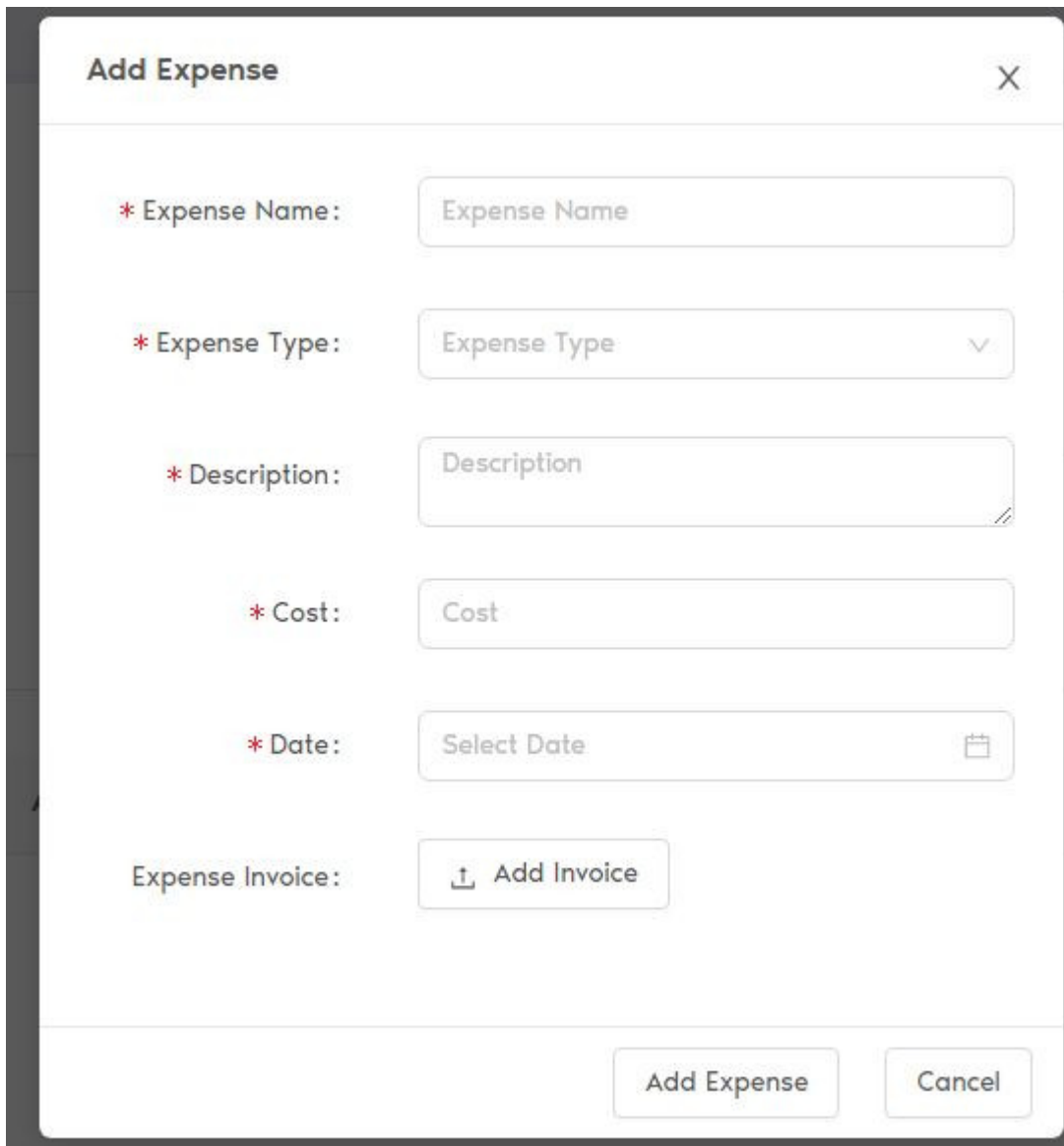


Requesting a Reimbursement

If you have made an expense for the company which needs to be Reimbursed , like leaves you need to visit the Requests Page and this time select the Expense Tab.

There you will see the "Add Expense" Button , use that to bringup the expense form.

The image shows a modal window titled "Add Expense" with a close button (X) in the top right corner. The form contains several fields, each preceded by a red asterisk indicating it is required. The fields are: "Expense Name" (text input), "Expense Type" (dropdown menu), "Description" (text area), "Cost" (text input), and "Date" (date picker). Below these fields is a section labeled "Expense Invoice:" with a button that has an upload icon and the text "Add Invoice". At the bottom right of the modal are two buttons: "Add Expense" and "Cancel".

Add Expense X

* Expense Name:

* Expense Type:

* Description:

* Cost:

* Date:

Expense Invoice:

Fill in the expense details and it will be sent for approval.

Revision #3

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