

# Reimbursement Claims

Improving Productivity

Do you find it a hassle to file reimbursement claims from staff all the time? Are you able to manage all the claims from the staff in your organization easily with productivity? Solve your problem now with reimbursement claims forms where staff can make their own claims any-time.

Reimbursement Claims is an application that will allow staff to submit their own claims from reimbursement on the go. The application will allow direct submission of reimbursement claims and improves productivity without having to go through administrative staff. The process can be as simple as just a snap shot of the receipts and submission is completed.

## Why customers use Reimbursement Claims

- Minimizes or totally eliminate the manual process of handling the physical receipts
- Quicker processing of reimbursement claims without having to go through administrative staff

## Organization distributed by Many Groups or Locations

- Simplified the processing of claims from different , locations, countries outside of Head Quarter Office

## Audit Logs for Compliance & Accountability

- Submission of claims are logged and recorded
- Tracking of claims made simpler and convenient

## No Compromise on Work Efficiency

- Claims can be submitted without the hassle and delay of administrative staff.
- Accessible anytime, anywhere

All changes are directly updated and reflected from Office 365

Additional Metadata for Users can be stored

Protected from hassle and eases data entry

App is in use for customers more than 2 years without any impact or support even when Microsoft Office 365 has been constantly changing and adding features.

# Reimbursement Claims



Office 365 Sites
Settings ? Profile

BROWSE PAGE
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Claims
Home

### 1. Employee Details

Name:	Sudhir Krishna	Month for Claim:	Select...
Employee ID:	A9673	Year for Claim:	Select...
Department:	Finance	Date of Claim:	15/04/2015
Manager:	Jeevan H	Status:	Pending

### 2. Description

Date	Description	Expense Type	Source Currency	Tot. in Source Currency	Exchange Rate	Amount	GST Included	Total Claim to be paid	Delete
<input type="text"/>	Select	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Row
Total

Attachments

Compress to ZIP if there are multiple files upto 10MB  
Files: .pdf, .doc, .docx, .xlsx, .zip

Remarks

Expense Type	Amount

### 3. Approval

Task Name	Assigned to	Created on	Action Taken	Status	Comments
Bibendum Feugiat	Tauik Yusof	09-09-2015	Reviewed	Approved	Suspendisse potenti. Etiam accumsan viverra risus.
Integer Pharetra	Ivan le	09-09-2015	Reviewed	Pending	Donec ipsum purus, commodo fringilla laoreet sit amet.

Print Claim
Submit
Cancel

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