**Feedback**

1. **Reimbursement Form**

* Expense types are limited in normal usage, there should be emergency expense, such as medical fee or etc.
* Client/Project number isn’t updated quickly in reimbursement form.
* Accounting team only accepts reimbursement for card payments but not for cash. It should be changed.
* Expenses on business trip are complicated to record as there are many kinds of them, it should give easier option for expenses on business trip as long as receipts are kept.

1. **Incident/Hazard Report Form**

* Incident/Hazard type’s scope should be wider or there should be ‘blank’
* I think there should be the opinion of submitter ‘what to do’
* Approval is not needed for this, since hazard can be hiding.
* Form design looks little messy
* Incident/Hazard can’t be judged by one’s opinion, we should give a space for injured one’s or who caused hazard’s opinion as well.

1. **Professional Development Policy Form**

* This form is too simple considering that it can cost much and can take long time, I think this should be used for small range of professional development only.
* There should be a notice whether it’s regarded as work or volunteer.
* As no one has responsibility to organise this activity, this won’t be revitalised probably.
* Estimated budget report is also required for this in addition to signature form.