On successful completion the requestor updates the certification and exam details on ALN Site: [Here](#).

Requestor raises claim in ALN: [Here](#).

In case of offer packs:
1. Requestor can refer the combined receipt no.
2. Split the total amount by No. of exams and enter it in the claim amount.

Requestor submits the expense claim in myTE along with the following documents:
1. Signed claim from ALN.
3. Copy of certification mark sheets.

In case of offer packs, if receipts are not available for each exam, copy of receipt/voucher can be submitted.

Mail will be sent with the claim status as “Approved” and the WBS to use to the requestor and his/her supervisor.

Mail will be sent with the claim status as “Rejected” and the reason for rejection to the requestor and his/her supervisor.

Claims are processed every fortnight in the morning of Avanade.

Capability Lead approves the claim.

YES

Mail will be sent providing the claim status as “Approved” and the WBS to use to the requestor and his/her supervisor.

NO

Supervisor verifies the below documents:
1. Claim statement from ALN.
2. Certification expense receipt.
3. Certification mark sheet. And confirms whether resource has updated certification & exam details on ALN site and sign the TR form.

Supervisor does not approve TR claim.

End