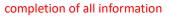
ATTACHMENT 1

Attachment 1: HYBN-0302-Travel expense reimbursement process-差旅费报销流程

流程填写示例 / Sample on How to Complete the Flow

Click to <u>SUBMIT</u> the flow upon



流程:创建 - HYBN-0302-Travel expense reimbursement process-差旅费报销流程 - 创建

流程表单 | 流程图 | 流程状态

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HYBN-0302-Travel expense reimbursement process-差旅费报销流程

Title (Process For Other Modules Do Not Us e)	Staff claim of Lang Yijing for home leave to China						Complete in English, to include name of Requestor					
Process Description		"Payee Name" is compulsory for all payments. "Payee Bank Name" and "Bank Account Number" is required for payment via Telegraphic Transfer (TT), and please fill i n "N/A" for payment via Cash.										
Claim Date	2019-0	2019-05-13										
Dept.	项目财务部	项目财务部Finance dept. Q										
Requestor	郎伊竟/Lar	郎伊竟/Lang Yijing Q										
Professional Level	职员级	职员级										
Purpose of Travel	Staff claim	Staff claim of Lang Yijing for home leave to China Same as above										
Any Business-related Entertainment?	否-NO ▼]										
Travel Allowance?	否-NO ▼	否-NO ▼										
Travel Allowance Payment Office	文莱-Brun	文莱-Brunei ▼										
Number of Travel Days	14	Fill in actual nu	mber of	days of bu	isiness trip /	home leave						
Currency	人民币		Q,	Select cur	rency of exp	enses incurred	b					
Total Amount Claimed	1,120.00											
	壹仟壹佰贰拾圆整											
Cash Advance – Currency			Q,									
Cash Advance – Balance												
Additional Reimbursement – Amount												
Balance Returned – Amount												
Payment via Cash		Check this box if R	equesto	or does not	have a Brun	ei bank accou	nt (payroll acco	unt)				

Payment via Payroll		Check this box for reimbursement to be credited to Brunei bank account (payroll account)							
Payment via Telegraphic Transfer (TT)									
Payment via Cheque		Not applicable for travel claims							
Offset with Cash Advance									
Payee Name	郎伊竟/L	ang Yijing.	Name of Requestor (to ensure name matches the data in bank records for payment via Payroll)						
Payee Bank Name	现金/Ca	sh Payme	ent via Payroll – Fill in bank name and bank account number						
Bank Account Number	现金/Cash Payment via Cash – Fill in "CASH" for both fields								
Links to Other Processes	Click here to link "C0702-出差审批/Application of Business Trip" for business trip application or "PMB-1021-								
Maximum 1000M 文莱(萧山)回国申请" for home leave application									
Attachment(s)	选取多个文件 × Clear All Selection								
	Click here to upload supporting documents (scanned copy or pictures of invoices, bills, receipts, itinerary, etc.)								
Preparer	即伊竞/Lang Yijing Q								

To add or delete rows

									-	-			(+)	
	serial numb er	Start Date	End Date	Cost Type	Descriptions	Point of Depa rture	Point of Arriva I	Unit Price	Number of Pe ople	Quantity	Amount	Number of Re ceipts	Comments by Fi nance	
	1				Homeleave	Hangzhou	Lanzhou		1.00	1.00	580.00		▼	
	2	5 2019-04-1	2019-04-1 5	交通-飞机/Transportation – Air ▼	Homeleave	Lanzhou	Hangzhou		1.00	1.00	540.00		•	
To	otal				•			•		L	1120.00			
	Select actual travel date					Fill in based on actual					Fill in according to			
or actual document date					information					actual amount incurred				