

# REIMBURSEMENT TRAVEL ADVANCE



Track Receipts And Certify Expenses



Solid Research.Solid Advice

## Enter your username and password

Sign in


Login


[Click here to view TRACE User Manual](#)

[Reset Password](#)

Login credentials are same as to  
your Laptop /Desktop login

## Sign in

 sureshd

 .....



Login

[Click here to view TRACE User Manual](#)

[Reset Password](#)

Click on Login Button


## Business/Travel Expense(s) -Drafts

Move to Trash  

	Voucher No	
<input type="checkbox"/>	MSL-1718-RE-1357	Travel

Click on **CREATE VOUCHER**  
under 'Business Advances'

## Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification  

No Records Found

## Business/Travel

## Delegation

Create Delegation

Delegated For	Reason
Anupam Shivraj Agal	On Leave
Siddiqui Noor-Ul Huda	leave
Vijay Kumar Goel	Vacation
Naresh Gangadhar Gupta	leave
Navnit Bagri	On Leave

- Reimbursement ▶
- Business Advances ▶ **Create Voucher**
- Business Settlement ▶ Status of Voucher
- Super User View Pending Approvals
- Payment ▶
- Purchase ▶
- Purchase Advance ▶
- Purchase Settlement ▶
- Other Payments ▶
- Contract ▶
- Single Vendor Multi JV ▶
- Multi Vendor Single Company JV ▶
- Aspire Voucher Generation
- On Behalf Of View
- Salary JV ▶
- Reports ▶
- Change Initiator
- Payment Export

**Employee Advance**

On Behalf of

Back

Create for Employee  \* View Details

Voucher Name \*

Voucher for Company \*

City Type  Advance Required  Yes  No

SBU

Department

Channel

Product

Location

Cost Code

Reason For Travel\*

Create a draft record for assigned on behalf person of drop down list

Created on behalf of record will list under "On Behalf View" Menu to modify a on behalf draft record

Status

Travel

Employee Company

On Whose Desk

From Date \*

Requestor's Comments

**Currency Requirement**

#	Add	Remove	Currency Mode	Currency Name	Amount *	Conversion Rate	Currency Given	Equivalent[INR]
1	Add	Remove	Fund Transfer ▾	INR ▾	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>
							Total Amount :	<input type="text" value="0"/>

On Behalf of

Back

<input type="text" value="Suresh Devasani/MSL"/> * View Details	Status	Draft
<input type="text" value="the advance request name"/>	Voucher No.	#Auto Generated
<input type="text" value="Mital Oswal Securities Limited"/>	Travel Type	<input type="radio"/> Domestic <input type="radio"/> International <input checked="" type="radio"/> Non -Travel
<input type="text" value="SELECT--"/> Advance Required <input checked="" type="radio"/> Yes <input type="radio"/> No	Employee Company	Motilal Oswal Securities Limited
<input type="text" value="PORT"/>	From Location	<input type="text"/>
<input type="text" value="ANCE &amp; ACCOUNTS"/>	To Location	<input type="text"/>
<input type="text" value="MON"/>	Requestor's Comments	<input type="text"/>
<input type="text" value="MON"/>		
<input type="text" value="A-PRABHADEVI"/>		
<input type="text" value="PORT-FINANCE &amp; ACCOUNTS-COMMON-COMMO"/>		

Select the required TRAVEL TYPE

Currency Mode	Currency Name	Amount *	Conversion Rate	Currency Given	Equivalent[INR]
<input type="text" value="and Transfer"/>	<input type="text" value="INR"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>
				Total Amount :	<input type="text" value="0"/>

No.Of attachments:

Voucher Name \*

Voucher for Company \*

Type  Advance Required  Yes  No

SBU

Department

Channel

Product

Voucher No. #Auto Generated

On Whose Desk Suresh Devasani

From Date

To Date  No. Of Days

From Location

To Location

Requestor's Comments

	Amount *	Conversion Rate	Currency Given	Equivalent[INR]
1	<input type="text" value="10000"/>	<input type="text" value="1.00"/>	<input type="text" value="10000.00"/>	<input type="text" value="10000.00"/>
Total Amount :				<input type="text" value="10000.00"/>

Supportings  No file chosen  No.Of attachments:

Approver's Comments \*

Approval Log

Audit Details

Select the appropriate dates

Go to SUPPORTINGS. Click on CHOOSE FILE for attaching any supporting file relating to the voucher

Voucher Name \*

Voucher for Company \*

Type  Advance Required  Yes  No

SBU

Department

Channel

Product

Location

Cost Code

Reason for Advance\*

Voucher No. #Auto Generated

Travel Type  Domestic  International  Non-Travel

Employee Company Motilal Oswal Securities Limited

On Whose Desk Suresh Devasani

From Date

To Date  No. Of Days

From Location

To Location

Requestor's Comments

#	Add	Remove	Currency Mode	Currency Name	Amount *	Conversion Rate
1	Add	Remove	Fund Transfer	INR		1.00

Supportings  No file chosen  No.Of attachments:

Approver's Comments \*

Approval Log

Audit Details

Voucher Number will generate when the user clicks **SAVE & EXIT**

Draft record will list under **PENDING APPROVAL & BUSINESS DASHBOARD** to send a voucher for approval



Voucher Name \*  Voucher No. #Auto Generated

Voucher for Company \*  Travel Type  Domestic  International  Non -Travel

Type  Advance Required  Yes  No Employee Company Motilal Oswal Securities Limited

SBU  On Whose Desk

Department  From Date

Channel  To Date  No. Of Days

Product  From Location

Location  To Location

Cost Code  Reason for Advance\*

Currency Requirement

#	Add	Remove	Currency Mode	Currency Name	Currency Given	Equivalent[INR]
1	Add	Remove	Fund Transfer	INR	10000.00	10000.00
					Total Amount :	10000.00

Supportings  No file chosen  No.Of attachments:

Approver's Comments \*

Approval Log

Audit Details

**Information**  
 Voucher No.MSL-1718-BA-35 has been Saved Successfully

Now Voucher is submitted successfully for approval and payment