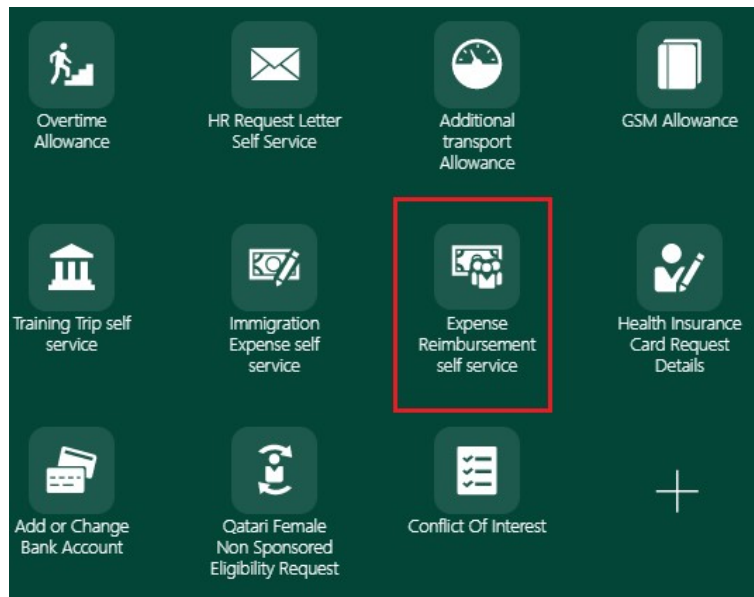


Program agenda

Expense Reimbursement self service

Expense Reimbursement self service

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Expense Reimbursement self service** icon.



- In order to add a new request, click on **Add Request**.

Expense Reimbursement

Employee Details

Employee Name : Mr. S
Organization Email Address : isou

Search

Search Result

Add Request

ID Expense Type Category En

Expense Reimbursement self service

- Enter the marked fields under Expense Details section. Choose the expense type from the drop-down list.
- Upload mandatory documents such as itinerary for validation in Drag and Drop section.
- Click **Next**.

Expense Reimbursement : Request Details

Cancel Next

Employee Details

Employee Name : Mr. Soundararajan Ilanchezhyan
Organization Email Address : isoundararajan@dev.qf.org.qa

Employee Number : 11801
Department : HC Workforce & Compensation

Expense Details

Expense Type: [Dropdown] Expense Category: [Text]
Date Of Expense: [Text] Employee Name: Mr. Soundararajan Ilanchezhyan
Expense Amount: \$ Currency: [Dropdown]
Currency Exchange Rate: 1 Amount (GAR): \$
Comments: [Text]

Please read and agree to non-duplication disclaimer
 I hereby confirm that the bills claimed herein are claimed for the first time, neither paid out of Corporate Card/Petty Cash nor submitted for reimbursements to any other QF Offices.
Required

Attachments

To help approvers understand the request, you can attach supporting documents, images to this action

Drag and Drop
Select or drop files here

File Name	File Date	File Type	Action
No data to display.			

- Review the entered details.
- Click **Submit**.
- Once submitted, it will be sent to the ER team for approval.

Expense Reimbursement : Request Details

Cancel Back Save for Later Submit

Employee Details

Employee Name : Mr. Soundararajan Ilanchezhyan
Organization Email Address : isoundararajan@dev.qf.org.qa

Employee Number : 11801
Department : HC Workforce & Compensation

Expense Details

Expense Type: Compassionate Ticket Expense Category: Compassionate Expense
Date Of Expense: 02-12-2022 Employee Name: Mr. Soundararajan Ilanchezhyan
Expense Amount: \$,000 Currency: GAR
Currency Exchange Rate: Amount (GAR): \$,000
Comments: OK

Please read and agree to non-duplication disclaimer
 I hereby confirm that the bills claimed herein are claimed for the first time, neither paid out of Corporate Card/Petty Cash nor submitted for reimbursements to any other QF Offices.



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