Program agenda

Expense Reimbursement self service
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- 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 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.

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