Coimbatore | **To:** Kanchipuram	0	1800	📎
26/Apr/2024	26/Apr/2024	**Daily Allowance** | **City:** Kanchipuram	0	850	
26/Apr/2024	26/Apr/2024	**Travel** | **Merchant:** A1 Travels | **From:** Kanchipuram | **To:** Coimbatore	0	1950	📎

Pending Approvals (Local Conveyance)


ROOTS
Reimbursement Claim
2
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Local Conveyance
2
Outstation Travel
1
Travel Expense
NEW CONVEYANCE
Search
DEPARTMENT CONVEYANCES
Rows per page:
10
1-2 of 2

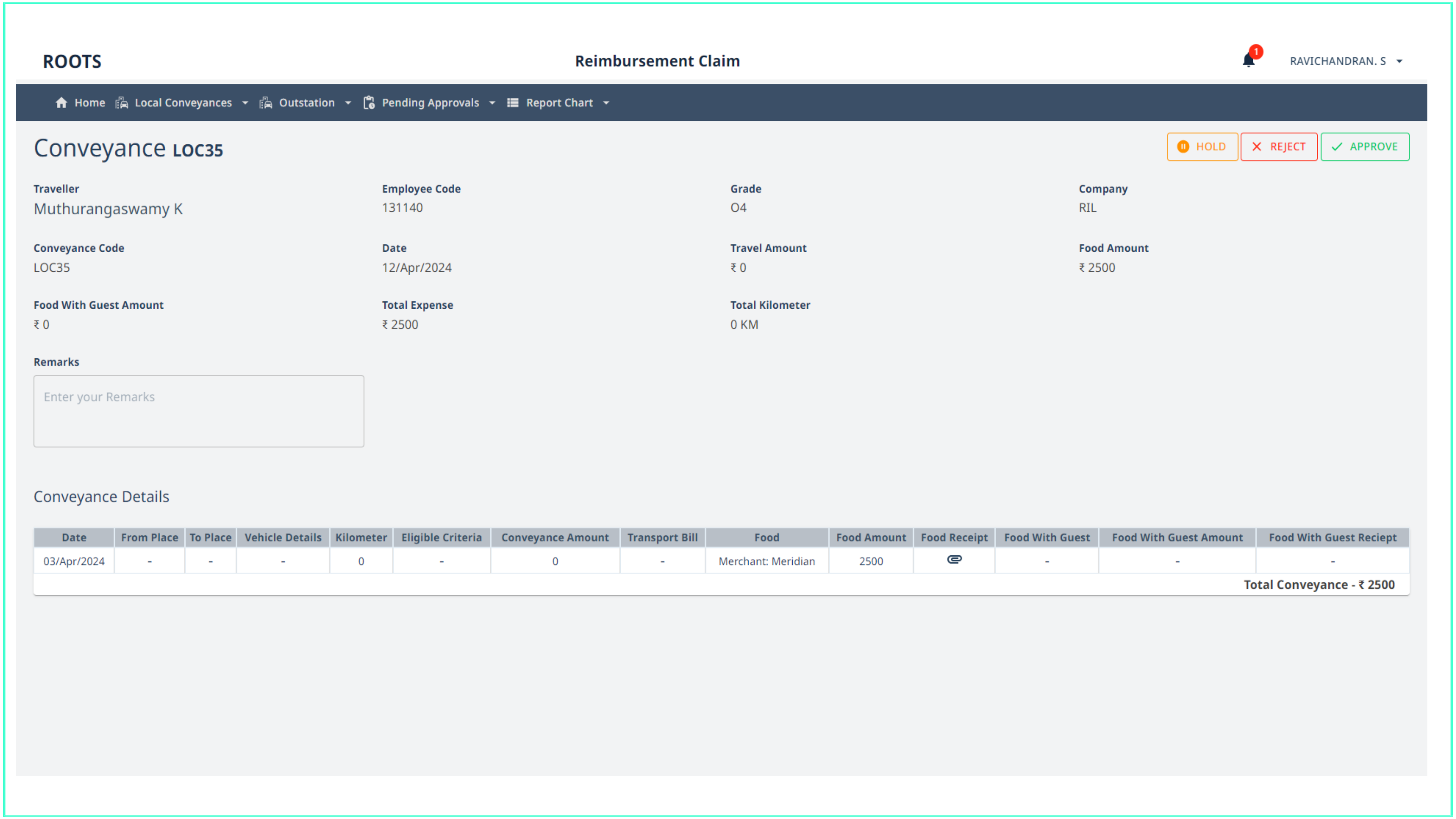
Local Conveyance

Select Date*: 25/Mar/2024 → 25/Apr/2024

Employee Code	Employee Name	Conveyance Code	Date	Travel Amount	Food Amount	Food With Guest Amount	Total Expense Amount	Approval Status	Status	For More Details
131140	Muthurangaswamy K	LOC35	12/Apr/2024	0	2500	0	2500	For HOD Approval	Pending	🗎
131140	Muthurangaswamy K	LOC41	25/Apr/2024	0	23	0	23	For HOD Approval	Pending	🗎

Click more details

Pending Approvals (Local Conveyance details)


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
HOLD
REJECT
APPROVE

Conveyance **LOC35**

Traveller
Muthurangaswamy K

Employee Code
131140

Grade
O4

Company
RIL

Conveyance Code
LOC35

Date
12/Apr/2024

Travel Amount
₹ 0

Food Amount
₹ 2500

Food With Guest Amount
₹ 0

Total Expense
₹ 2500

Total Kilometer
0 KM

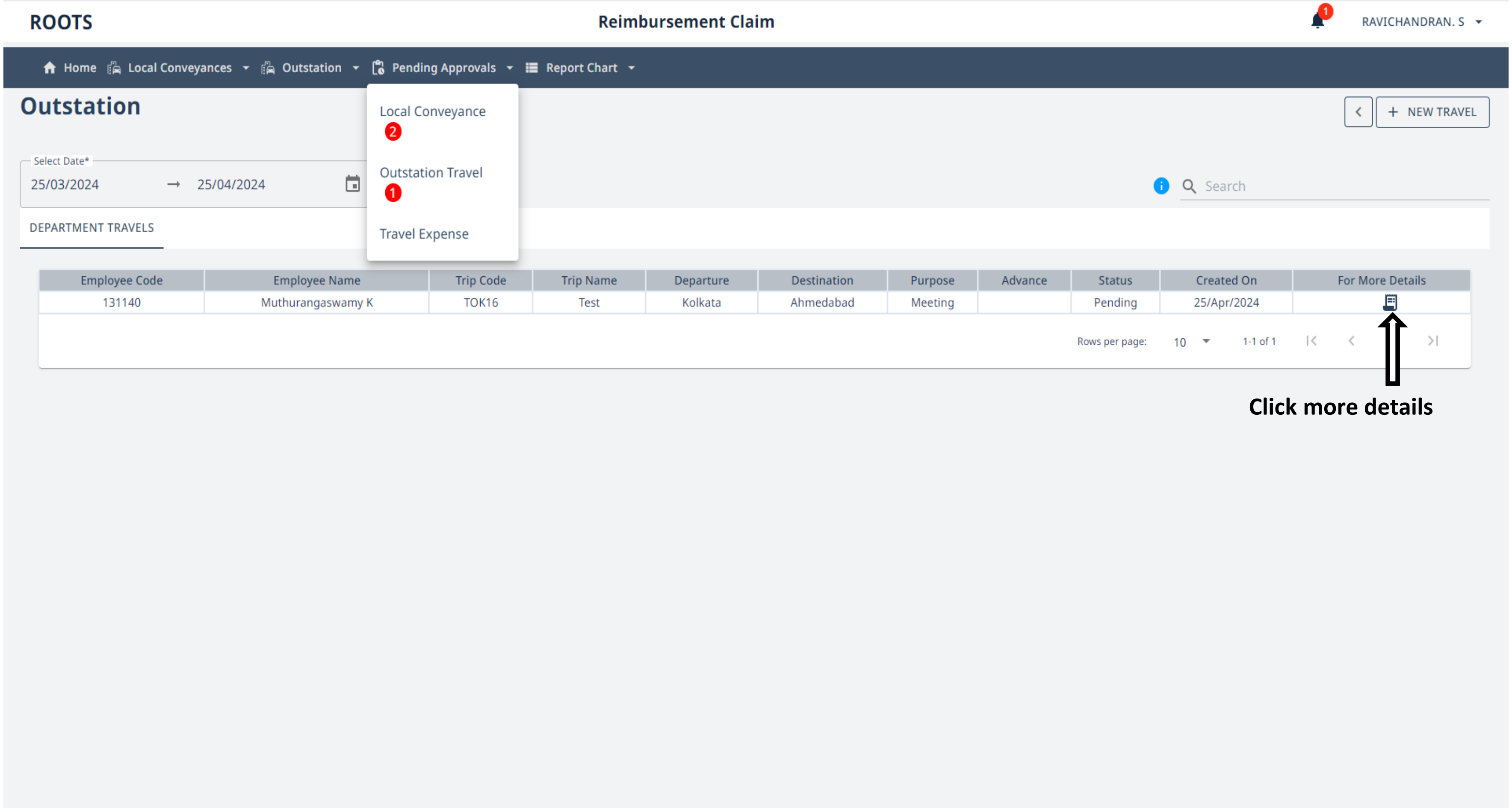
Remarks
Enter your Remarks

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 Reciept
03/Apr/2024	-	-	-	0	-	0	-	Merchant: Meridian	2500	📎	-	-	-

Total Conveyance - ₹ 2500

Pending Approvals (Outstation Travel)


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
Local Conveyance
2
Outstation Travel
1
Travel Expense
NEW TRAVEL
Search
DEPARTMENT TRAVELS
Rows per page:
10
1-1 of 1

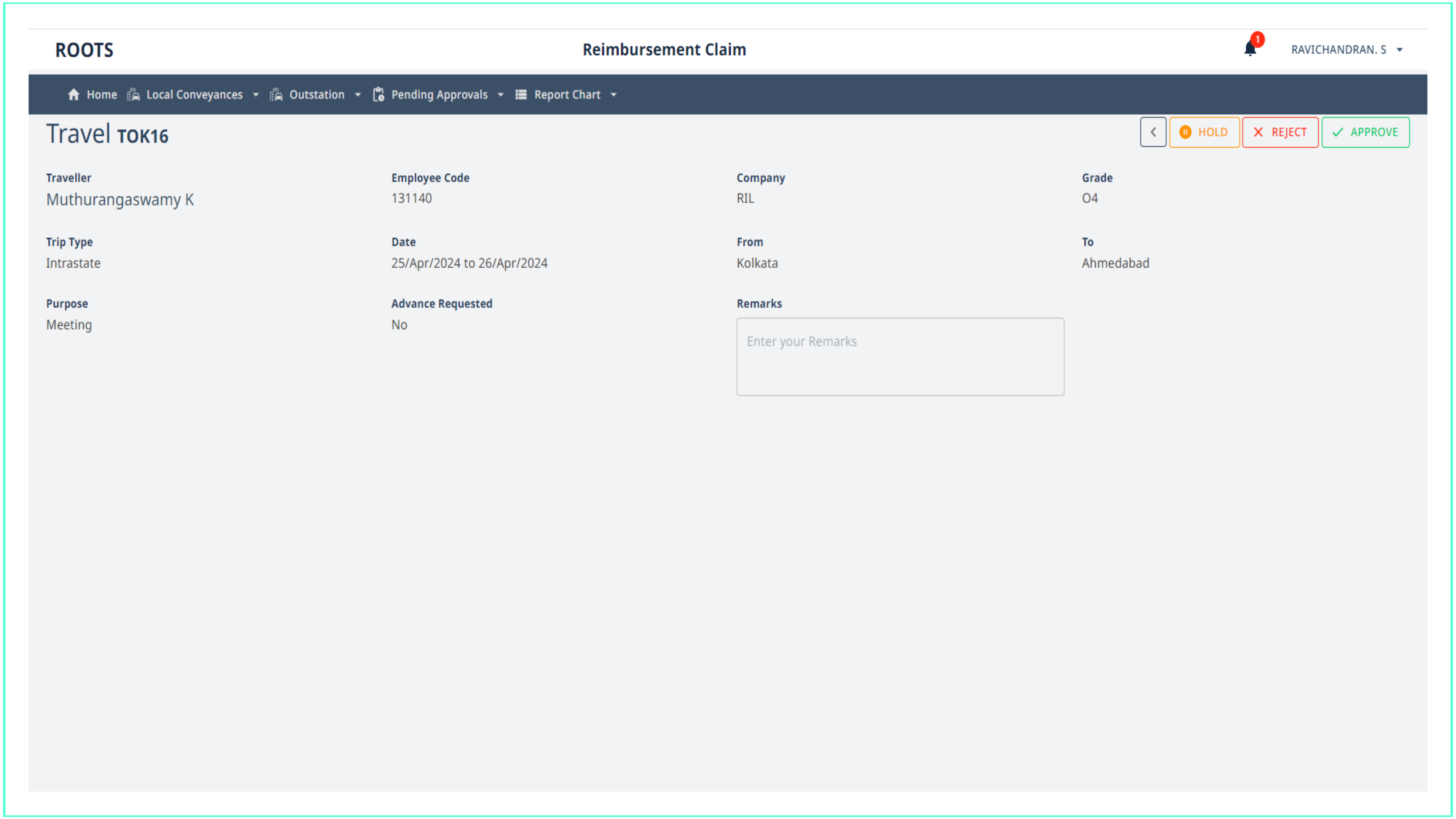
Outstation

Select Date*: 25/03/2024 → 25/04/2024

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	

Click more details

Pending Approvals (Outstation Travel details)


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
HOLD
REJECT
APPROVE

Travel **TOK16**

Traveller
Muthurangaswamy K

Employee Code
131140

Company
RIL

Grade
O4

Trip Type
Intrastate

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

From
Kolkata

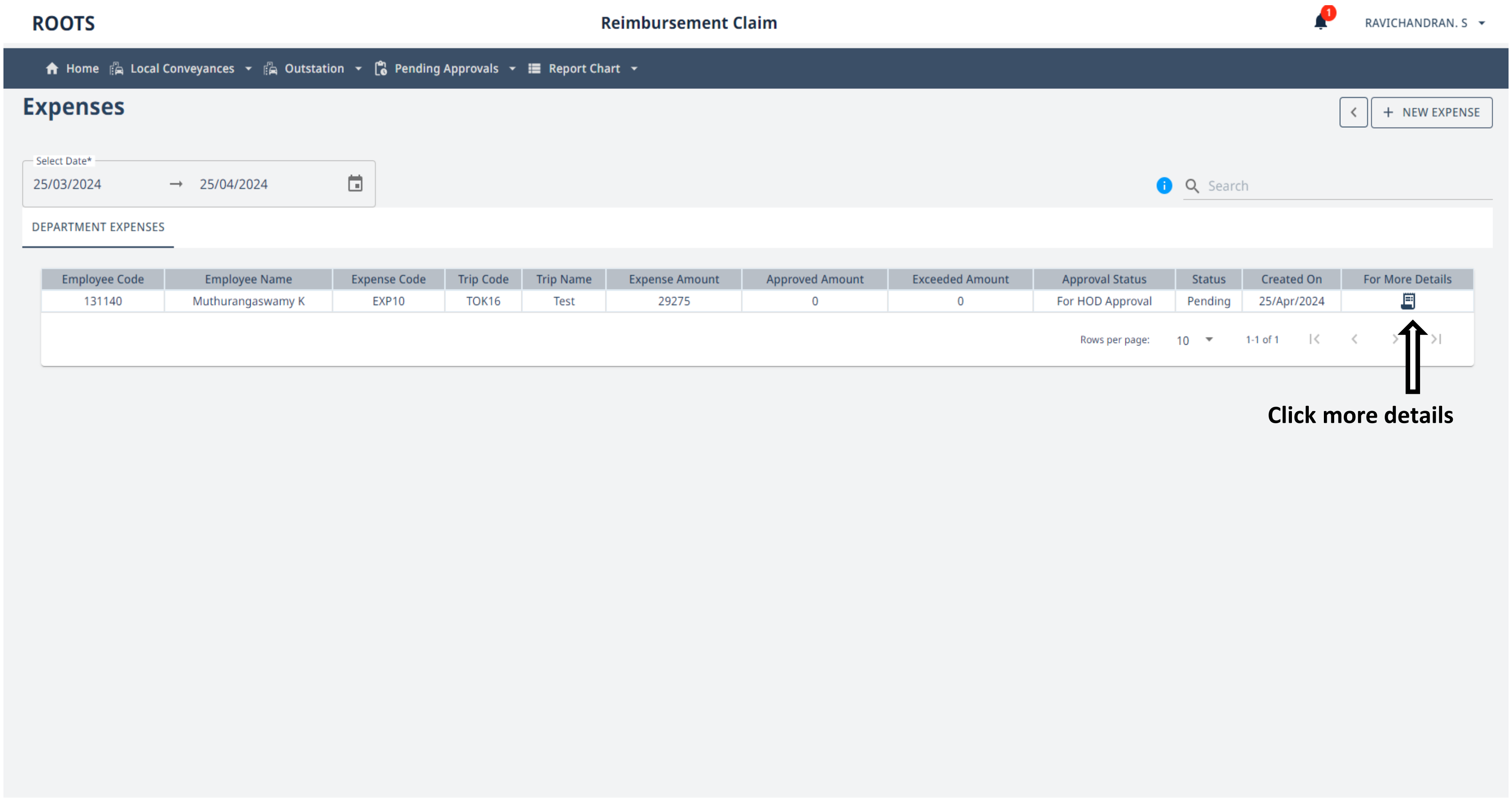
To
Ahmedabad

Purpose
Meeting

Advance Requested
No

Remarks
Enter your Remarks

Pending Approvals (Travel Expense)


ROOTS
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
NEW EXPENSE
Search
DEPARTMENT EXPENSES

Reimbursement Claim

Expenses

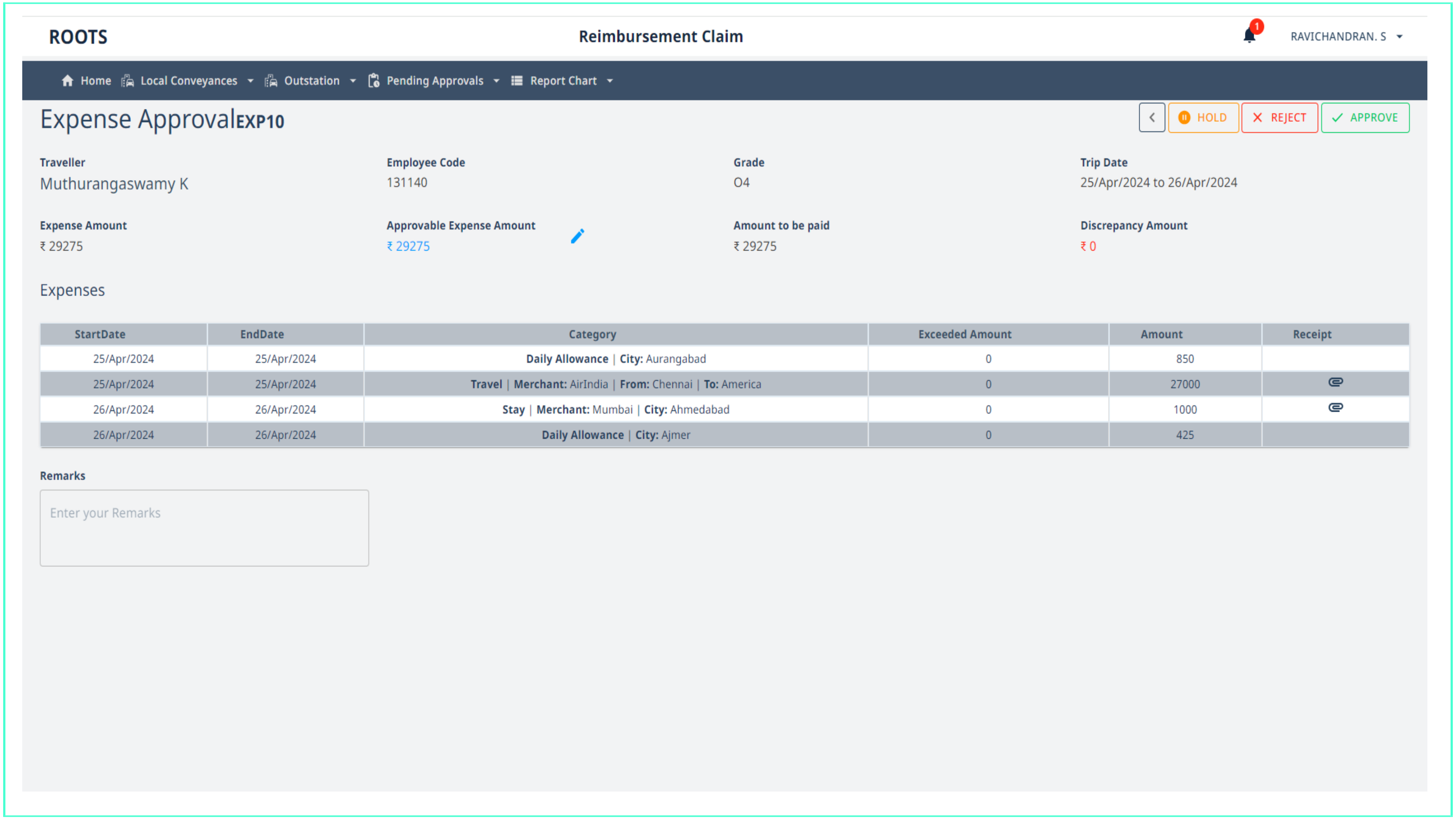
Select Date*: 25/03/2024 → 25/04/2024

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)



ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
HOLD
REJECT
APPROVE

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

Expenses

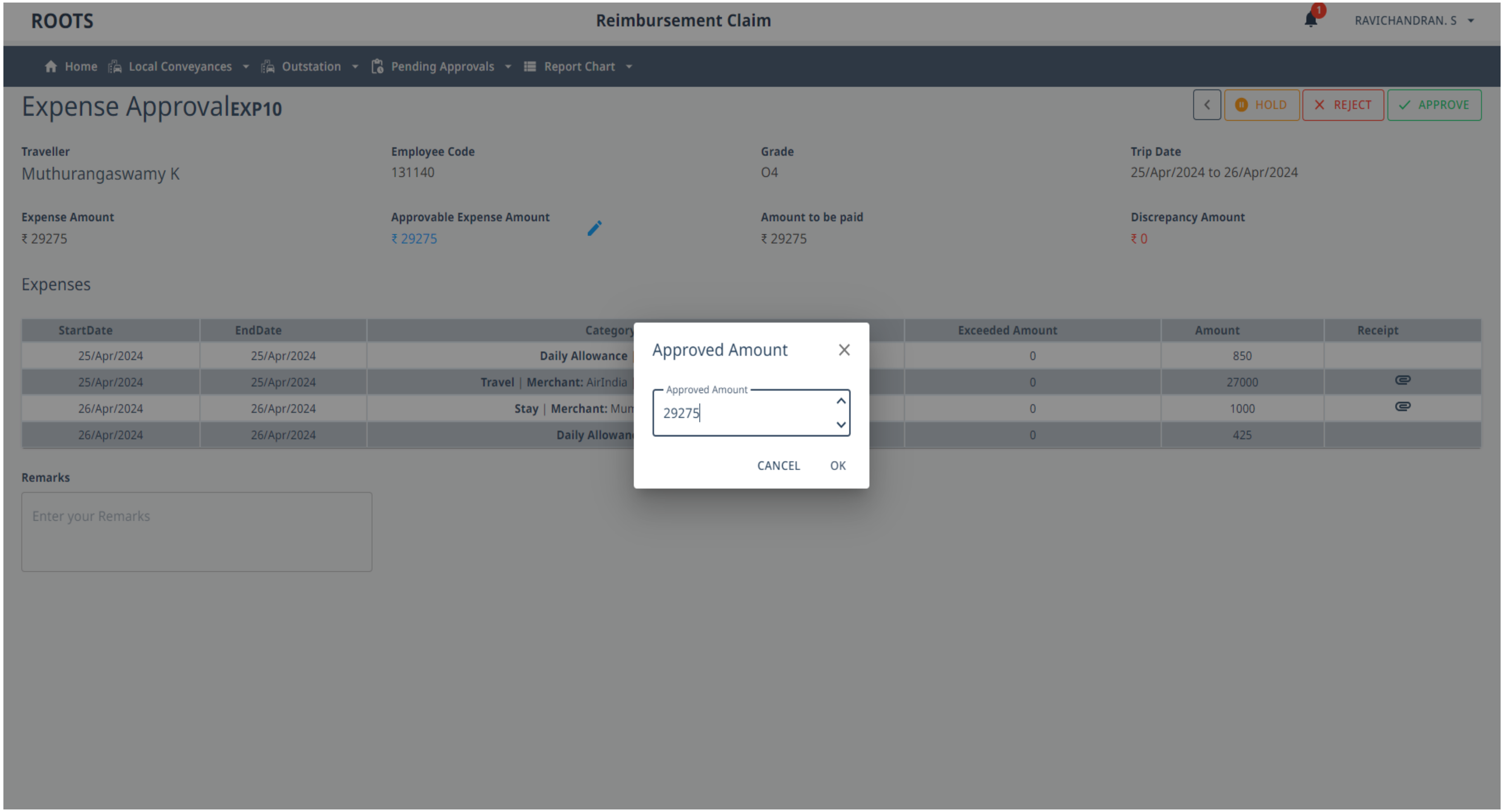
StartDate	EndDate	Category	Exceeded Amount	Amount	Receipt
25/Apr/2024	25/Apr/2024	**Daily Allowance** | **City:** Aurangabad	0	850	
25/Apr/2024	25/Apr/2024	**Travel** | **Merchant:** AirIndia | **From:** Chennai | **To:** America	0	27000	📎
26/Apr/2024	26/Apr/2024	**Stay** | **Merchant:** Mumbai | **City:**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

Remarks

Enter your Remarks

ROOTS
ADDING VALUE

Pending Approvals (Travel Expense Edit)


ROOTS
Reimbursement Claim
1
RAVICHANDRAN. S
Home
Local Conveyances
Outstation
Pending Approvals
Report Chart
HOLD
REJECT
APPROVE

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

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	

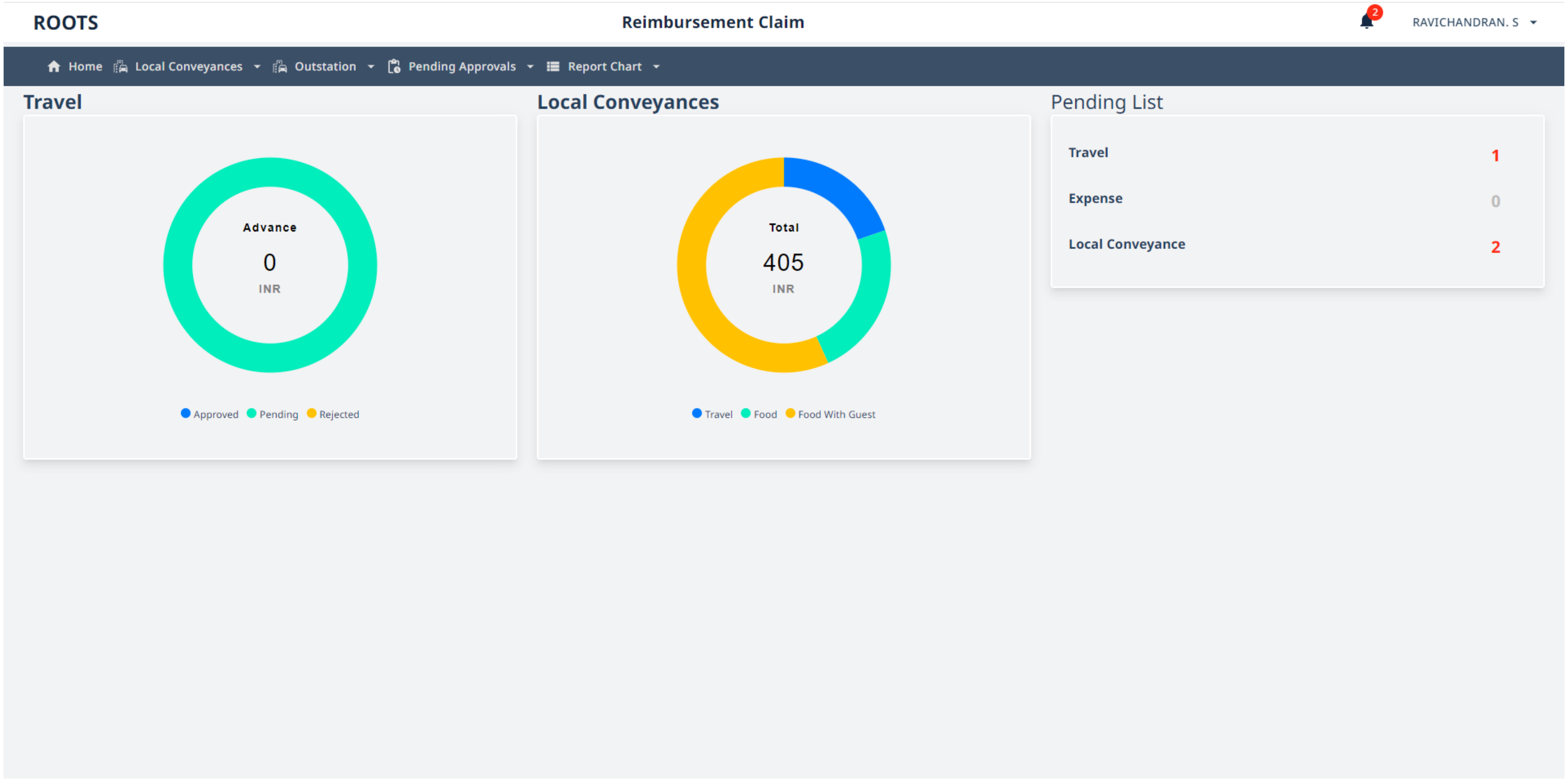
Remarks
Enter your Remarks

Approved Amount

Approved Amount: 29275

CANCEL OK

Report



ROOTS Reimbursement Claim 2 RAVICHANDRAN. S

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

Travel

Advance

0

INR

● Approved ● Pending ● Rejected

Local Conveyances

Total

405

INR

● Travel ● Food ● Food With Guest

Pending List

Travel	1
Expense	0
Local Conveyance	2

THANK YOU