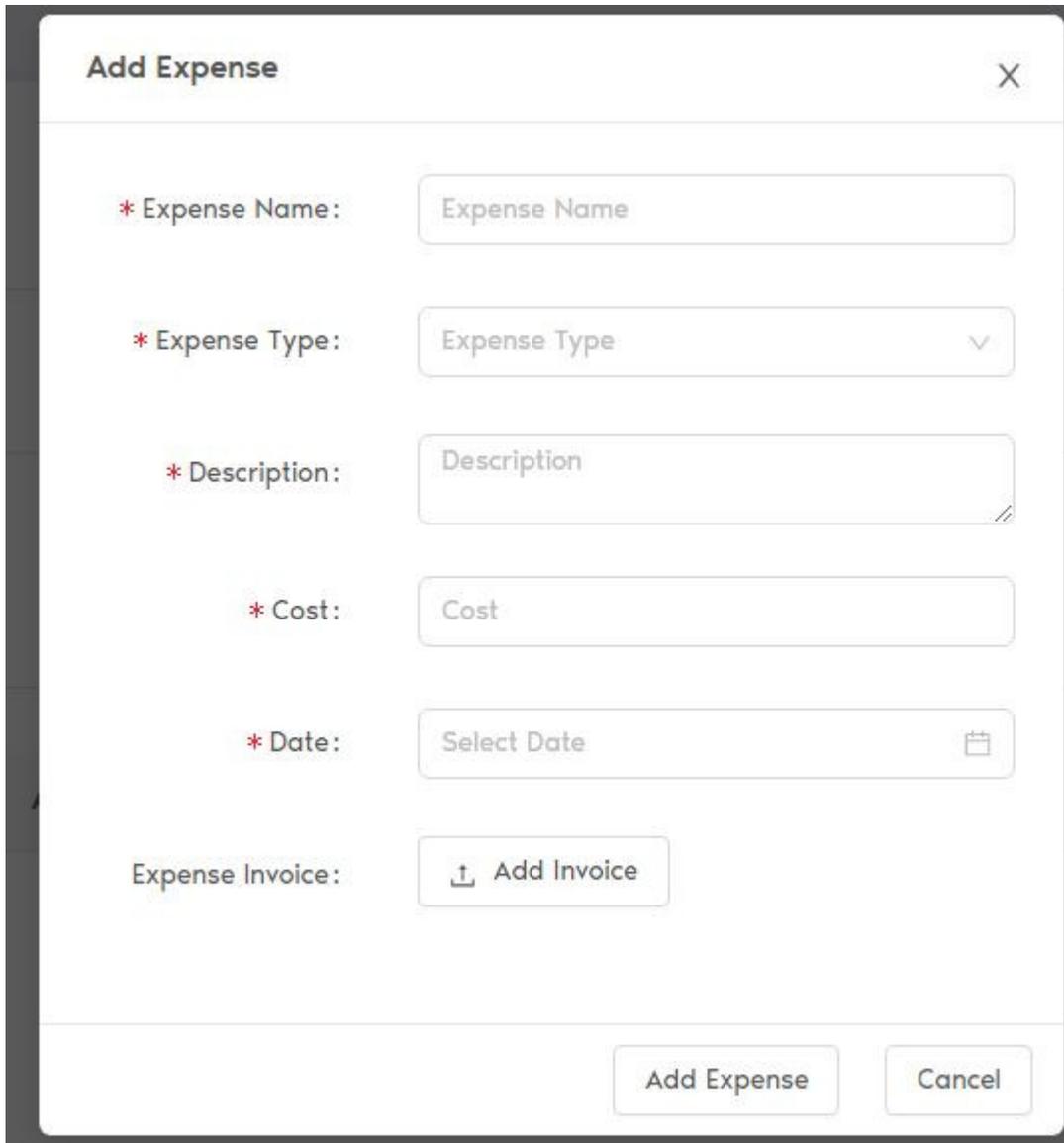


Requesting a Reimbursement

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.



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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