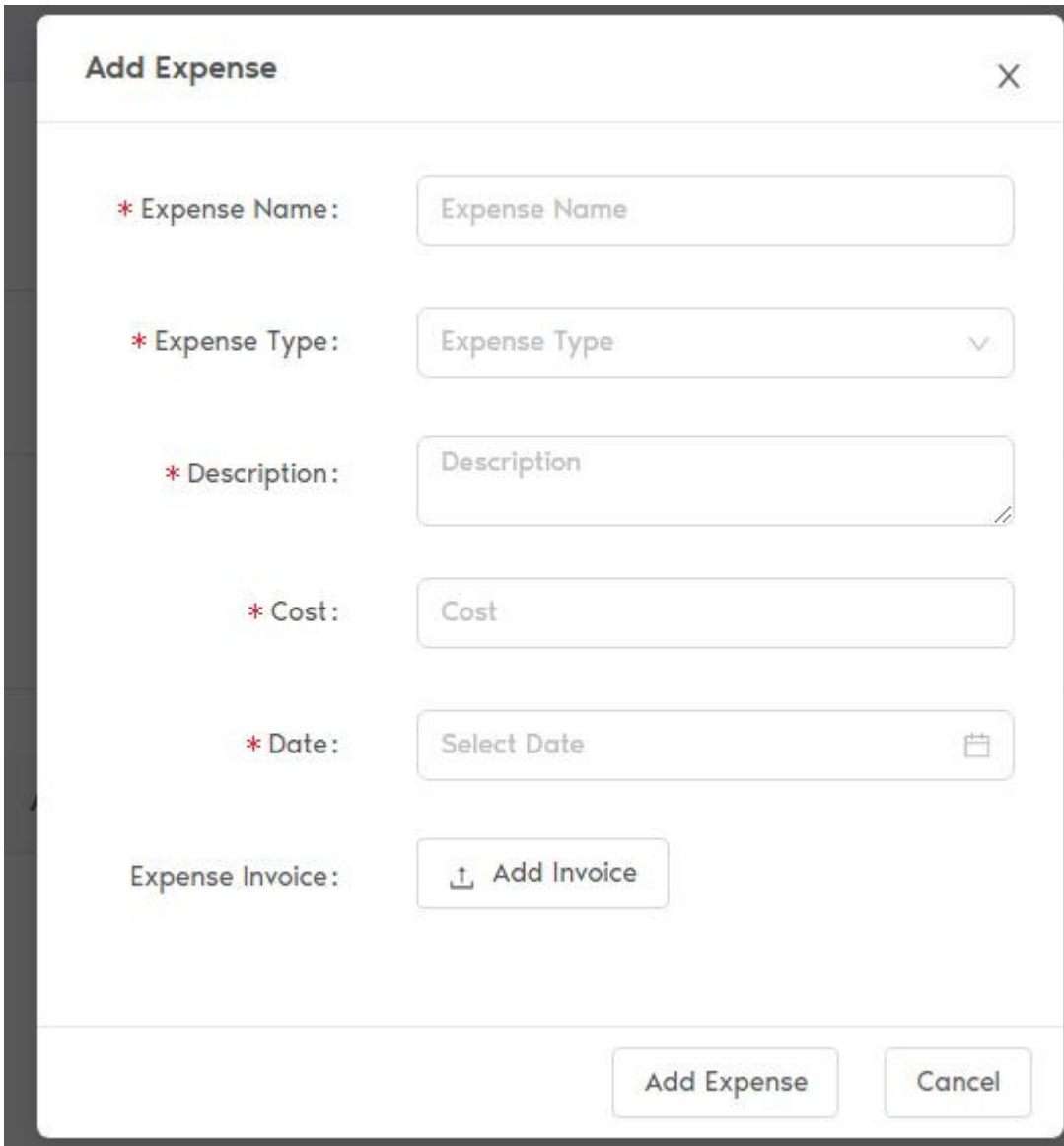


Requesting a Reimbursement

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 the following fields:

- * Expense Name:** A text input field with the placeholder text "Expense Name".
- * Expense Type:** A dropdown menu with the placeholder text "Expense Type" and a downward arrow icon.
- * Description:** A text input field with the placeholder text "Description" and a small icon in the bottom right corner.
- * Cost:** A text input field with the placeholder text "Cost".
- * Date:** A date picker field with the placeholder text "Select Date" and a calendar icon.
- Expense Invoice:** A button with an upload icon and the text "Add Invoice".

At the bottom of the modal, there are two buttons: "Add Expense" and "Cancel".

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

Revision #3

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