

Online Expense Reimbursement System

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Abstract - The objective of this paper is to manage all expenses incurred by an employee and generate the corresponding report and give managers the power to accept or reject the report hence submitted. This system also validates and provides as proof the bills attached with each expense incurred. The system also helps keep a track of trip expenses made by employees during personal trips or corporate trips.

I. Introduction

With the ever evolving technologies, it is necessary that the businesses today go hand in hand. Several management systems have been developed that help businesses grow, in other words, reduce the work pressure by easing the work process. One such system is an Online Expense Claim reimbursement system, it is often hectic for an employee to process their expense claim and many times it is hard for the company to track an employee's expenses. CashIT is an online expense claim reimbursement system that will help both the employee and the company for tracking the expense claims, total expenses incurred, expenses made for clients, individual travel expenses and GST payment. The application has a user based login and an admin based login. The user logs in from a mobile application and submits their expense claims/reports and travel expenses. The application allows the employee to check the reimbursement reports whether they have been approved or rejected and submit their receipts using receipt photos as a proof of expenditure. The requests once submitted is processed and delivered to the database managed by the admin, which is then automatically forwarded to the respective manager of the employee who approves or rejects the claim. The same application is used by the top level managers as they have their own claims, but it's available with a slight difference, as a manager logs into their account, an extra button appears on the screen for them which enables them to approve requests (the same isn't available for employees working under them, as they don't have the leverage). The admin allocates the branch, department, role and approver for each employee in the company. As many processes are automatically done in the system, the procedure for reimbursement is simplified and it becomes more transparent from the employee's side. The user ID and password is provided by the admin, who has all the rights to change it after receiving requests from the employee. Thus, an efficient

expense claim reimbursement system would be available for the company.

II. Related works

The literature survey for this research paper was done using one Eurasian Journal and a guidebook for effective reimbursement system. The Eurasian Journal explores the financing and usage of China's improved benefits framework, especially the effect of populace maturing on the framework and the administration's passive obligation on annuities. We played out a writing survey of significant distributions on the benefits framework in China and additionally comparative frameworks abroad. We additionally played out an inside and out investigation of the benefits protection finance in China's Zhejiang area, in view of accessible information from 2001 through 2014.

Utilizing a period arrangement ARIMA gauging model and a far reaching forecast demonstrate, in conjunction with hypotheses from financial matters, measurements and human science, we endeavored to build up the verifiable annuity obligation (IPD) for Zhejiang and decide the benefits installment plausibility for the following 15 years. We utilize our discoveries to clarify the present issues with the annuity framework in Zhejiang and offer recommendations for development.

Passive obligations are those that an administration assumes on liability for because of open desires or political weight, notwithstanding when the obligations are not bound by laws or government contracts (Guo, 2000). In financial matters, this is purported passive obligation from government to specialists. The administration's principle passive obligations are government managed savings subsidizes and annuities. This writing survey examines the Chinese government's latent obligations of annuity. Passive obligations of annuity have emerged through the way toward changing from the benefits commitment and installment framework to the standardized savings support framework, where the administration guarantees to pay for specialists' retirement reserves in the event that they are deficiently gathered.

This Eurasian Journal sheds light on retirement plans and pension system in China as discussed above.

The next review was done on IADI Guidance Paper, Prepared by the Research and Guidance Committee of the International Association of Deposit Insurers. A key order of a store protection association is the commitment to make convenient repayments to investors when a bank is shut by the experts. A store guarantor's viability, productivity, and capacity to meet this order are basic for budgetary dependability and trust in the keeping money framework. A store safety net provider must have set up arrangements, repayment procedures and strategies, and data frameworks.

One of the greatest requirements thwarting brief and precise repayments is the absence of early access to exact contributor data. This incorporates access to investor records ahead of time of a disappointment, low quality of contributor records at banks, and the absence of a bank customer one of a kind identifiers to total stores held by a similar individual/substance in order to apply the store protection scope limits.

Other key obstructions to convenient repayment incorporate the trouble in deciding contributors' cases and related credits/liabilities for consenting to mesh prerequisites and the absence of suitable Information Technology (IT) repayment frameworks and repayment intends to manage diverse estimated banks.

The fundamental finishes of this examination, abridged in the accompanying 13 supporting controlling standards, are reliable with the basic criteria delineated in the Methodology record:

1. A store back up plan ought to approach investor records constantly and attempt preliminary surveys of bank store obligation records to guarantee quick and exact repayment of safeguarded stores.
2. Specialists should issue rules or directions to guarantee that banks can give exact store obligation records, inside a particular time allotment, for total of investors' assets and when required by law or control, a solitary client see (SCV).
3. Specialists should take a shot at the end of hindrances to incite repayment. These could incorporate wiping out the privilege of set-off and disaggregation of different proprietorship accounts. These assentions ought to be set up in great circumstances.
4. Travel things of banks ought to be liable to concurrences with all clearing and settlement framework organizations to guarantee that the things, after a bank disappointment, are managed in a proper and predictable way.
5. To facilitate the repayment procedure, a store safety net provider ought to depend on innovation based frameworks to process investor data in an efficient and exact way.
6. The breaking points and extent of scope and item insurability must be set out in law, obviously characterized and conveyed to investors to moderate perplexity.

7. A store back up plan ought to consider a scope of installment strategies that would facilitate the repayment procedure.

8. A store guarantor must convey plainly the installment techniques and timing for installments to investors as a major aspect of an extensive interchanges methodology to oversee open desires.

9. A store back up plan may give break installments in conditions when the store guarantor is of the view that safeguarded investors expect access to their assets previously the beginning of genuine repayment is made, on the off chance that it could do as such without obstructing the general repayment process.

10. It is a compelling practice to direct a review of the repayment procedure by an autonomous gathering to affirm that suitable inner controls have been connected amid the repayment procedure and that repayments are exact.

11. Satisfactory assets and prepared faculty devoted to the repayment capacity ought to be made accessible to guarantee availability in attempted 5 repayments. Where inside assets are lacking, an alternate course of action ought to be set up to enlarge assets during need.

12. Where repayment related cross-fringe issues exist, for example, who might play out a repayment in an influenced ward, these ought to be tended to well ahead of time to guarantee that compelling and convenient repayments can be executed. This would include creating coordination conventions to characterize the duties regarding performing repayment related exercises, creating predictable correspondence messages and methodologies, and tending to other repayment related issues.

13. Powerful practices ought to be set up to lead normal reproduction activities to test the operational preparation of the store guarantor in doing repayments.

III Proposed work

3.1 Business Flowchart and Processes

3.1.1 Expense Reimbursement Process:

Expense Reimbursement is the process of claiming expenses incurred by an employee during a client meeting or trip arranged by the respective company. The system helps employees with easy reimbursements and also works towards transparency.

3.1.2 Business Process:

Expense Reimbursement process is applicable to all employees seeking reimbursement for their expenses. Expense Reimbursement for new employee, re-hires and transfer cases begins with the allotment of their respective roles. The process

starts with the submission of expenses online on the application.

3.2 Scenario Activity

The application is made for the employees who seek reimbursement for the expenses incurred on a client or on a company trip. As the application loads, a flash screen appears with the logo of the application. The next screen is about the user login credentials. It contains the following fields:

- **Username:** The username allocated by the admin is entered here by the employee.
- **Password:** The password allocated by the admin to the employee is entered here.
- **User Login:** A button for user login that takes the user to the next screen.
- **Forgot Password:** When the user clicks on it. Tool will ask for valid email id and after the submission mail will trigger to Admin to reset password. Admin will reset the password and will share new password to user via email.

The next screen that appears is **User's home screen**, it consists of 6 symbols:

- 1 Expenses: This icon deals with all the expenses that an employee incurs and can enter them manually or via a bill photo.
- 2 Make a trip: This icon deals with the trips that an employee takes for the company and enter all the expenses during the trip.
- 3 Receipt: This icon deals with uploading of receipts through bill photos.
- 4 Review Status: This icon deals with reviewing of reports.
- 5 Reimbursement Report: This icon deals with reimbursement reports, their status, whether rejected or approved.
- 6 Approve Reports & Trips: This icon is solely for manager post employees and would be enabled only when a manager logins.

3.3 Mail and SMS Management

Admin will manage all mails/notification via admin portal. Admin can add/edit/del mails from admin portal.

- a. Welcome Email and SMS to employees after the employee logins with small message along with Portal login credential.
 - b. If employee forgets their password, the admin sends an email to the corresponding employee with the new password.
 - c. Each time a report request is made by an employee, a request token number is generated automatically, which is intimated to the employee via email and SMS for future reference. The mail will contain the token number and the report request details.
 - d. Each time any expense report or trip expense report is generated, an email is sent to the employee regarding the details of the requests.
- 7 When a report or a trip expense is approved or rejected, an intimidation should be sent to the employee via email and SMS.

IV Conclusion

Thus an effective expense reimbursement management system is made available for corporate usage. This online system is open to further modifications and development.

REFERENCES

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- [2] (Guidance book) BANK FOR INTERNATIONAL SETTLEMENTS CENTRALBAHNPLATZ 2, CH-4002 BASEL, SWITZERLAND TEL: +41 61 280 9933 FAX: + 41 61 280 9554 WWW.IADI.ORG, "General Guidance for Developing Effective Reimbursement Systems and Processes", Prepared by the Research and Guidance Committee of the International Association of Deposit Insurers