

Megasoft Solutions

Managing Human Resource

“From Cost to Asset”

“Travel & Expense Management”

+

“Tour Diary Request Module”



Central Warehousing Corporation

MS





Employee Self-Service Portal For Payroll And CPF



Welcome to CWC HRMS

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

HRMS Login

User ID :

Password :

Login

[Forgot Password](#)



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HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

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User ID :

Password :

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[Forgot Password](#)




LOGIN PAGE

- Use link : <https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC> to access HRMS.
- Login securely using your User ID & Password. Please note, password field is case sensitive.
- Click on “**Forgot Password**” link in case your password is lost or expired.
- Your new password will be sent to your registered e-mail address.
- Your account will be locked if incorrect password is entered more than three times.

Profile ▾ Leave ▾ e-APAR ▾ Payroll ▾ Medical ▾ Mediclaim ▾ Recruitment ▾ Leaving Us? ▾ Training ▾ Health & Safety ▾ Request Manager ▾ Helpdesk ▾ Policy

HRMS

- ▷ Profile
- ▷ Leave
- ▷ e-APAR
- ▷ Payroll
- ▷ Medical
- ▷ Mediclaim
- ▷ Recruitment
- ▷ Leaving Us?
- ▷ Training
- ▷ Health & Safety
- ▷ Request Manager
- ▷ Helpdesk
- ▷ Policies & Forms
- ▷ Survey
- ▷ Reports
- ▷ Setup
- ▷ Tools
- ▷ MDI
- ▷ User Manual

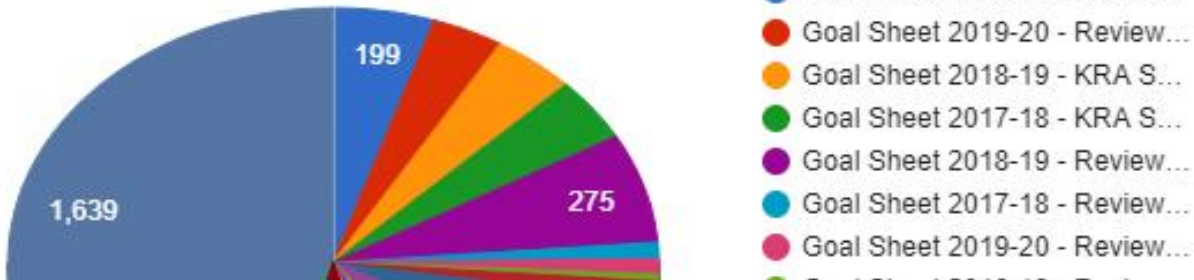


Birthday

Wedding Anniversary

Service Anniversary

Pending Request Dashboard



Category	Count
Goal Sheet 2019-20 - KRA S...	1,639
Goal Sheet 2019-20 - Review...	199
Goal Sheet 2018-19 - KRA S...	275
Goal Sheet 2017-18 - KRA S...	
Goal Sheet 2018-19 - Review...	
Goal Sheet 2017-18 - Review...	
Goal Sheet 2019-20 - Review...	

HOME PAGE

- At the home page, you can view different module functionalities:
- Change password of your account using the link provided at the top right corner of the screen.
- For each day, birthdays, wedding and service anniversary will auto-reflect at the home page.
- List of recently joined employees will appear at the bottom of the screen.

AS AN EMPLOYEE, HOW TO MANAGE YOUR TRAVELS, TOUR DIARY AND EXPENSES ?





USING TRAVEL DESK

- From the home page, use travel desk to manage all your travel, tour diary and expense related tasks.
- Under **Travel Request** tab, you can create a travel request.
- Under **Tour Diary Request** tab, you can create a tour diary request.
- Under **Expense Request** tab, you can create an expense claim request.
- To create a new travel request, click on **Travel Desk -> Travel Request -> Submit**
- To create a new tour diary request, click on **Tour Diary Request -> Tour Diary Request -> Submit**
- To create a new expense request, click on **Travel Desk -> Expense Request -> Submit**
- You can easily access travel desk from the menu bar on top of your home page as shown above.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Travel Desk > Travel Request ▾

Travel Request ▾ Submit

Tour Diary Request ▾ Request

Expense Request ▾ To Reference No.

Status Pending with Refresh New Export Back

S.No.	Action	Employee ID	Employee Name	Purpose of Travel	Reference No.	Reference Date	Approved Date	Status	Leave A
1.	Print Edit	12593H	RITU LASOD	test21	180	21.Jan.2020		Pending with Employee	12163

Travel Desk

- Travel Request
 - Submit
 - Request Status
- Tour Diary Request
 - Submit
- Expense Request
 - Submit
 - Request Status

CREATE TRAVEL REQUEST



- To create a new travel expense request, click on **Travel Desk -> Travel Request -> Submit**
- A new screen will appear on the window as shown above.
- You can see your pending travel requests that have been saved by you but not submitted.
- To create a new request, click on “**New**” button present at top right corner of the screen.

Request Details

Reference No.* Reference Date*






Employee *

Purpose of Travel*

From Date  To Date  Travel Type*

Advance Amount Currency Exchange Rate

Travel Details

S.No.	Travel Date	Preferred Time	Travel From	Travel To	Mode of Travel	Remarks
1.	<input type="text" value="22/01/2020"/> 	<input type="text" value="10:00"/> - <input type="text" value="11:00"/>	<input type="text" value="Delhi"/>	<input type="text" value="Shimla"/>	<input type="text" value="Air (Business)"/>	
2.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	
3.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	
4.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	
5.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	

CREATE TRAVEL REQUEST



- Saved travel requests can be edited multiple number of times before final submission.
- You can filter your travel requests using calendar option or reference number for a particular request.

Request Details

Reference No.* Reference Date*






Employee *

Purpose of Travel*

From Date  To Date  Travel Type*

Advance Amount Currency Exchange Rate

Travel Details

S.No.	Travel Date	Preferred Time	Travel From	Travel To	Mode of Travel	Remarks
1.	<input type="text" value="22/01/2020"/> 	<input type="text" value="10:00"/> - <input type="text" value="11:00"/>	<input type="text" value="Delhi"/>	<input type="text" value="Shimla"/>	<input type="text" value="Air (Business I)"/>	<input type="text"/>
2.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
3.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
4.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
5.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

CREATING NEW TRAVEL REQUEST



- To create a new travel expense request, click on “**New**” button on create travel request screen.
- Choose the dates for travel request and mention the subject for the same in the provided space.
- After furnishing all the required details, click on “**Submit**” button.
- An auto-generated mail will be sent to you and your manager for approval.
- If you want to save your request for later submission, click on “**Save**” button.

Request Details

Reference No.* Reference Date*

Employee *

Purpose of Travel*

From Date  To Date  Travel Type*

Advance Amount Currency Exchange Rate

Travel Details

S.No.	Travel Date	Preferred Time	Travel From	Travel To	Mode of Travel	Remarks
1.	<input type="text" value="22/01/2020"/> 	<input type="text" value="10:00"/> - <input type="text" value="11:00"/>	<input type="text" value="Delhi"/>	<input type="text" value="Shimla"/>	<input type="text" value="Air (Business I)"/>	<input type="text"/>
2.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
3.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
4.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
5.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

SELECTING TRAVEL PLACE AND CURRENCY



- Enter your Travel Place in the space provided.
- If your entered Travel Place does not match with portal's database, it will reflect as **"No Records Found"**.
- In that case, kindly enter your desired Travel Place and press **ESC** key on your keyboard.
- In case of international travel, you have to choose currency from the drop down menu.
- Select the local currency of the nation you are visiting and enter the current exchange rate.
- Please note, you will receive advance amount in the type of currency mentioned by you in the request.

Request Details

Reference No.* Reference Date*






Employee *

Purpose of Travel*

From Date  To Date  Travel Type*

Advance Amount Currency Exchange Rate

Travel Details

S.No.	Travel Date	Preferred Time	Travel From	Travel To	Mode of Travel	Remarks
1.	<input type="text" value="22/01/2020"/> 	<input type="text" value="10:00"/> - <input type="text" value="11:00"/>	<input type="text" value="Delhi"/>	<input type="text" value="Shimla"/>	<input type="text" value="Air (Business I)"/>	<input type="text"/>
2.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
3.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
4.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
5.	<input type="text"/> 	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

FILLING YOUR PREFERRED TRAVEL TIME

- At the time of making a travel request, you have to fill your preferred travel time.
- Please note, travel time has to be filled in **24 hour** format i.e. **8 AM** shall be written as **08:00** while **8 PM** shall be written as **20:00**. Also, the time span for travel request shall not be greater than 24 hours.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Travel Desk > Travel Request > Submit

Travel Desk

- Travel Request
 - Submit**
 - Request Status
- Tour Diary Request
 - Submit
- Expense Request
 - Submit
 - Request Status

Submit

Status Pending with ▾ From To Reference No. Refresh New Export Back

S.No.	Action	Employee ID	Employee Name	Purpose of Travel	Reference No.	Reference Date	Approved Date	Status	Leave
1.	Print Edit	12593H	RITU LASOD	test21	180	21.Jan.2020		Pending with Employee	1216

SAVED TRAVEL REQUEST

- To view your saved travel expense requests, click on **Travel Desk -> Travel Request -> Submit**
- Your saved travel requests will be visible on the screen.
- You can filter the requests using calendar option of reference number of your request.
- To edit a particular request, click on “**Edit**” tab present in front of the request.
- Saved travel requests can be edited multiple number of times before final submission.
- When you click on “**Submit**” button, your request will be sent to your manager for approval.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Travel Desk > Travel Request > Request Status

Travel Desk

- ▼ Travel Request
 - ▷ Submit
 - ▷ **Request Status**
- ▼ Tour Diary Request
 - ▷ Submit
- ▼ Expense Request
 - ▷ Submit
 - ▷ Request Status

Request Status

Status: All ▾ From: To: Reference No.: Refresh Export Back

S.No.	Action	Employee ID	Employee Name	Purpose of Travel	Reference No.	Reference Date	Approved Date	Status
1.	Print View	12593H	RITU LASOD	..////////	170	16.Jan.2020	16.Jan.2020 10:43:31	Approved by Finance
2.	Print View	12593H	RITU LASOD	171	16.Jan.2020		Pending with Manage
3.	Print View	12593H	RITU LASOD	test12	173	17.Jan.2020	17.Jan.2020 17:39:24	Approved by Finance
4.	Print View	12593H	RITU LASOD	sssss	174	17.Jan.2020	17.Jan.2020 16:32:48	Approved by Finance
5.	Print View	12593H	RITU LASOD	test21	180	21.Jan.2020		Pending with Employ

REQUEST STATUS

- To check your travel request status, click on **Travel Desk -> Travel Request -> Request Status**
- Choose the type of status from the drop-down menu.
- To verify your travel details, click on “**View**” button.
- A pop-up window will appear on the screen reflecting the details of your request.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾ > Travel Desk > Travel Request > Request Status

Travel Desk Request Status

Request Details

Reference No.* 180 Reference Date* 21.Jan.2020

Employee * RITU LASOD (12593H)

Purpose of Travel* test21

From Date 22/01/2020 To Date 23/01/2020 Travel Type* Domestic

Advance Amount 10000 Currency Indian Rupee Exchange Rate 1

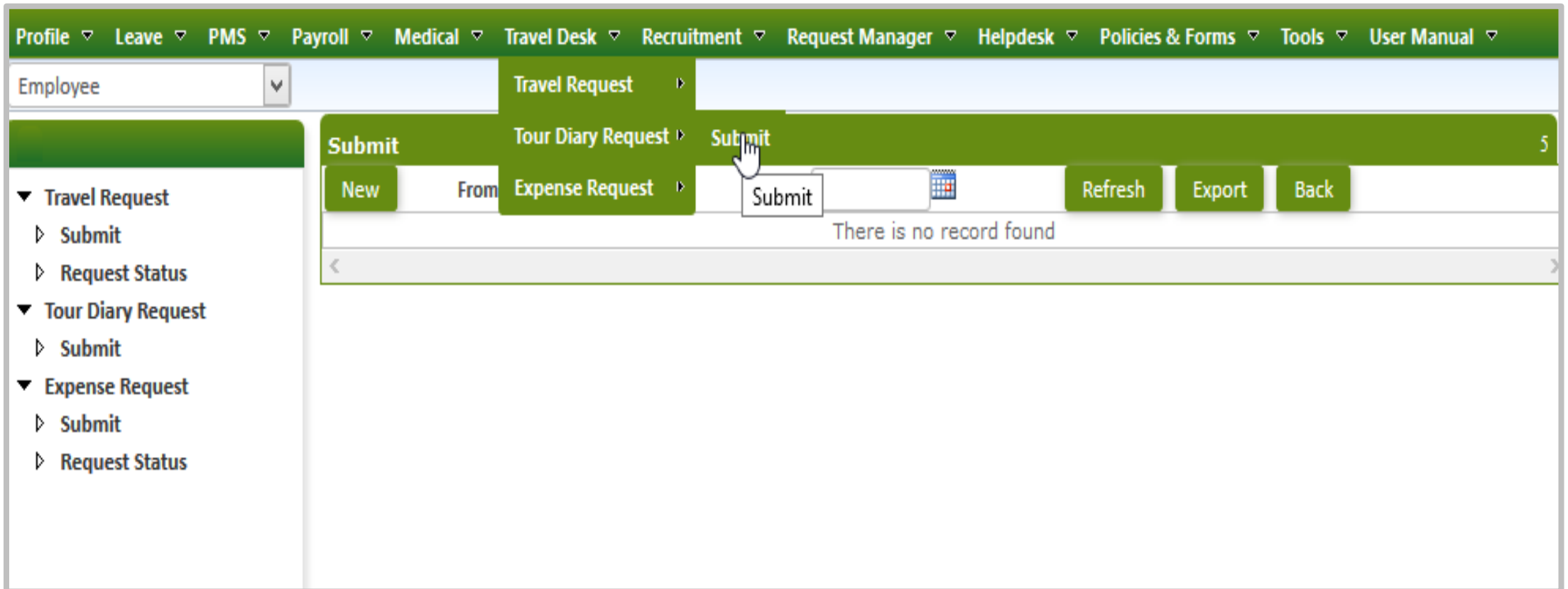
Travel Details

S.No.	Travel Date	Preferred Time	Travel From	Travel To	Mode of Travel	Remarks
1.	22/01/2020	10:00 - 11:00	Delhi	Shimla	Air (Business C	

Close

ATTACHING YOUR TRAVEL REQUEST WITH PHYSICAL BILLS AND CLAIM FORM

- Please note, in case you are raising an expense request after your travel, you have to attach a printout of your travel request as shown above along with the physical bills and expense claim form.
- To do so, go to “**Request Status**” page under travel request.
- Select your particular request for which you are raising an expense claim.
- Click on “**View**” button present in front of the request.
- Your request details will appear on the screen; print the details and attach along with physical bills.



CREATE TOUR DIARY

- To create a new Tour Diary request, click on **Travel Desk** -> Tour Diary request -> **Submit**
- The above shown screen will appear in the window to create a new request.
- Click on “**New**” button to create Tour diary request.

Request Details

Reference No.* Reference Date* 21.Jan.2020 16:57:59

Employee * RITU LASOD (12593H)

Employee ID 12593H

Employee Name RITU LASOD

Region CORPORATE OFFICE

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Leave Approver RATTI RAM AGGARWAL



HOD RATTI RAM AGGARWAL

Department FINANCE DIVISION - 2

Basic Pay *

Travel Type *

Travel Details

Action	Departure Date	Departure Time	Departure From	Arrival Date	Arrival Time	Arrival To	Mode of Travel and class of accommodation	Distance in Kms. For Road Mileage	Duration of Halt	Purpose of Journey	Ticket No.(onward/return)	Remarks
 												

CREATE TOUR DIARY

- All the details of employee will automatically display on screen.
- Select the type of travel for which you want to create a tour diary request.
- Click on the drop-down menu in front of “**Travel Type**” to see the categories.

Request Details

Reference No.* 77353 Reference Date* 21 Jan 2020 16:57:59

Employee
Employee ID
Employee Name
Region
Designation
Leave Approver
HOD
Department

Basic Pay
Travel Type

Travel Details

Departure Date*	22/01/2020
Departure Time*	15:00
Departure From*	Delhi
Arrival Date*	22/01/2020
Arrival Time*	22:00
Arrival To*	Shimla
Mode of Travel and class of accommodation*	Air (Business Class)
Distance in Kms. For Road Mileage*	NA
Duration of Halt*	-
Purpose of Journey*	TEST
Ticket No.(onward/return)*	123
Remarks*	TEST

Save Close

Save Submit Close

CREATE TOUR DIARY

- Fill the require details and save the details as shown in above screenshot.
- Once all the details will added then click on Save/submit button.
- If request will be save then employee can edit it as many times and change the data and then submit the request.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Submit 5

New From To Refresh Export Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Reference Date	Approved Date	Status
1.	View	2019/10100/00002	12593H	RITU LASOD	Tour Diary Request	21.Jan.2020 17:15:31		Pending with Emplo

▾ Travel Request

- Submit
- Request Status

 ▾ Tour Diary Request

- Submit

 ▾ Expense Request

- Submit
- Request Status

CREATE TOUR DIARY

- To edit a particular request, click on “**View**” tab present in front of the request.
- Saved Tour diary requests can be edited multiple number of times before final submission.
- When you click on “**Submit**” button, your request will be sent to your manager for approval

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Travel Request ▾

Tour Diary Request ▾

Expense Request ▾ **Submit** Request Status

Reference No. Reference Date* 21.Jan.2020

Employee * RITU LASOD (12598)

Category EXECUTIVE GROUP A

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Location DELHI

Region CORPORATE OFFICE

Mobile No. 9650303051

Cost Center CORPORATE OFFICE

Expense Type * Select ▾

Subject

Travel Request Number* ▾

There is no record found

I HEREBY DECLARE THAT THE FACTS STATED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Submit **Guideline** **Back**

CREATE EXPENSE REQUEST

- To create a new expense request, click on **Travel Desk -> Expense Request -> Submit**
- The above shown screen will appear in the window to create a new request.
- Select the type of expense for which you want to create a claim request.
- Click on the drop-down menu in front of **“Expense Type”** to see the categories.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Submit 5

Reference No. * Reference Date* 21.Jan.2020

Employee * RITU LASOD (12593H)

Category EXECUTIVE GROUP A

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Location DELHI

Region CORPORATE OFFICE

Mobile No. 9650303051

Cost Center CORPORATE OFFICE

Expense Type * Select

Subject Select

Travel Request Number*

I HEREBY DECLARE T

- Domestic Travel
- International Travel
- Training Tour
- Sports Tour Expenses
- LTC Travel
- Retirement and transfer

SELECTING EXPENSE TYPE

- From the drop-down menu you can select a particular expense.
- You have to select a “**Travel Request Number**” of your travel request.
- Please note, TR No. is mandatory to be selected for generating an expense request.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Submit 5

Reference No. * Reference Date* 21.Jan.2020

Employee * RITU LASOD (12593H)

Category EXECUTIVE GROUP A

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Location DELHI

Region CORPORATE OFFICE

Mobile No. 9650303051

Cost Center CORPORATE OFFICE

Expense Type * Select ▾

Subject

Travel Request Number* 170 ▾

170 There is no record found

I HEREBY DECLARE THAT THE FACTS STATED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Submit Guideline Back

SELECTING TR NO.

- From the drop-down menu, select a TR No. against which you want to create an expense claim request.
- In case you do not remember your TR No, go to **“Request Status”** under travel request.
- Select your desired travel request from the list and note down its TR No.
- Please note, you can generate a single expense request with respect to each TR No.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Submit 5

Reference No. * 143691 Reference Date* 21.Jan.2020

Employee * RITU LASOD (12593H)

Category EXECUTIVE GROUP A

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Location DELHI

Region CORPORATE OFFICE



Mobile No. 9650303051

Cost Center CORPORATE OFFICE

Expense Type * Domestic Travel ▾

Subject

Travel Request Number* 170 ▾

	S.No.	Expense Type	Bill Amount
☒	1.	Fare	
Click here to add bills 			
☒	2.	Travel By Car/Taxi/Bus	
Click here to add bills 			
☒	3.	Hotel Stay Expense	

Activate Windows

ADD EXPENSE DETAILS

- To add the expense amount and other details, click on “**Edit**” icon as shown above.
- A new pop-up window will appear on the screen to add your expenses.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

- ▼ Travel Request
 - ▷ Submit
 - ▷ Request Status
- ▼ Tour Diary Request
 - ▷ Submit
- ▼ Expense Request
 - ▷ Submit
 - ▷ Request Status

Submit

Reference No. *

Employee * RITU LASOD

Category EXECUTIVE C

Designation SENIOR ASS

Location DELHI

Region CORPORATE

Mobile No. 9650303051

Cost Center CORPORATE

Expense Type * Domestic T

Subject

Travel Request Number* 170

S.No.	Expense Type
1.	Fare
2.	Travel By Car/Taxi/E
3.	Hotel Stay Expense

Fare

Please attach boarding pass in case of Air Travel

Bill/Ticket No.

Bill Date*

Mode of Travel ▾

Paid By* ▾

Travel Date*

Travel From*

Travel To*

Departure Time (In HH:MM)*

Arrival Time (In HH:MM)*

Bill Amount(In INR)*

Eligible For

Remarks

Attach Document

ADD YOUR TRAVEL EXPENSES

- Once you click on the **“Edit”** icon, the above shown pop-up window will appear on the screen.
- Add your bill date, mode of travel, payment source, bill amount and remarks.
- You can also attach a scanned supporting document such as a ticket or boarding pass.
- To add such a document, click on **“Choose File”** option on the screen.
- After furnishing all the required details, click on **“Save”** button.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Submit 5

Reference No. * 143691 Reference Date* 21.Jan.2020

Employee * RITU LASOD (12593H)

Category EXECUTIVE GROUP A

Designation SENIOR ASSISTANT MANAGER (ACCOUNTS)

Location DELHI

Region CORPORATE OFFICE

Mobile No. 9650303051

Cost Center CORPORATE OFFICE



Expense Type * Domestic Travel ▾

Subject

Travel Request Number* 170 ▾

S.No.	Expense Type	Bill Amount
1.	Fare	12111.00

Click here to add bills +

Action	Bill/Ticket No.	Bill Date	Mode of Travel	Paid By	Travel Date	Travel From	Travel To	Departure Time (In HH:MM)	Arrival Time (In HH:MM)
 	12	01.Jan.2020	Air	Self	22.Dec.2019	Delhi	Shimla	15:00	22:00

Click here to add bills +

2. Travel By Car/Taxi/Bus

Click here to add bills +

3. Hotel Stay Expenses

VERIFY YOUR BILL DETAILS

- After creating the expense request, please verify that the details entered are correct.
- If you wish to edit any detail, click on “Edit” button present in front of the bill.
- After verifying all the details, click on “Submit” tab at the bottom of the screen. Your expense requested will be submitted for approval.
- An auto-generated mail will be sent to you and your manager for acknowledgement.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Request Status 5

Expense Type* Status Reference No. From To

S.No.	Action	Reference No.	Expense No.	Employee ID	Employee Name	Subject	Reference Date	Approved Date	
1.	<input type="button" value="Print"/> <input type="button" value="View"/>	143684	0000000001	12593H	RITU LASOD		16.Jan.2020	16.Jan.2020 11:20:12	Bills Verify
2.	<input type="button" value="Print"/> <input type="button" value="View"/>	143686	0000000001	12593H	RITU LASOD		17.Jan.2020		Pending Wit
3.	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="View"/>	143687	0000000001	12593H	RITU LASOD		17.Jan.2020		Save as Dra
4.	<input type="button" value="Print"/> <input type="button" value="View"/>	143689	0000000004	12593H	RITU LASOD		20.Jan.2020		Pending Wit
5.	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="View"/>	143691	0000000006	12593H	RITU LASOD		21.Jan.2020		Save as Dra

REQUEST STATUS

- To check your expense request status, click on **Travel Desk -> Expense Request -> Request Status**
- Choose the expense type and status of your request from the drop-down menu.
- To verify your travel details, click on “**View**” button.
- A pop-up window will appear on the screen reflecting the details of your request.
- You can also cancel a saved expense request from the request status window.

Profile ▾ Leave ▾ PMS ▾ Payroll ▾ Medical ▾ Travel Desk ▾ Recruitment ▾ Request Manager ▾ Helpdesk ▾ Policies & Forms ▾ Tools ▾ User Manual ▾

Employee ▾

Request Status 5

Expense Type* Status Reference No. From To

S.No.	Action	Reference No.	Expense No.	Employee ID	Employee Name	Subject	Reference Date	Approved Date	
1.	<input type="button" value="Print"/> <input type="button" value="View"/>	143684	0000000001	12593H	RITU LASOD		16.Jan.2020	16.Jan.2020 11:20:12	Bills Verify
2.	<input type="button" value="Print"/> <input type="button" value="View"/>	143686	0000000001	12593H	RITU LASOD		17.Jan.2020		Pending Wi
3.	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="View"/>	143687	0000000001	12593H	RITU LASOD		17.Jan.2020		Save as Dr
4.	<input type="button" value="Print"/> <input type="button" value="View"/>	143689	0000000004	12593H	RITU LASOD		20.Jan.2020		Pending Wi
5.	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="View"/>	143691	0000000006	12593H	RITU LASOD		21.Jan.2020		Save as Dr

DIFFERENCE BETWEEN SAVED AND SUBMITTED EXPENSE REQUEST

- A saved expense request can be edited multiple number of times before final submission.
- You can find your saved requests in request status tab under expense request.
- If you have submitted an expense request against a TR No, you cannot raise another request under similar TR No.

