

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 [SUBMIT](#) the flow upon completion of all information



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 Use)	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 in "N/A" for payment via Cash.	
Claim Date	2019-05-13	
Dept.	项目财务部Finance dept.	
Requestor	郎伊竞/Lang Yijing	
Professional Level	职员级	
Purpose of Travel	Staff claim of Lang Yijing for home leave to China	Same as above
Any Business-related Entertainment?	否-NO ▼	
Travel Allowance?	否-NO ▼	
Travel Allowance Payment Office	文莱-Brunei ▼	
Number of Travel Days	14	Fill in actual number of days of business trip / home leave
Currency	人民币	Select currency of expenses incurred
Total Amount Claimed	1,120.00 壹仟壹佰贰拾圆整	
Cash Advance – Currency		
Cash Advance – Balance		
Additional Reimbursement – Amount		
Balance Returned – Amount		
Payment via Cash	<input checked="" type="checkbox"/>	Check this box if Requestor does not have a Brunei bank account (payroll account)

Payment via Payroll	<input type="checkbox"/>	Check this box for reimbursement to be credited to Brunei bank account (payroll account)
Payment via Telegraphic Transfer (TT)	<input type="checkbox"/>	Not applicable for travel claims
Payment via Cheque	<input type="checkbox"/>	
Offset with Cash Advance	<input type="checkbox"/>	
Payee Name	郎伊竞/Lang Yijing	Name of Requestor (to ensure name matches the data in bank records for payment via Payroll)
Payee Bank Name	现金/Cash	Payment 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	<input type="text"/> <input type="button" value="Q"/>	Click here to link “C0702-出差审批/Application of Business Trip” for business trip application or “PMB-1021-文莱（萧山）回国申请” for home leave application
Attachment(s)	Maximum 1000M <input type="button" value="选取多个文件"/> <input type="button" value="X Clear All Selection"/>	Click here to upload supporting documents (scanned copy or pictures of invoices, bills, receipts, itinerary, etc.)
Preparer	郎伊竞/Lang Yijing <input type="button" value="Q"/>	

To add or delete rows

														<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="checkbox"/>	serial number	Start Date	End Date	Cost Type	Descriptions	Point of Departure	Point of Arrival	Unit Price	Number of People	Quantity	Amount	Number of Receipts	Comments by Finance		
<input type="checkbox"/>	1	2019-04-02	2019-04-09	交通-飞机/Transportation – Air	Homeleave	Hangzhou	Lanzhou		1.00	1.00	580.00				
<input type="checkbox"/>	2	2019-04-15	2019-04-15	交通-飞机/Transportation – Air	Homeleave	Lanzhou	Hangzhou		1.00	1.00	540.00				
Total											1120.00				

Select actual travel date
or actual document date

Fill in based on actual
information

Fill in according to
actual amount incurred