

# **Expense Reimbursement System (ERS) Handbook**

Version.1  
2017

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**INTRODUCTION:**

The Expense Reimbursement System will allow you to create travel and expense claims through Marlabs intranet. Using this online system will help more efficient processing of your reimbursement requests. All requests for travel and expense reimbursements should be submitted through this online system.

**Purpose:**

The purpose of this handbook is to help the employees understand how to claim their business-related expenses through ERS and line with the Company policy.

**Scope:**

ERS is an automated method for all employees to claim their out of pocket business expenses. The system can be accessed at <https://ers.marlabs.com>. ERS is automated, fast and accurate. You can follow the below procedure to claim your business expenses and to obtain approvals, track and manage your expenses.

**Policy and procedures:**

- Only expenses that include all appropriate documentation and backup are allowable by company policy and procedures.
- The individual with supervisory and or budgetary responsibility to verify and approve the expense claims in the ERS.
- Payment of expenses does not constitute ultimate approval, and may be subject to subsequent audit adjustment.
- Submit original, itemized receipts with all claims. Soft copies need to be uploaded on the ERS.
- Under no circumstances can personal expenses be paid with company funds.
- Repay any advance or overpayments. These are considered as debt owed to Marlabs.
- In case of termination of employment with Marlabs, submit any claims for reimbursement before last working date.

**Types of Claims:**

1. Local Conveyance
2. Domestic Travel
3. International Travel
4. Miscellaneous Expenses

**1. Local conveyance:**

Local conveyance is defined as travel within the city of posting and for official purposes. This shall not include to and from travel from residence to office.

Below are the examples of official conveyance:

- Client visit for business meetings
- Travel to client office for work
- Travel to attend conferences/seminars/trainings, etc.
- Travel between various Marlabs offices in the City for business purposes.

Under local conveyance, below mention travel modes are available. You will have to choose right option and proceed further to fill the remaining fields

- Own Two-wheeler
- Own Car
- Car rentals (preferably app based aggregators like Uber, Ola, Lyft, etc.)
- Auto
- Metro / Local Train

It is advised to use metro/local train to the maximum possible.

**2. Domestic Travel:**

Domestic travel is business travel within the country and includes the below expenses:

- Client Entertainment
- Client visit
- Local travel
- Lodging
- Meals
- Mileage
- Tips, etc.
- Parking
- Per Diem
- Telephone
- Toll
- Air travel/Other
- Team Lunch
- Airport Transfers

All travel arrangements by air/train/bus, lodging and airport transfers should be coordinated through the company travel desk. It is recommended not to make own arrangements for these.

### **3.International Travel:**

International travel is business travel outside the country and includes the below expenses:

- Client Entertainment
- Client visit
- Local travel
- Lodging
- Meals
- Mileage
- Miscellaneous
- Parking
- Per Diem
- Telephone
- Toll
- Air travel/Other
- Airport Transfers

Per Diem expenses will be reimbursed as per policy. However, employee must submit the meals and local travel expense bills for tax exemption.

All travel arrangements by air/train/bus, VISA expenses, lodging and airport transfers should be coordinated through the company travel desk. It is recommended not to make own arrangements for these.

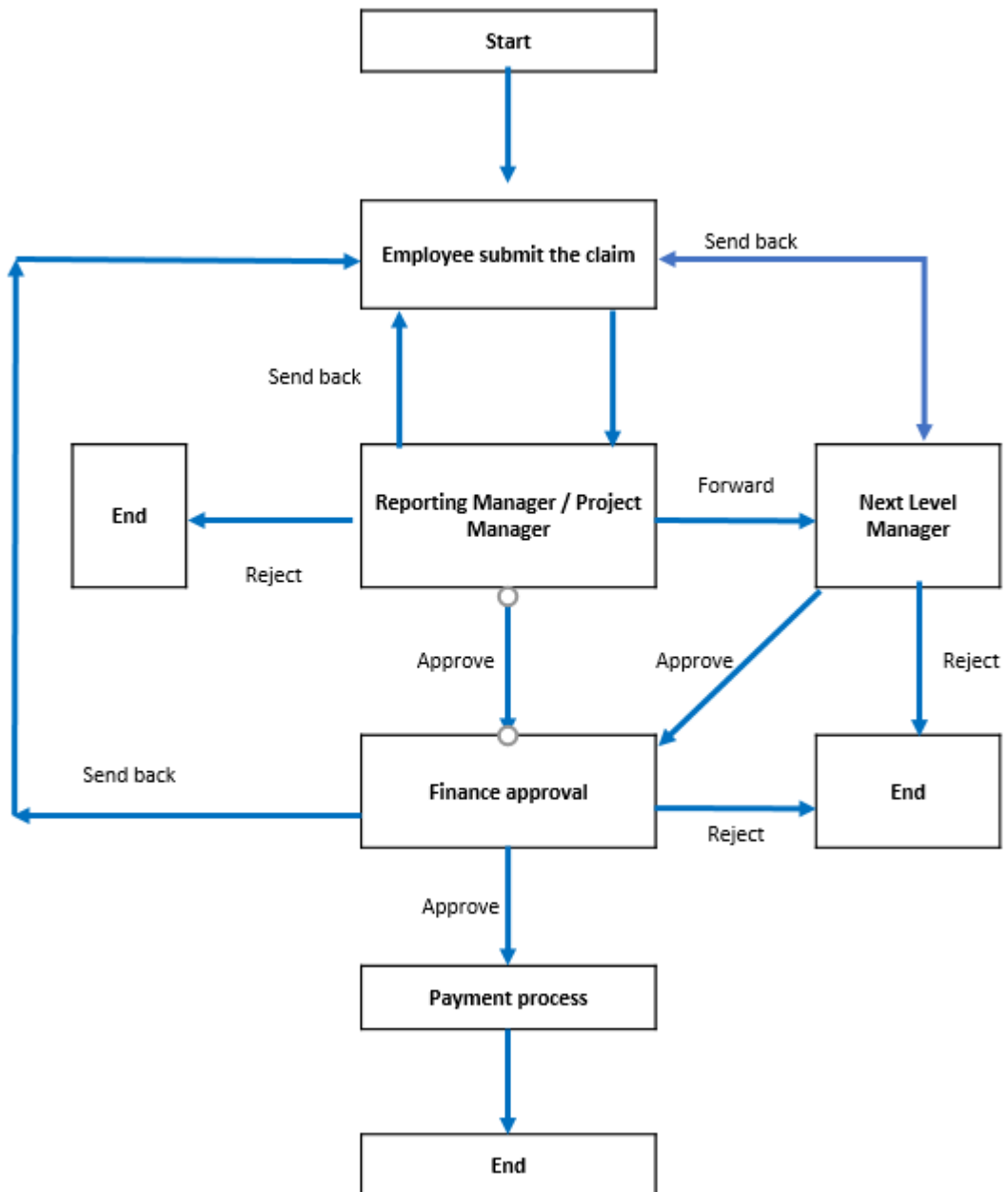
If your expense currencies are different, then the Finance will convert your other currency amounts to your base country currency and the converted amount will be reimbursed.

Both domestic and international travel expenses are governed by the Company's travel policy.

### **4.Miscellaneous:**

Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

Expense Claim Process flow:



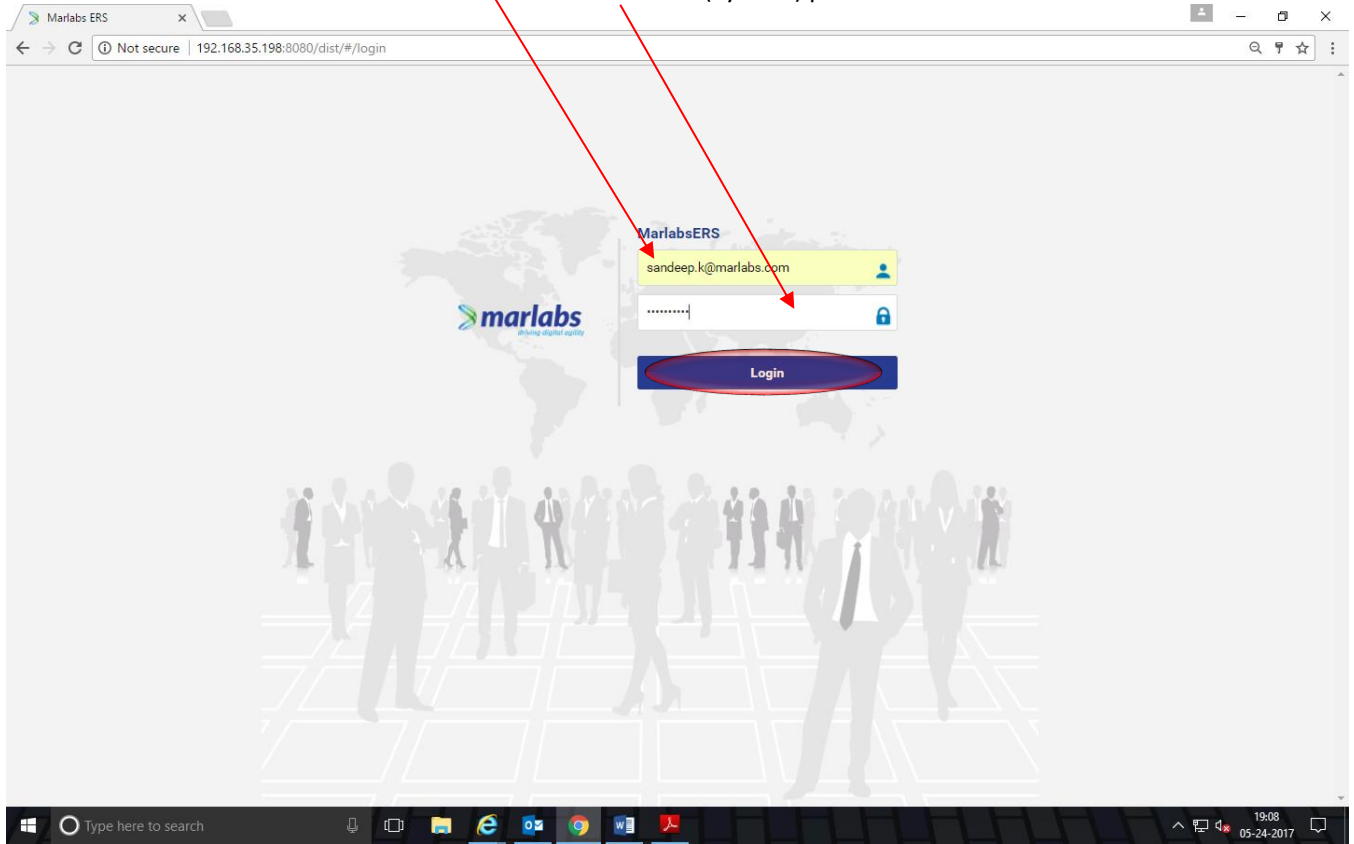
## How to Login the ERS Home page:

Log in the ERS using the link <https://ers.marlabs.com>.

ERS login is your Marlabs email id (\*\*\*\*\*@marlabs.com) and password is network login password.

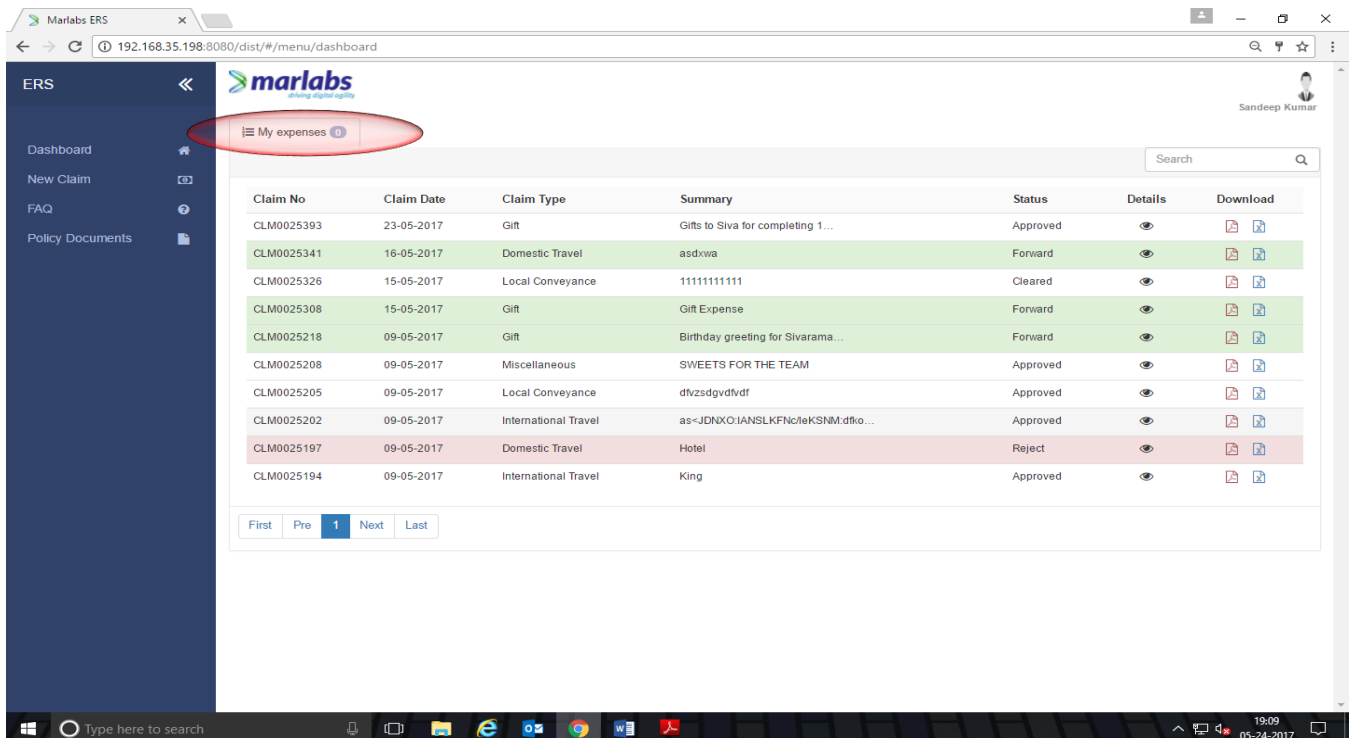
Marlabs Email ID

Your Domain (System) password



After filling the credentials, please click on the Button **“Login”**.

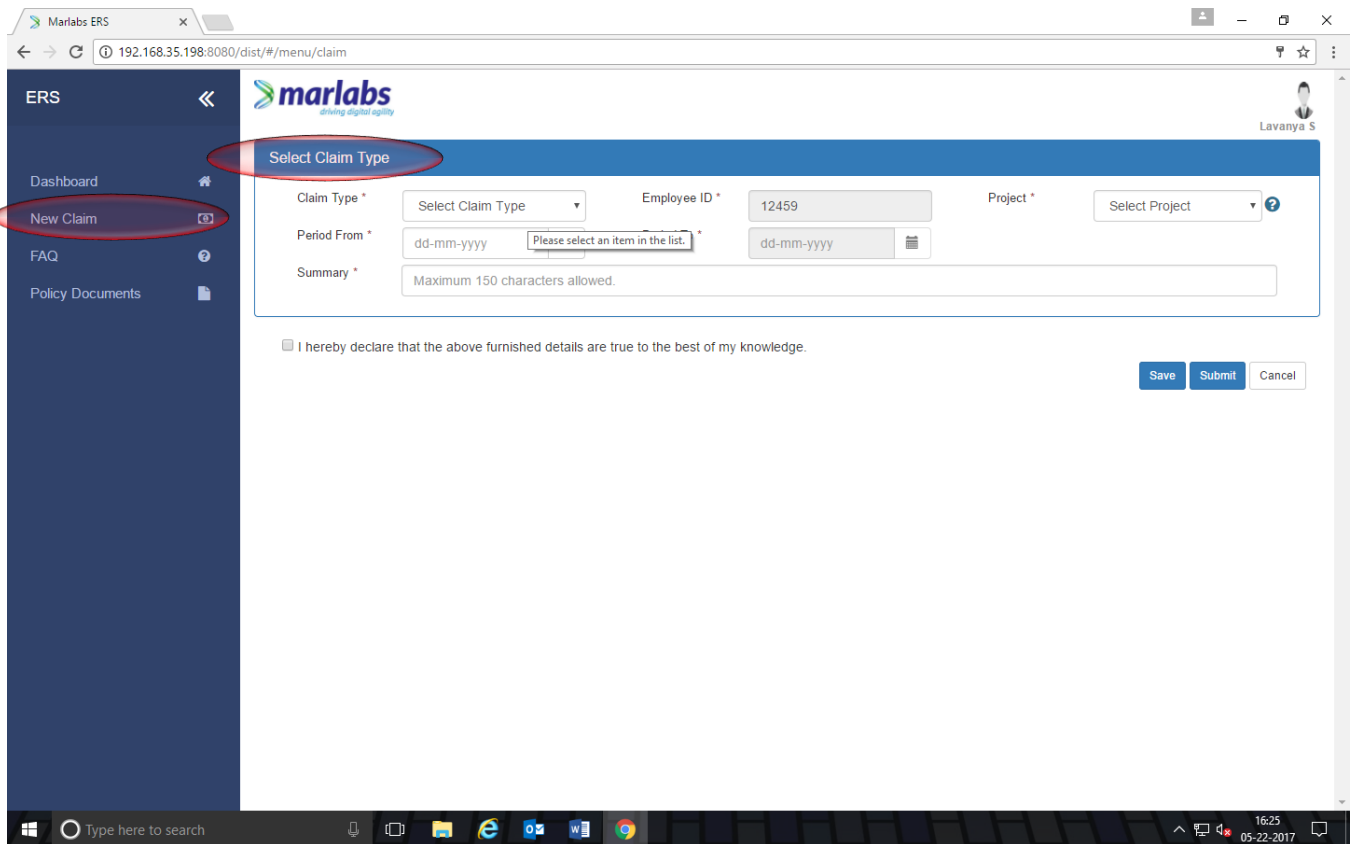
You can see ERS home page with the contents Dashboard, New claim, FAQ and Policy documents on the left side of the home page and a single tab with **My expenses** where you can see history and status of your claims.



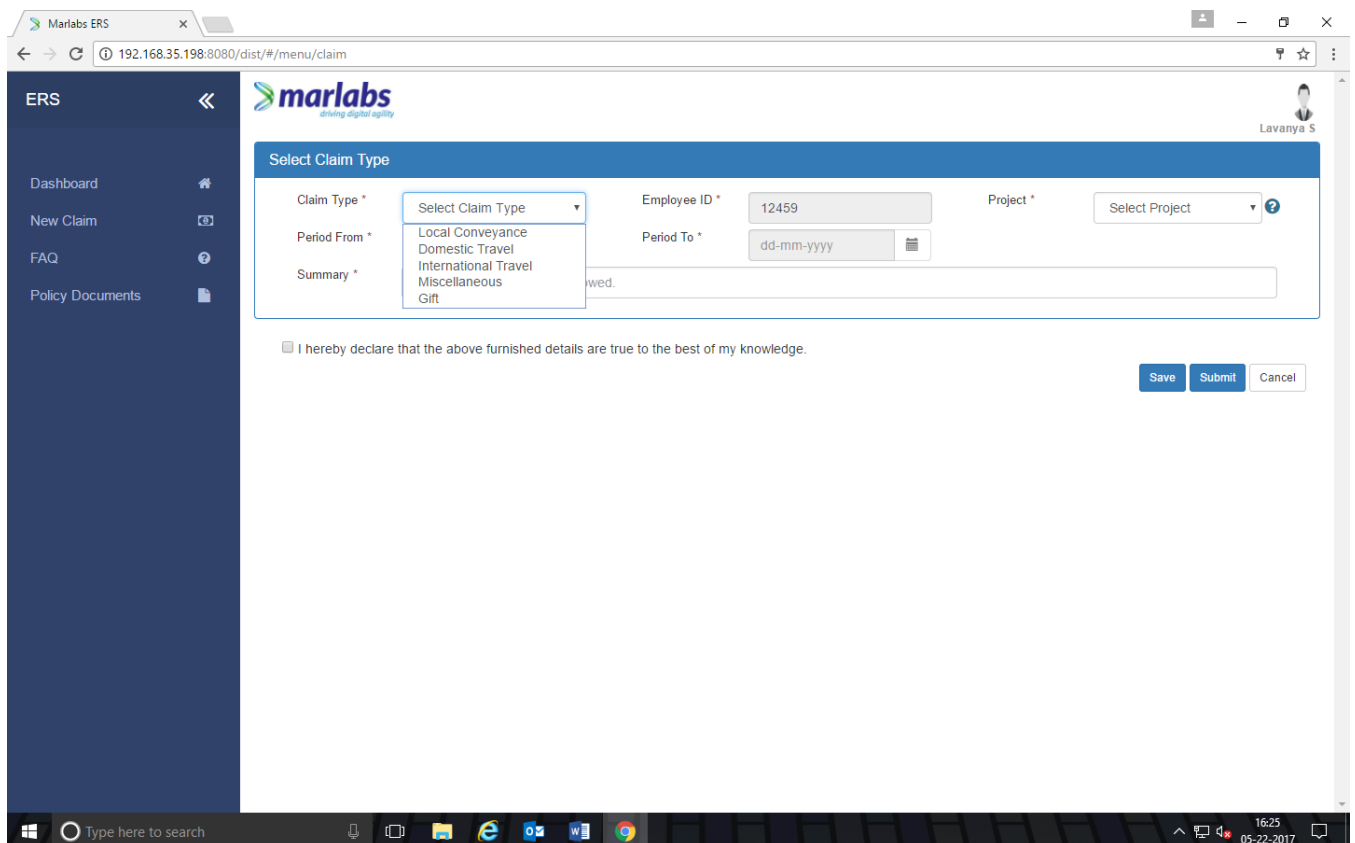
## How to start new claim:

Click on **New claim** from the contents which allows you to create an expense claim

You can see a table **Select Claim Type** with various options for different claim types.

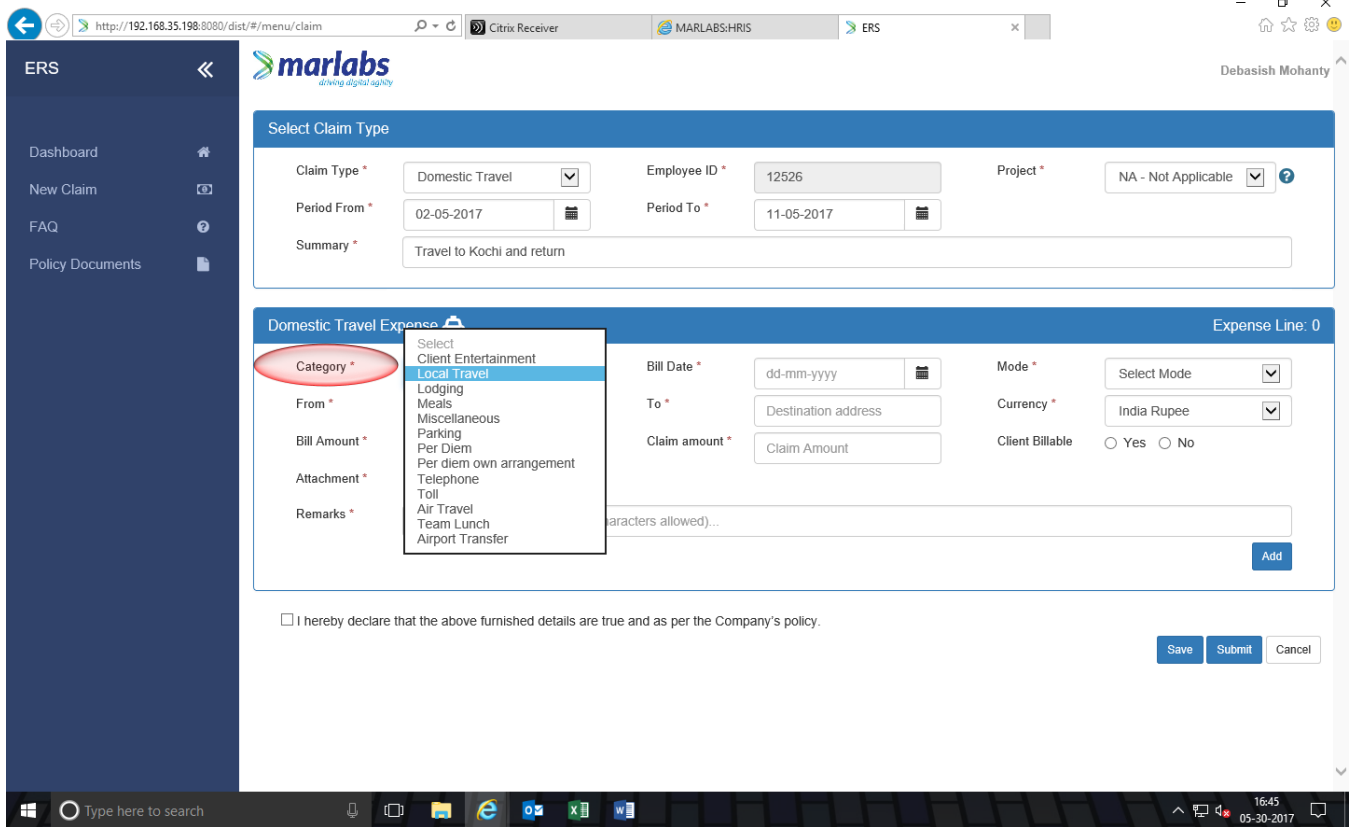


Select the **claim type** which is related to your expenses and fill the details Employee ID, project, Expenses incurred; Period from and Period to date and give the short summary of the expense.





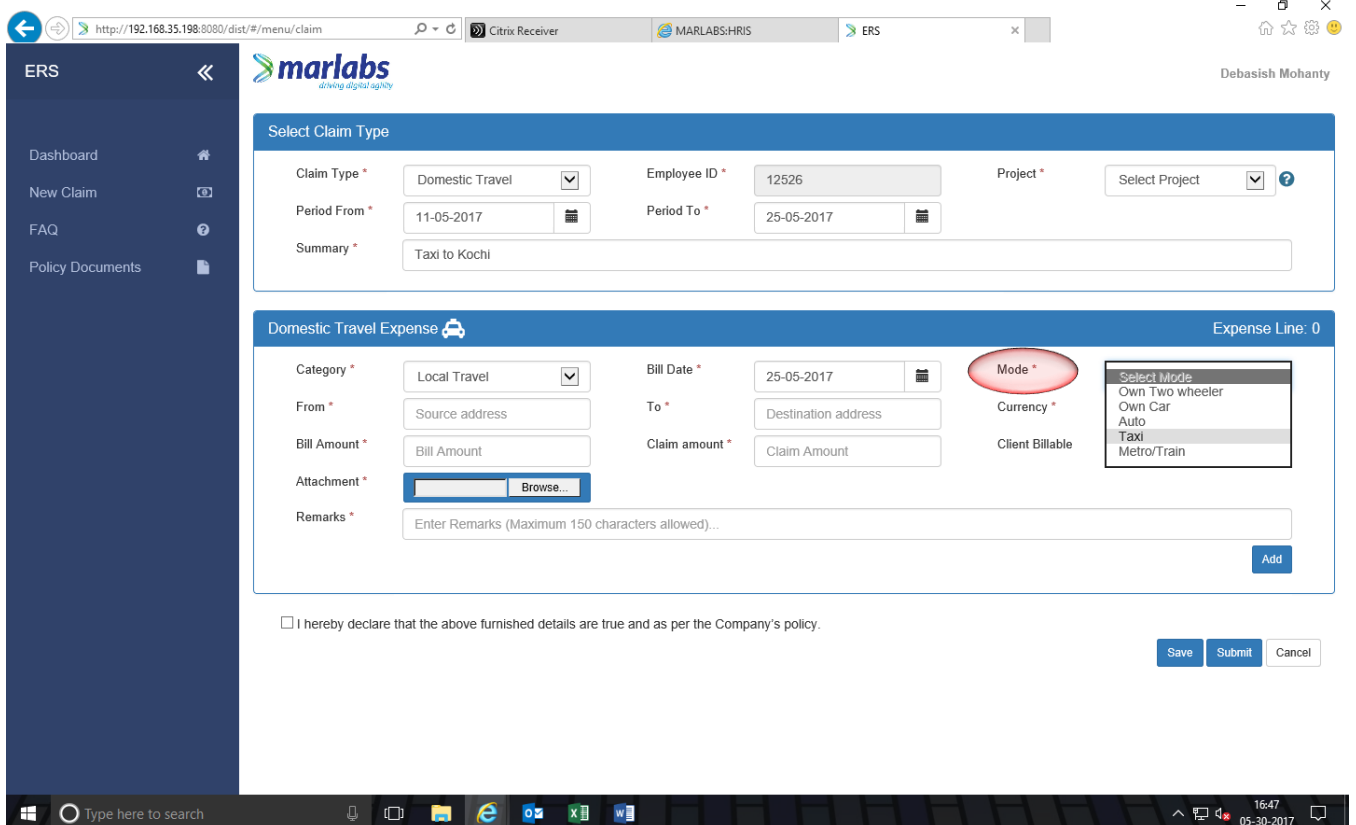
Once you complete all the fields, you will get an expense line with categories Local conveyance, Lodging, Meals, Mileage, parking, Per diem, telephone, Toll and travel air/other.



The screenshot shows the 'Domestic Travel Expense' form in the ERS system. The 'Category' dropdown is open, highlighting 'Local Travel'. The form fields are as follows:

- Select Claim Type:** Claim Type \* Domestic Travel, Employee ID \* 12526, Project \* NA - Not Applicable
- Period:** Period From \* 02-05-2017, Period To \* 11-05-2017
- Summary:** Travel to Kochi and return
- Domestic Travel Expense:** Category \* Local Travel, Bill Date \* dd-mm-yyyy, Mode \* Select Mode
- From:** Source address, To \* Destination address, Currency \* India Rupee
- Bill Amount:** Bill Amount, Claim amount \* Claim Amount, Client Billable: Yes No
- Attachment:** Browse...
- Remarks:** Enter Remarks (Maximum 150 characters allowed)...

You will need to choose the correct option and fill the others options Bill date, currency, From and to date, from and to address, vendor, rate/KM, no of KMs, Bill amount, claim amount, Client billable - Check "Yes" if the expenses are billable to the client (If Yes, Client approval is must for the expense incurred) or Check "No" if the expenses are not billable to the client and attaching the bills. And give the short note of that expense in Remarks field.



The screenshot shows the 'Domestic Travel Expense' form in the ERS system. The 'Mode' dropdown is open, highlighting 'Taxi'. The form fields are as follows:

- Select Claim Type:** Claim Type \* Domestic Travel, Employee ID \* 12526, Project \* Select Project
- Period:** Period From \* 11-05-2017, Period To \* 25-05-2017
- Summary:** Taxi to Kochi
- Domestic Travel Expense:** Category \* Local Travel, Bill Date \* 25-05-2017, Mode \* Taxi
- From:** Source address, To \* Destination address, Currency \* India Rupee
- Bill Amount:** Bill Amount, Claim amount \* Claim Amount, Client Billable: Yes No
- Attachment:** Browse...
- Remarks:** Enter Remarks (Maximum 150 characters allowed)...

Once you complete all the fields, you need to click on “Add” button to add the expense line. Without adding the expense line, you can’t submit the claim.

**Select Claim Type**

Claim Type \* Domestic Travel Employee ID \* 12459 Project \* NA - Not Applicable  
 Period From \* 01-05-2017 Period To \* 06-05-2017  
 Summary \* Chicago Travel expenses

**Domestic Travel Expense** Total Receipts: 0

Bill Date \* 01-05-2017 Category \* Lodging Currency \* USA Dollar  
 From Date \* 01-05-2017 To Date \* 06-05-2017 Vendor \* Hyatt Regency New Brunsv  
 Bill Amount \* 1000 Claim amount \* 1000 Client Billable  Yes  No  
 Attachment \* [Choose File](#) jlo bill.pdf  
 Remarks \* Stay at Hyatt Regency New Brunswick for 5 days

I hereby declare that the above furnished details are true to the best of my knowledge.

[Save](#) [Submit](#) [Cancel](#)

Once you click on “Add”, your expense line will be added to the Expense cart at the bottom.

**Select Claim Type**

Claim Type \* Domestic Travel Employee ID \* 12459 Project \* NA - Not Applicable  
 Period From \* 01-05-2017 Period To \* 06-05-2017  
 Summary \* Chicago Travel expenses

**Domestic Travel Expense** Total Receipts: 1

Bill Date \* dd-mm-yyyy Category \* Select Currency \* Select Currency Type  
 Vendor \* Vendor Bill Amount \* Bill Amount Claim amount \* Claim Amount  
 Client Billable  Yes  No Attachment \* [Choose File](#) No file chosen  
 Remarks \* Enter Remarks (Maximum 150 characters allowed)...

Bill Date	Category	Currency	FromDate	ToDate	Vendor
01-05-2017	Lodging	USD	01-05-2017	06-05-2017	Hyatt Regency New Brunswick

Bill Amount	Claim Amount	Client Billable	Attachment
1,000.00	1,000.00	No	<a href="#">Download</a> jlo bill.pdf

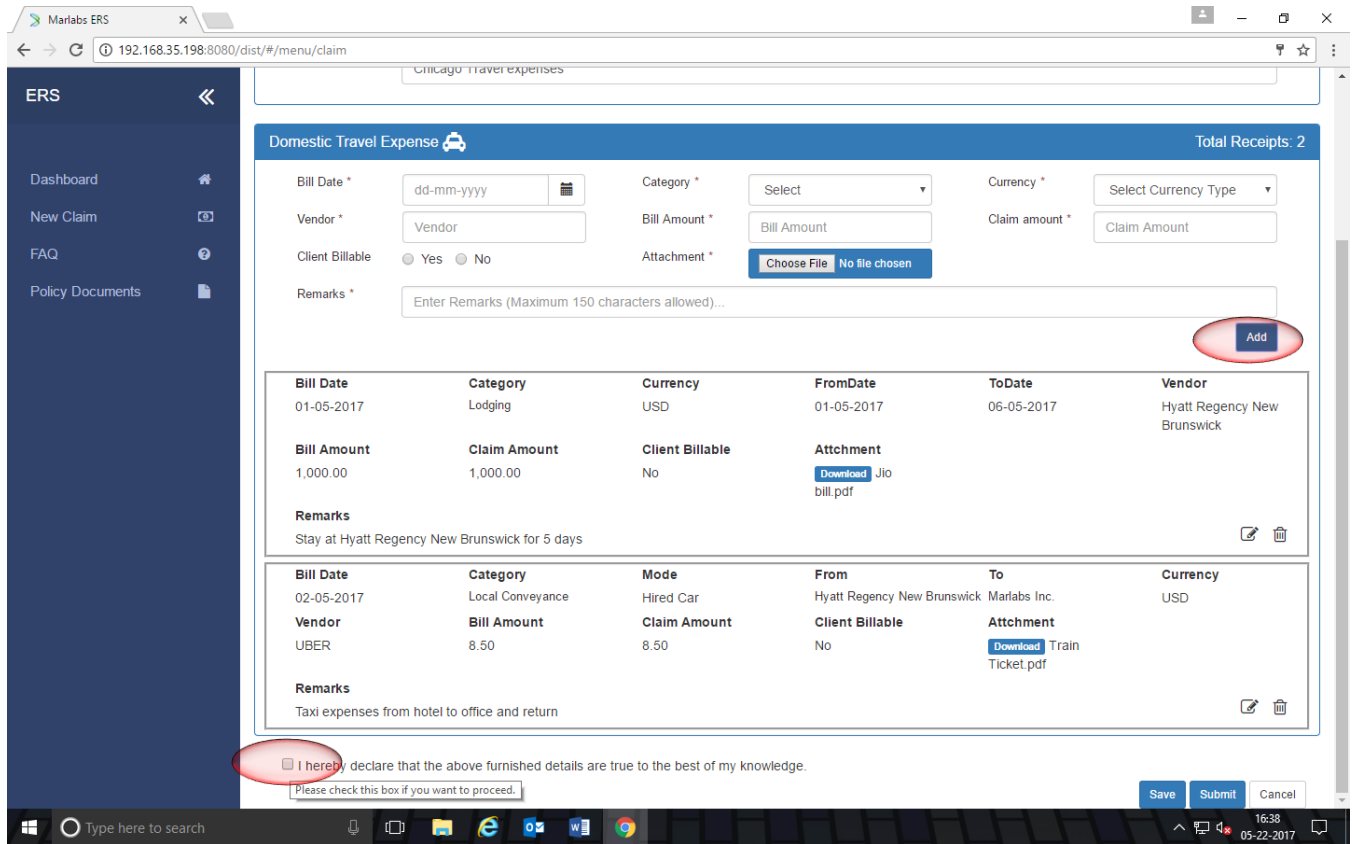
Remarks  
 Stay at Hyatt Regency New Brunswick for 5 days

I hereby declare that the above furnished details are true to the best of my knowledge.

[Save](#) [Submit](#) [Cancel](#)

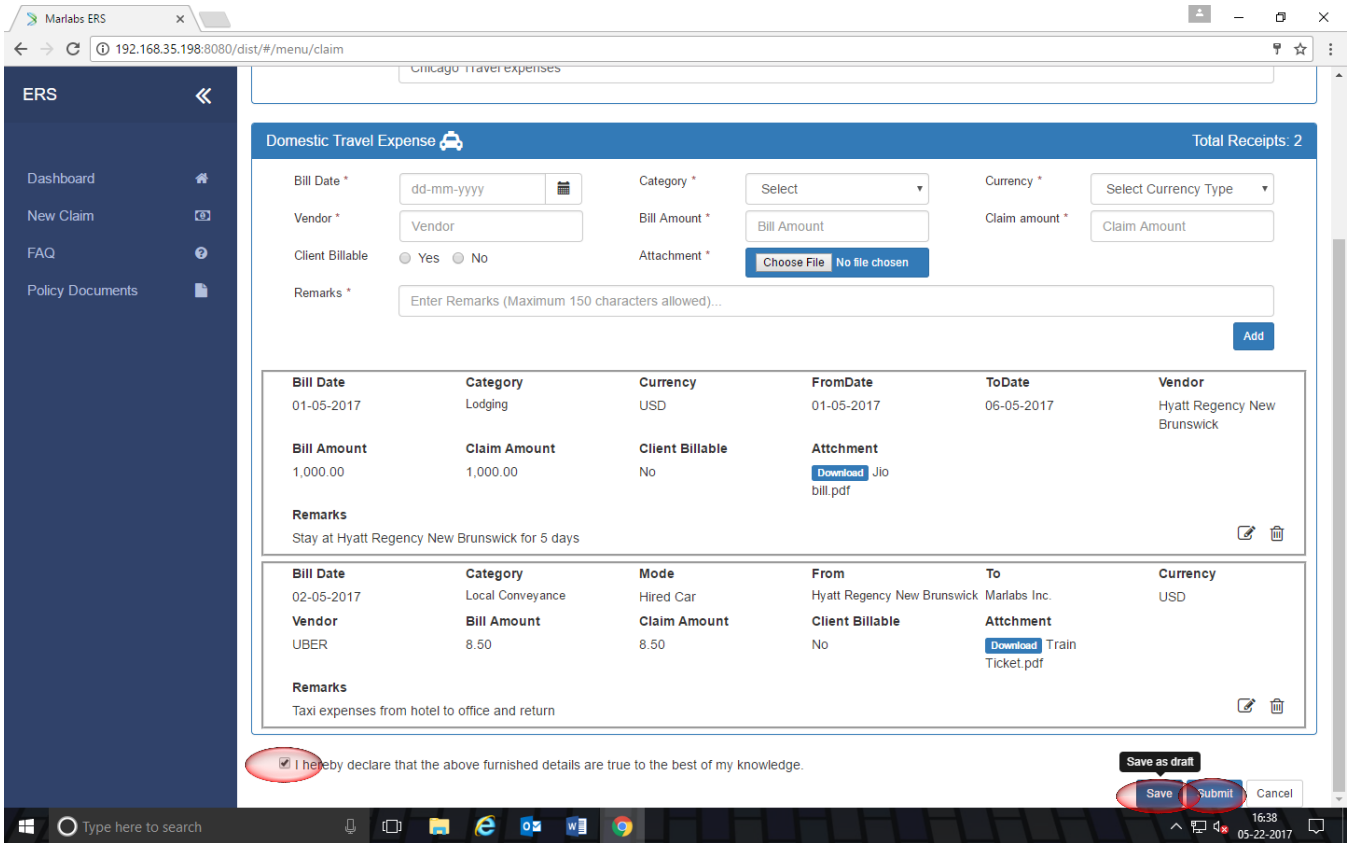
You can follow the same process if you have two or more expenses of the same period of your business travel. Once you are done with your expense lines, you can see the same expense items in your expense cart.

Respective bills have to be added to each line in the expense claim.



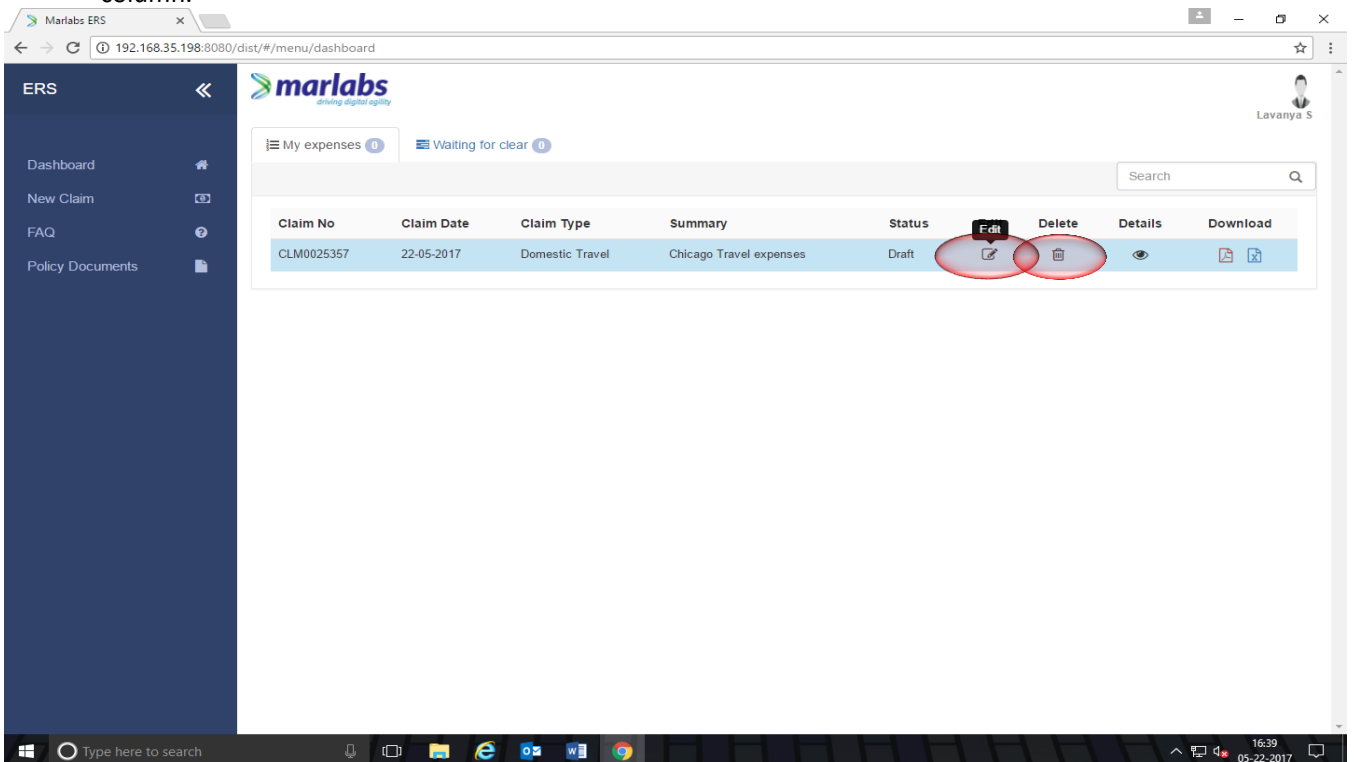
## Save and Submit:

Once you finish adding the expenses lines to the cart, check the **Declaration** and click on **“Save”** or **“Submit”**. Save for saving the claim as a draft which you can edit and submit later. And Submit to proceed for manager approvals.



If you save the claim, you can see your claim in dashboard with an edit option.

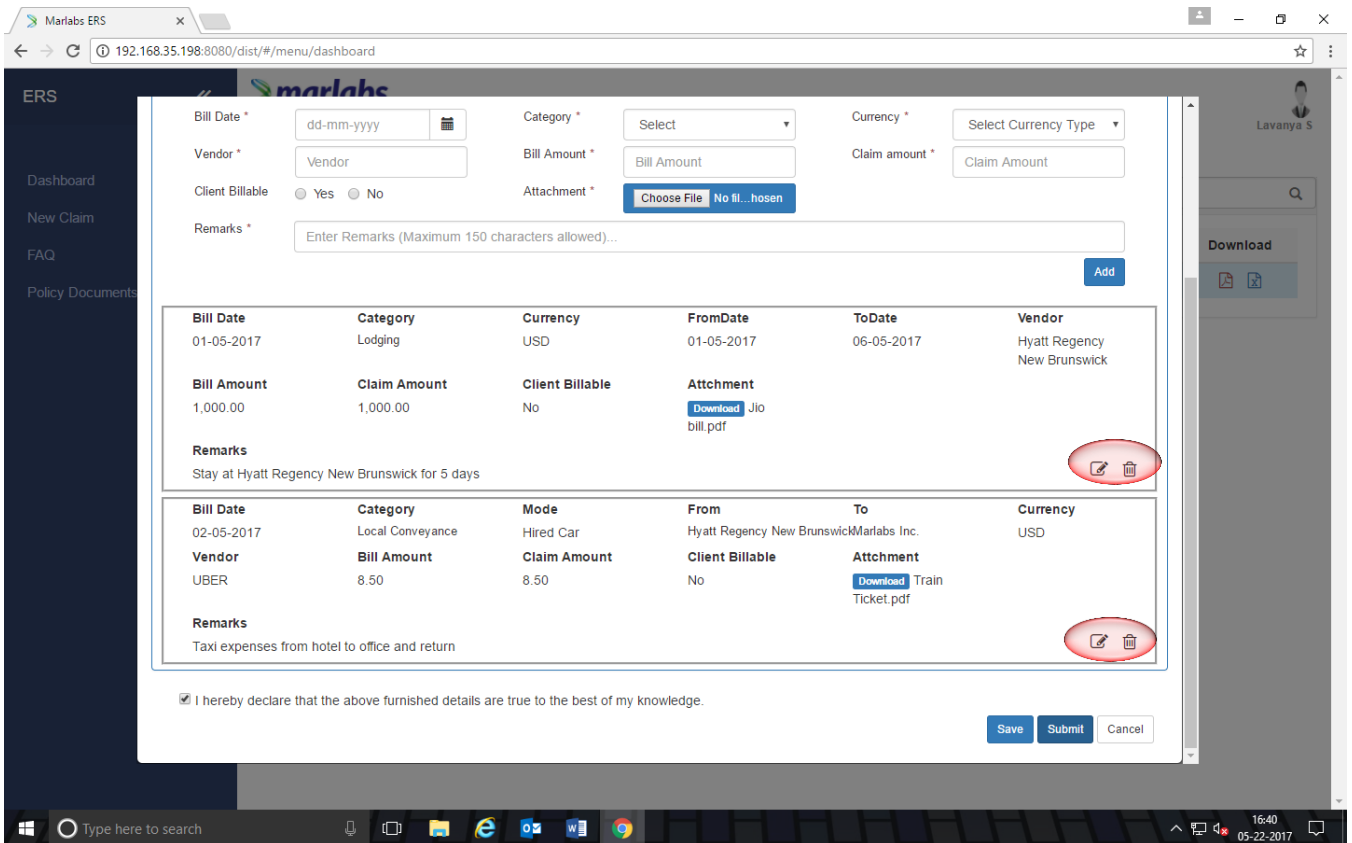
- If you want to edit the claim details, you can edit the same by clicking the below highlighted icon in Edit column.
- If you want to delete the saved claim, you can delete by clicking the the the below hilgited Bin icon in Delete column.



If you click on the edit icon, you will get the expenses lines with edit and delete options where you can edit or delete the expense line.

- Click on the Edit icon to Edit the line
- Click on the Delete icon to delete the line.

Once you done with edit or delete, check the declaration and submit the claim.



Bill Date \*  Category \*  Currency \*

Vendor \*  Bill Amount \*  Claim amount \*

Client Billable  Yes  No Attachment \*

Remarks \*

Bill Date	Category	Currency	FromDate	ToDate	Vendor
01-05-2017	Lodging	USD	01-05-2017	06-05-2017	Hyatt Regency New Brunswick

Bill Amount	Claim Amount	Client Billable	Attachment
1,000.00	1,000.00	No	<input type="button" value="Download"/> Jio bill.pdf

Remarks  
Stay at Hyatt Regency New Brunswick for 5 days

Bill Date	Category	Mode	From	To	Currency
02-05-2017	Local Conveyance	Hired Car	Hyatt Regency New Brunswick	Marlabs Inc.	USD

Vendor	Bill Amount	Claim Amount	Client Billable	Attachment
UBER	8.50	8.50	No	<input type="button" value="Download"/> Train Ticket.pdf

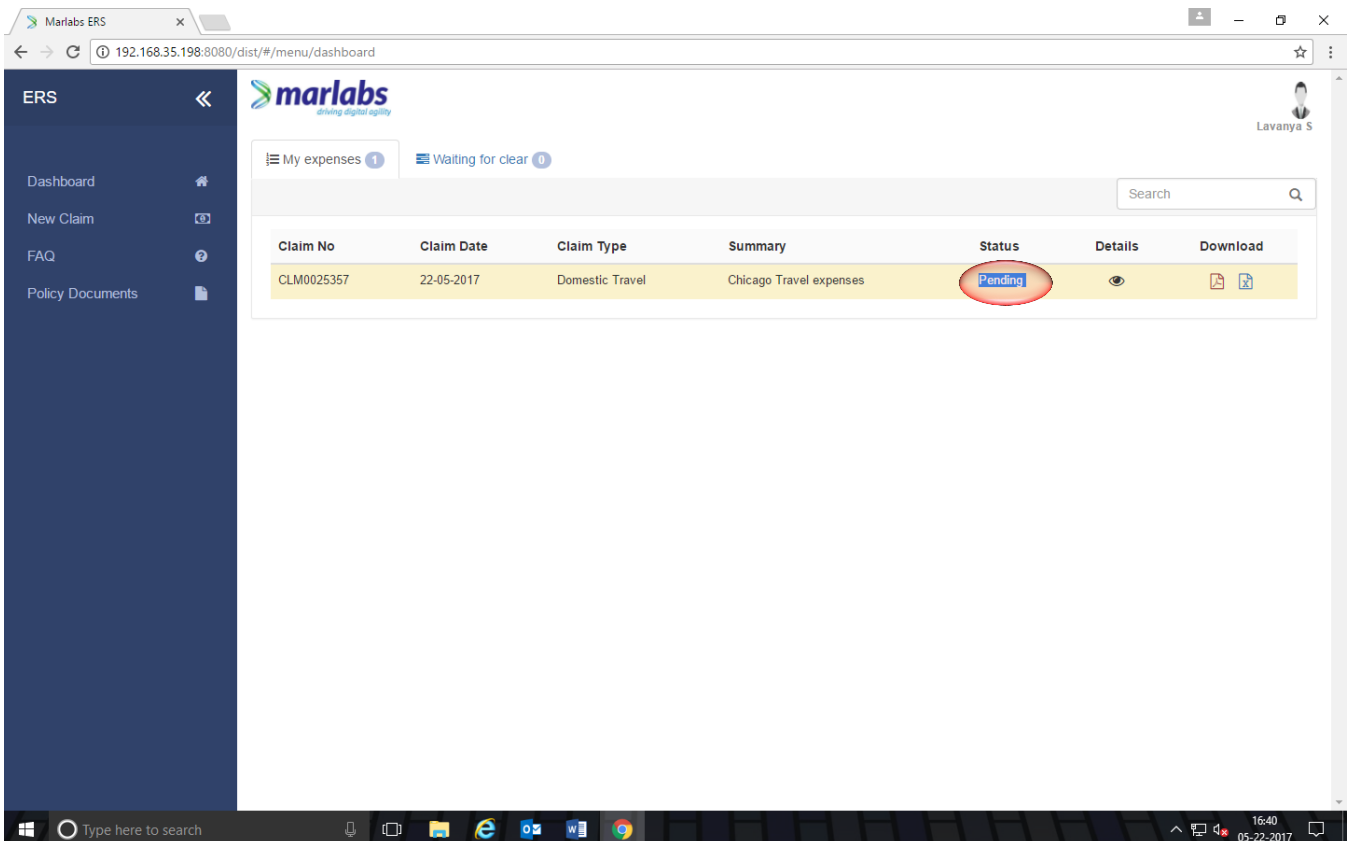
Remarks  
Taxi expenses from hotel to office and return

I hereby declare that the above furnished details are true to the best of my knowledge.

Once you submit the claim, the status of the claim automatically goes to **"Pending"** for your RO/PM approval.

Once your RO/PM

- approves your claim status shows **"Approved"**
- or if he/she rejects it shows as **"Rejected"**

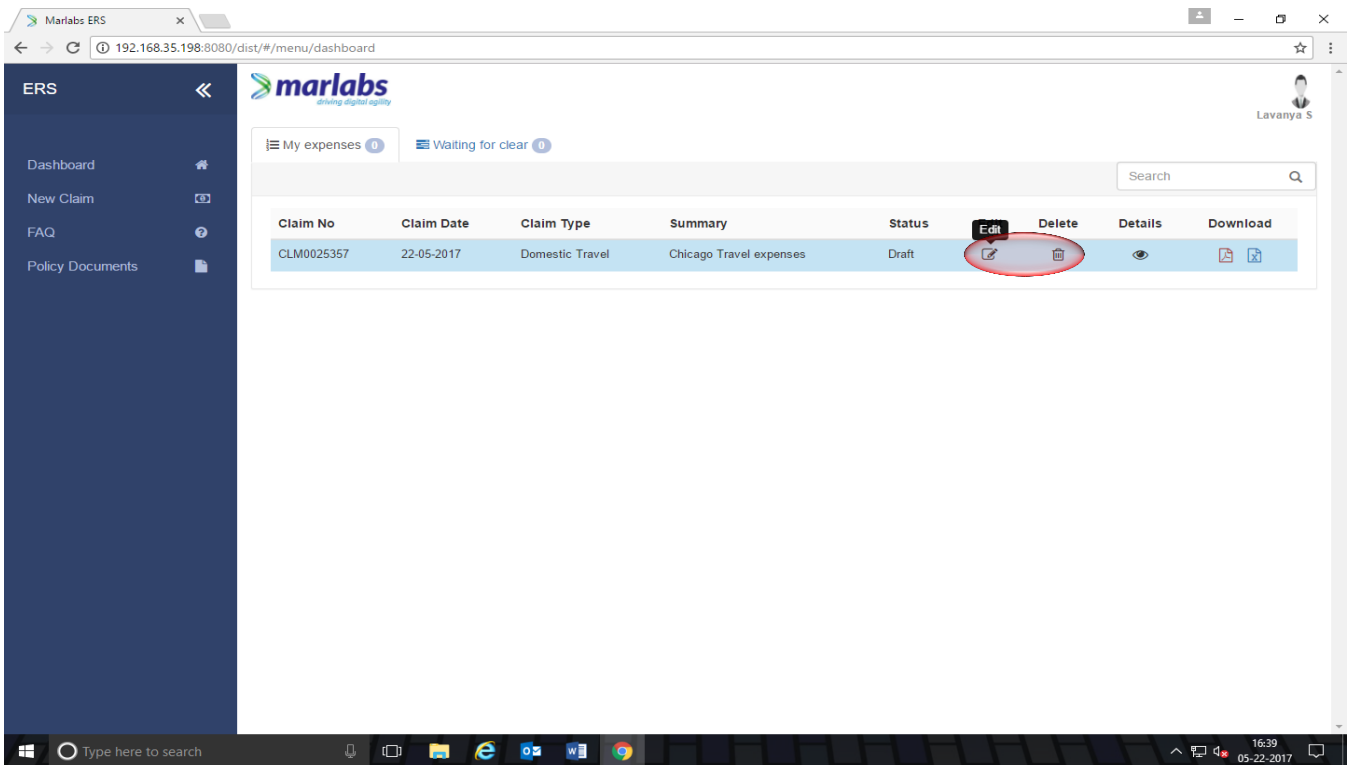


My expenses 1 | Waiting for clear 0

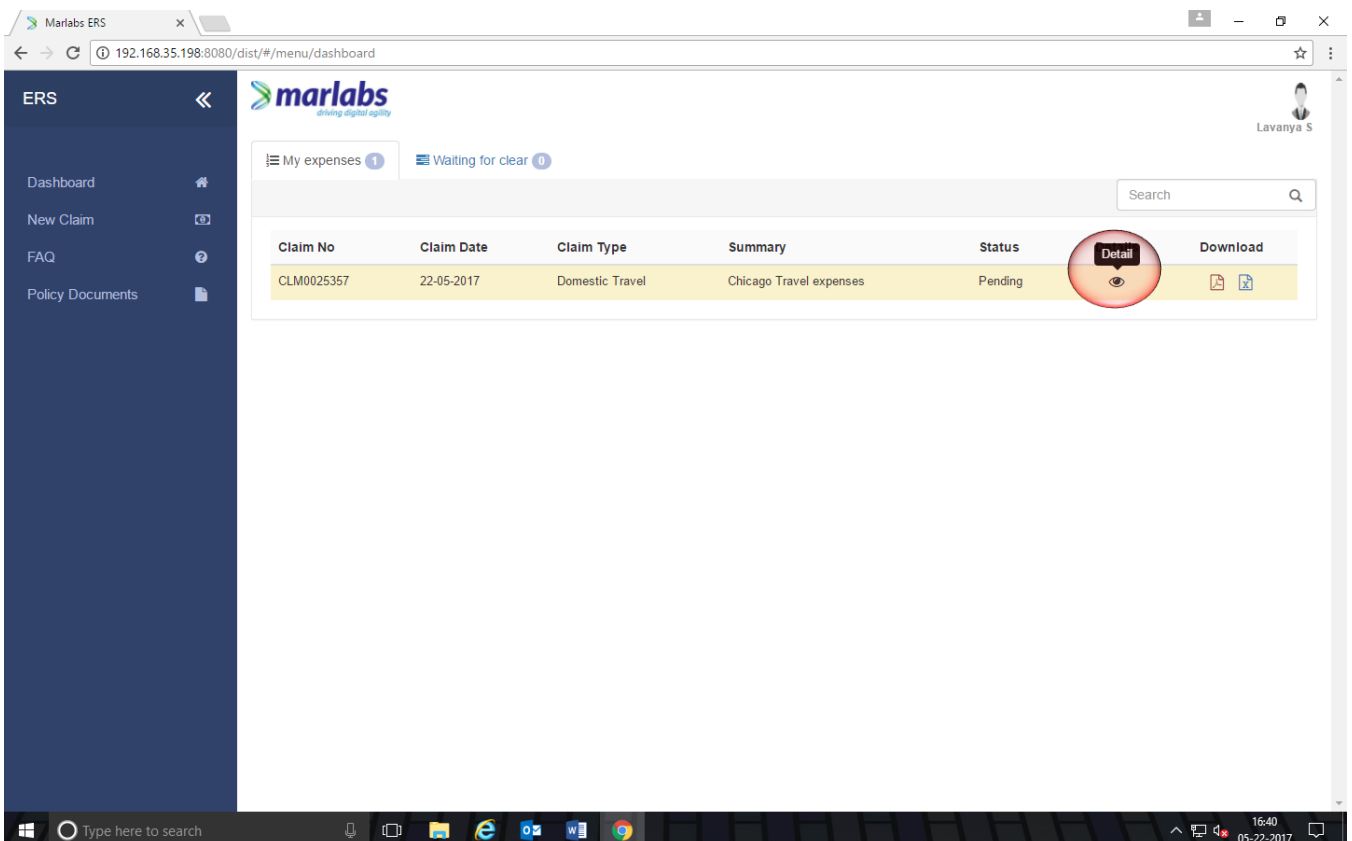
Search

Claim No	Claim Date	Claim Type	Summary	Status	Details	Download
CLM0025357	22-05-2017	Domestic Travel	Chicago Travel expenses	Pending		

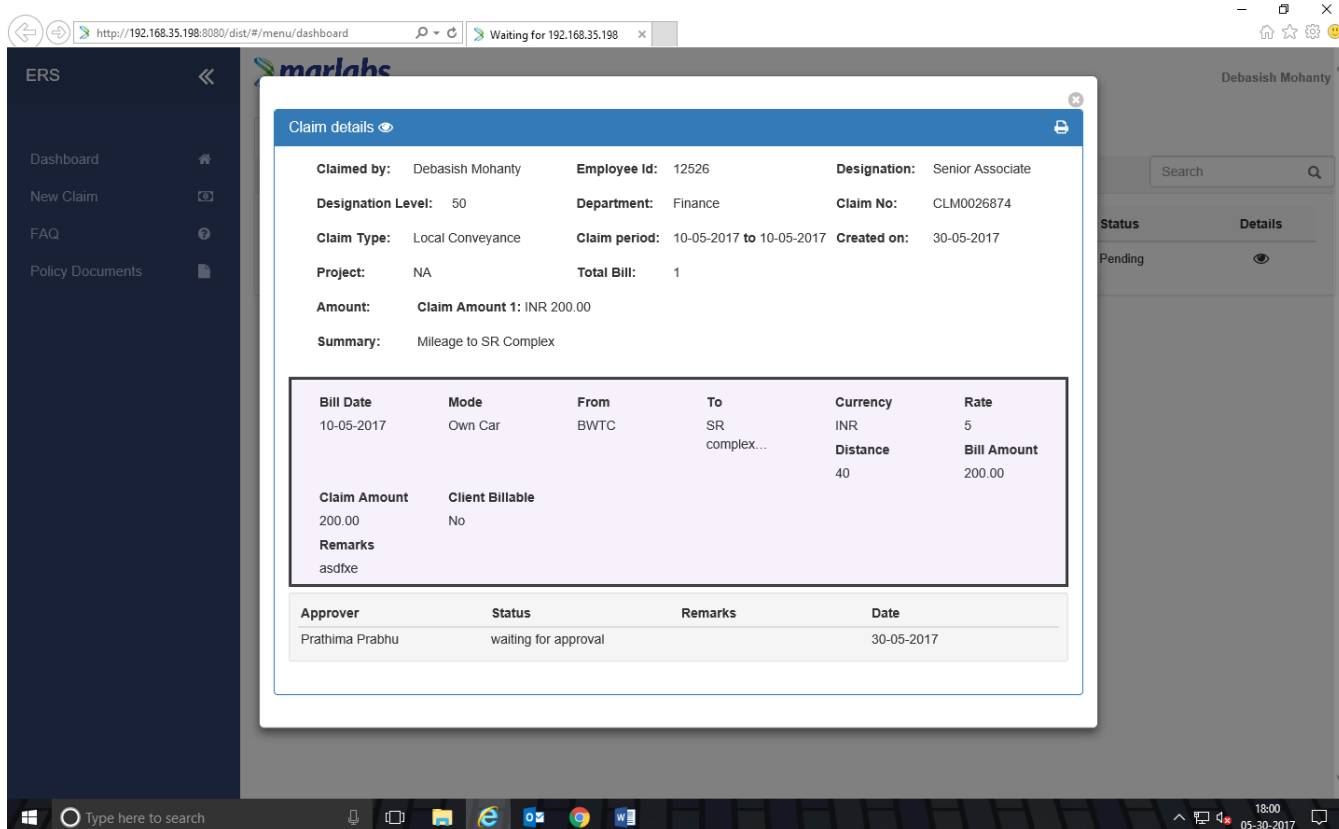
- or if the manager needs some clarification on your claim, he will send the claim back to you for verification. The claim then reverts to the screen with edit and delete option.



If you want to see the details of your submitted claim, you can see by clicking the below highlighted eye icon under **Details** column.



Once you click on the Eye symbol icon, you will get a Popup window with your expense details as shown in the below screenshot. And you can see the approver name, status of your claim, Remarks and date.



Separate claims have to be submitted for different currencies.

### **Guidelines for approvers:**

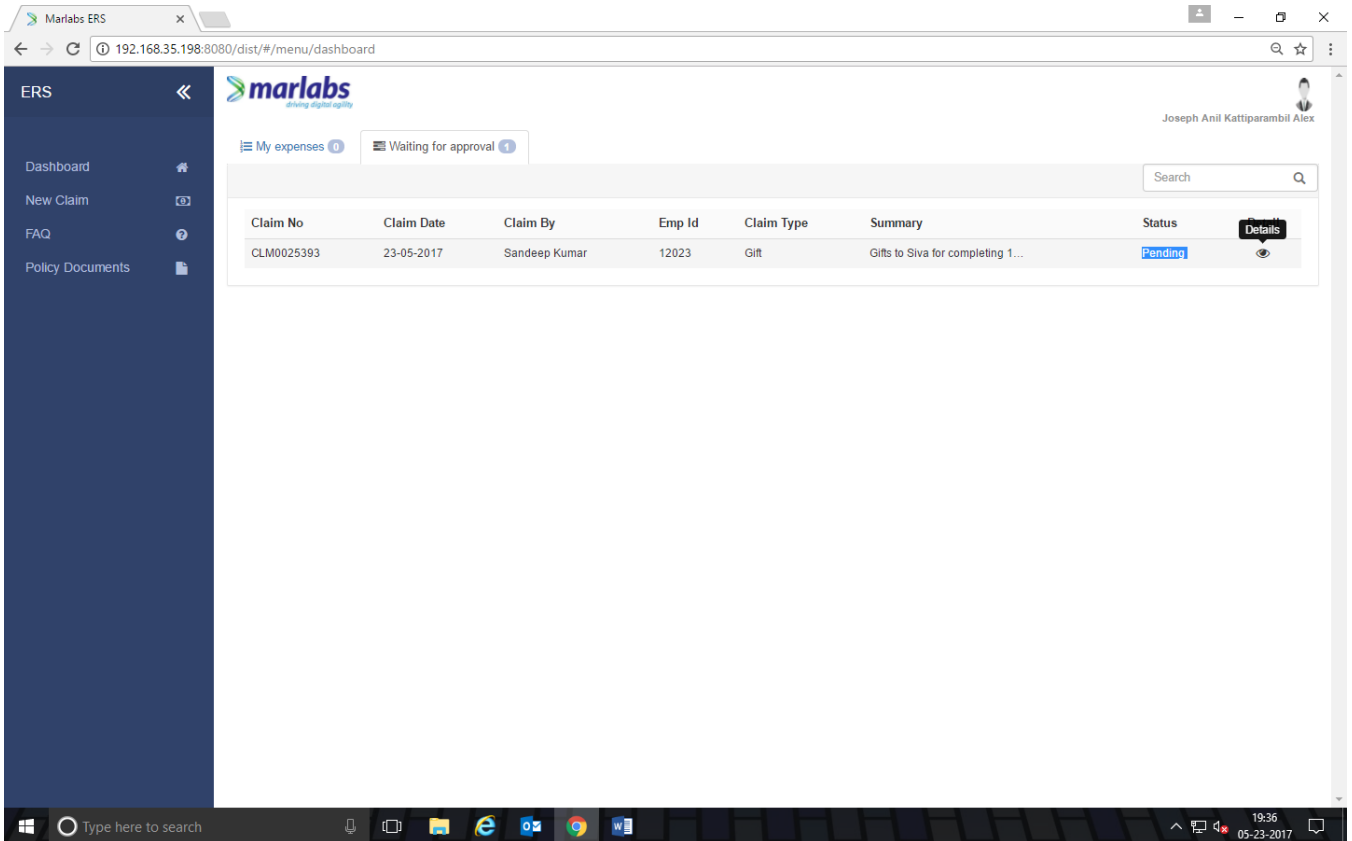
Approvers are under no circumstances permitted to approve their own expenses, either direct or indirect. In case of team lunches, client entertainment with teams. etc., the highest ranking employee should incur the expense and submit the claim.

Approvers are responsible for ensuring reimbursement claims are accurate and conform to Marlabs policy and procedure. Approvers have the responsibility to:

- Provide approval only for expenses necessarily incurred in the performance of Marlabs business,
- Provide approval only for claims that include all appropriate documentation (itemized receipts, additional justification of expenses where required, etc.)

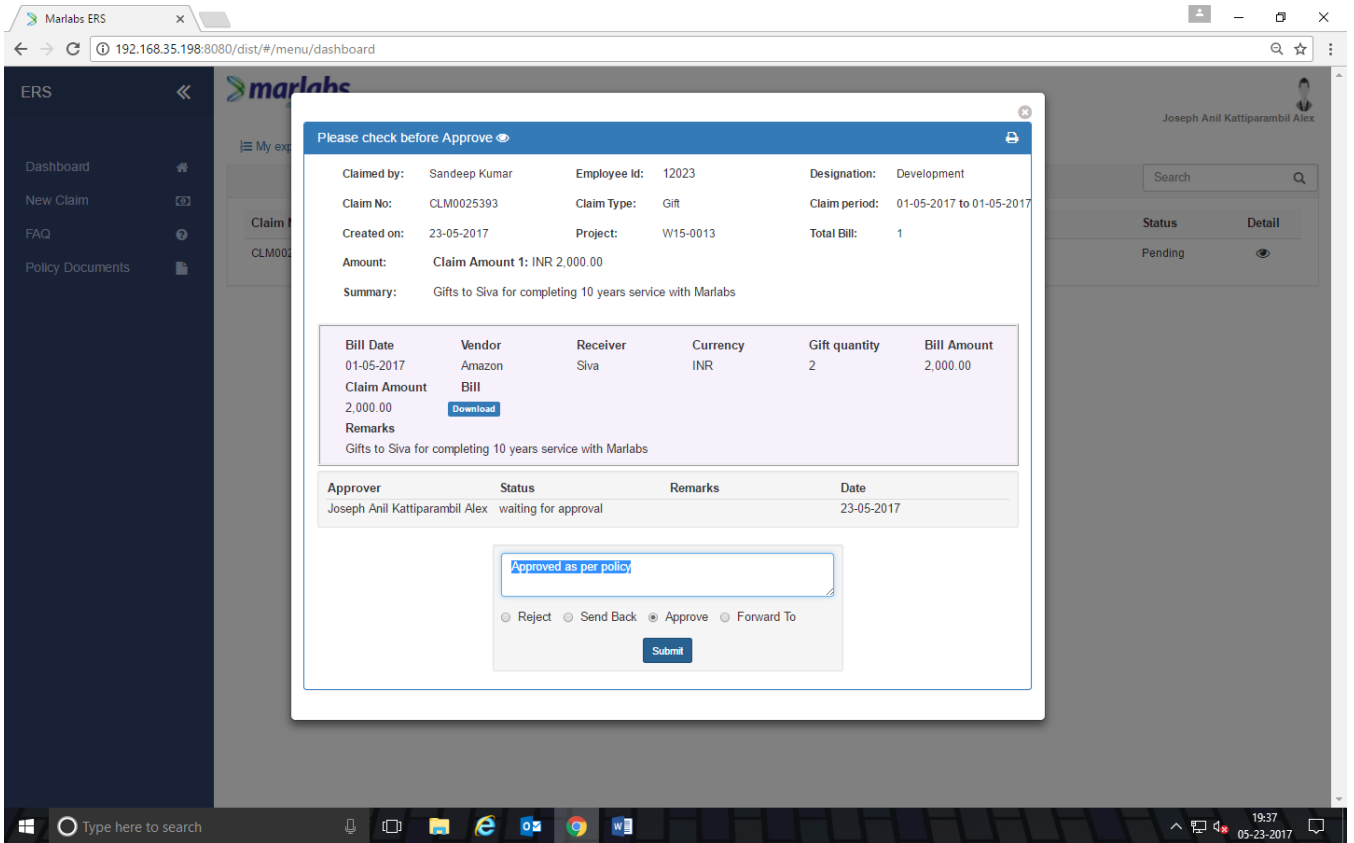
### **To approve your reportees' claim,**

- Log In with your domain credentials.
- Go to Waiting for Approval Tab. You can see the items which is pending for your approvals.
- Click on Details, you will get a popup window with claim details as shown in below screen.



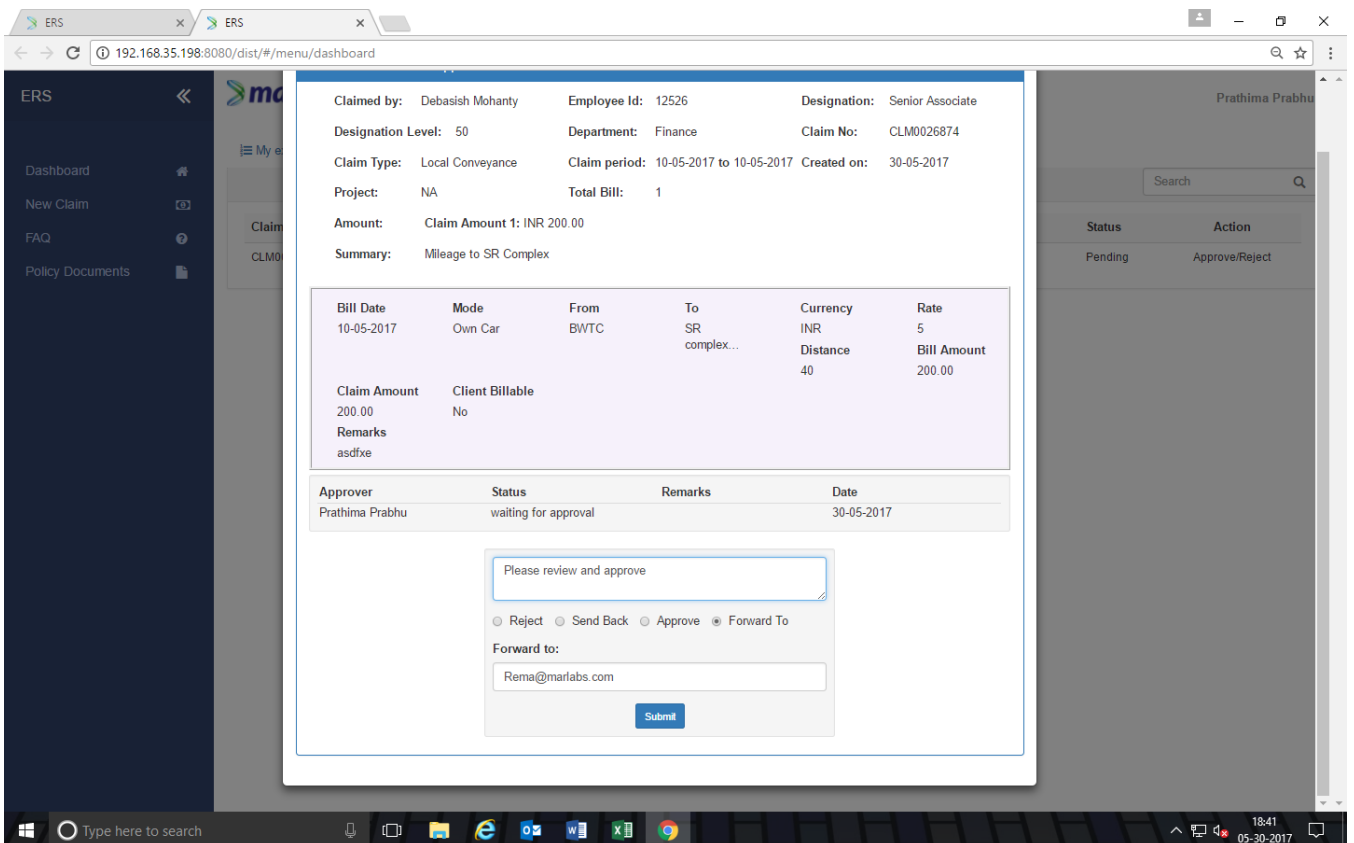
- ❖ Click on **Approve** to approve the claim.
- ❖ Click on **Reject** to Reject claim.
- ❖ Click on **Send Back** for clarification or revision. As soon as the approver sends back, the employee submitting the claim will get back the same claim with edit/delete option to modify the same. Once the employee makes the necessary changes and resubmits the claim, the claim will be for routed for Manager’s approval.
- ❖ Click on **“Forward To”** to forward to Employee’s project manager/higher authority.





Once the approver approves or rejects or sends back or forwards the claim to the next level authority, the expense claim will disappear from the approver's open items.

If you want to send the claim to the next level to review and approve, you can forward the same by using the forward option by giving the next level approver email ID



**Noncompliance:**

Failure to comply with any of these regulations and guidelines will result in rejection of the expense reimbursement claim.

An approver should never approve an expense claim if it is not in compliance with these regulations and guidelines. Approvers are to return rejected expense claims to the claimant with an explanation. These claims must be corrected and returned for approval promptly.

Further, an expense claim may be delayed or rejected by Finance Department and returned to the claimant with an explanation if there are any issues with compliance. These claims must be corrected, approved and resubmitted to Accounts Payable promptly.

All expenses have to be submitted in the ERS within 30 days from the date of expense as per the policy.

Payment of an expense does not constitute ultimate approval and may be subject to subsequent audit adjustment. Appropriate investigation and consultation will determine the course of action should fraud or misappropriate use of funds be confirmed.

----- **END** -----