Fill in reimbursement form

Department review, organize related receipts and forms

Department manager approves and signs

Department deputy director/manager approves and signs

Responsibility for review of:
1. Travel expense;
2. Training fee;
3. Office expense;
4. Food allowance;
5. Meeting cost;
6. Extra transportation fee.
Items not mentioned are dealt with according to company regulations

Items to review:
1. Receipts
2. Forms
3. Reviewing process
4. Relevant attachments

Finance Department

Finance department saves reimbursement forms, attached documents and return them to relevant departments after verification to prepare for inquiry.

Items to review:
1. Business reception expense
2. Striking balance business;
3. Overall review.

No

Yes

Pay

Final sign and approval

Final sign and approval

Cashier

Person in charge

Related Department

Comprehensive Department

Cost Accounting

Deputy Manager of Finance

General Manager

Finance department