# GUIDELINES FOR SUBMISSION OF BILLS FOR REIMBURSEMENT/ADVANCE ADJUSTMENT VIA EXPENSE DASHBOARD

* All bills should bear expense id before upload on the dashboard.
  + For generation of expense id, staff need to first make an entry into the dashboard without uploading the bills. On creation of expense id, it shall be written manually on the bills and then upload of bills will be done on the dashboard.
* Managers shall not approve bills if expense id is not written on the uploaded bills.
* Payee name and employee code shall be written at the end of the bill.
* Timeline of expenses upload/approval/payments:-

|  |  |  |
| --- | --- | --- |
| Step | Activity | Timeline |
| 1 | Upload expenses on dashboard + Approval/verification by manager on expenses | 7th of next Month |
| 2 | Approval by property deptt  (of verified expenses) | 11th of next Month |
| 3 | Payment by accounts | 18th of next month |
| 4 | Receiving of payment | 21st of next month |
| 5 | Monthly Unspent advance with staff (if any) | It shall be deducted from next month’s salary |
| For example:-  Total Advance given in March (A) Rs.10,000/- Bills uploaded and approved against advance (B) Rs. 6,000/- Unspent advance for March (A-B) Rs. 4,000/-  Unspent advance of Rs.4,000/- shall be deducted from April  month’s salary which is paid in May month. | |

* In case of rejection of bills by Accounts team, kindly resubmit the bill using modify option after due correction. Kindly don’t submit it as a new addition as it creates duplication of bills in our system.
* All Bills should be made in the name of AAM Foundation with Head Office Address only.
* No overwriting is allowed on bills.
* Bills should bear signature of Manager.
* Branch name should be mentioned in each bill either by way of stamp or manually.
* Bills against Advance should be uploaded on dashboard within 20-25 days of taking advance.
* Nature of expense should be categorized correctly on dashboard for each bill.
* Payment in cash for an amount more than Rs.5000/- per bill is not allowed.
* If the bill amount is more than Rs.5000/-, payment shall be made preferably by Accounts Deptt. directly to the vendor’s account.
* No quotation is needed for purchases upto Rs.5000/-. Item can be purchased directly, and bill should be received against the payment for office reimbursement.
* In exceptional cases, where bills are not available by the vendor/service provider, kindly use Performa for bills. (Annexure A). Please avoid sending expense details on blank paper, as this will not be treated as valid bill by Auditor/Income Tax Deptt. and therefore, shall not be reimbursed.
* Reimbursement of approved bills shall be made by Accounts team on checking scanned images of bills on Expense dashboard instead of waiting for hard copies of the bills. This is being done to avoid delay in processing payments.
* AMs should advise staff to upload all bills on dashboard before submitting the hardcopy, otherwise the bills will be skipped for payment.
* AMs shall collect all bills of his/her zone from the team on monthly basis and courier the same to Accounts team at Head Office at following address: -

AAM Foundation, Vasant Gaon, Valmiki Temple-1, Delhi-110057 (Kind attention- Deevakar Rajput ( 9560771651)/Suman Lata (9718737300)

* AMs shall collect all original documents with TMs like bills, in case TMs submit resignation or get terminated.
* AMs shall also email the list of quarterly bills with Accounts team alongwith courier receipt/docket for checking/tracking purpose.
* TMs to submit the quarterly bills to their Area managers with the list of sequentially sorted bills in the below format:-

|  |  |
| --- | --- |
| Expense id | # Bill(s) |
|  |  |
|  |  |
|  |  |
| **Total no. of bills** | **Xxx** |

Note: 1 TMs shall copy list of expense ids of their team from Expense Dashboard under

‘My team expenses’ tab

1. In the above format, expense ids shall be sequentially sorted.
2. TMs shall collect all pending original documents with facilitator like bills, in case facilitator resigns/gets termination.

# Bills pertaining to Property Deptt. should be couriered separately to property team.

* **Bills pertaining to Accounts Deptt. should be couriered separately to accounts team.**
* The AMs will courier all these bills to H.O. as per the following timeline: -

|  |  |
| --- | --- |
| Quarter | Last date to courier bills |
| Apr-Jun | 15th July |
| July-Sept | 15th Oct |
| Oct-Dec | 15th Jan |
| Jan-Mar | 15th Apr |

All bills couriered on time shall be updated by Accounts team on Expense Dashboard as under:-

|  |  |
| --- | --- |
| Quarter | Last date to upload status  of bills |
| Apr-Jun | 31st Aug |
| July-Sept | 30th Nov |
| Oct-Dec | 28th /29th Feb |
| Jan-Mar | 31st May |

**Guidelines for Logbook:**

* Always upload the logbook on a monthly basis on expense dashboard under tour and travel category
* Petrol Bill: Collect computerized bills for petrol reimbursement. Only use handwritten bills (with the fuel station name printed) if the fuel station does not provide computerized bills
* Regular Servicing of Vehicle: Get the service regularly after every 1400KM
* Servicing Bill:  Always go to an authorized service center. If a service center is not available in your locality, you may visit a mechanic who can provide a valid bill. The shop name should be printed at the top of the bill.
* In case of an emergency, such as a breakdown midway, the staff should discuss the matter with their manager and proceed with a local mechanic. If they are unable to provide a printed bill, they must send an email to the Property Department.
* Authorized Center: You are advised to visit an authorized center if you need major engine work. AAMF will cover 50% of the total service cost if the amount exceeds Rs. 5,000/-. It is recommended for everyone to choose an authorized center, not only for valid bills but also to ensure that your vehicle receives proper service. If a service center is not available in your locality, you may visit a mechanic who can provide a valid bill.
* No reimbursement will be provided without a bill.
* No cutting or overwriting on handwritten bills. Attach the bills in chronological order.
* Manager shall verify the arithmetical accuracy of the bill.
* In case of an accident, you must contact the insurance company to claim for vehicle repairs. An FIR is required to process the insurance claim. You need to file an FIR if you're involved in an accident, as insurance claims for vehicle damage can only be made if we have the FIR.