**Indian Oil Corporation Limited  
Finance Department**

**Expense Report Submission Guidelines**

**Employee Name:** [Employee’s Name]  
**Employee ID:** [Employee ID]  
**Department:** [Department Name]  
**Position:** [Employee’s Position]  
**Date:** [Date]

**Submission Procedure:**

1. **Expense Report Period:** [Start Date] to [End Date]
2. **Submission Deadline:** [Due Date]
3. **Required Documents:**
   * **Receipts:** Original or scanned copies of receipts for all expenses incurred.
   * **Expense Report Form:** Complete the attached Expense Report Form accurately.
4. **Submission Method:**
   * **Online Submission:** Submit your completed Expense Report Form and scanned receipts via the company’s expense management system or email to [Expense Submission Email Address].
   * **Physical Submission:** If submitting physically, drop off your Expense Report Form and original receipts at the Finance Department located at [Office Location].
5. **Expense Categories:**
   * Ensure all expenses are categorized correctly according to the company’s expense policy.
   * Include a brief description for each expense item.

**Guidelines:**

* **Accuracy:** Double-check all entries and calculations to ensure accuracy.
* **Policy Compliance:** Familiarize yourself with IOCL’s expense policy attached for reference.
* **Approval Process:** Your expense report will be reviewed and approved by your manager or designated approver.
* **Currency Conversion:** If applicable, provide conversion rates for expenses incurred in foreign currencies.
* **Supporting Documentation:** Ensure all receipts are clear and legible. If using electronic copies, ensure they are in PDF format.

**Contact Information:**

For any questions or assistance regarding expense report submission, please contact the Finance Department at:

* **Email:** [Finance Department Email Address]
* **Phone:** [Finance Department Phone Number]

**Important Note:**

* Late submissions may delay processing and reimbursement. Please adhere to the submission deadline to avoid any inconvenience.