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

➢ All bills should bear expense id before upload on the dashboard.
  o 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

2. In the above format, expense ids shall be sequentially sorted.

3. 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