

Reimbursements

Reimbursement

Payouts > Reimbursement

#	<input type="checkbox"/>	Name	Sanction Date	Head Name	Amount	Ledger Type	Is Taxable	Action
1	<input type="checkbox"/>	Jogindra Singh	29-Jan-2025	Arrear amount Joining Late	8000.00	Reimbursement	N	<input type="checkbox"/>
2	<input type="checkbox"/>	test	30-Jan-2025	Arrear Amount	700.00	Additional income	Y	<input type="checkbox"/>
3	<input type="checkbox"/>	Vinay Kumar	06-Jan-2025	Traveling reimbursement	500.00	Reimbursement	0	<input type="checkbox"/>
4	<input type="checkbox"/>	Vinay Kumar	15-Jan-2025	Traveling reimbursement	600.00	Reimbursement	0	<input type="checkbox"/>
Total Amount:					₹ 0.00			<input type="button" value="Record Payment >"/>

Here you can view all the reimbursement which is being approved in the approval section and now you can approve the payout for the same from here.

- You get a filter to search by sub ledger, month and year.
- You view details of employee reimbursement including employee name, sanction date, head name (bonus, additional income, travelling reimbursement etc), amount, ledger type, is taxable (Y- yes and N- no), action (whether you want to reject or not).
- You can select individual or multiple employees and beside the search bar select if you want to record it as billable or non billable.
- At last click on record payment and it will be recorded in records.

Revision #2

Created 18 July 2025 10:37:21

Updated 20 March 2026 08:39:20