1. **Instruction for ‘Reimbursement Form’**
2. Write down the date that expense was made.
3. Write down your full name on Employee name.
4. Write down your Employee ID (On the right bottom of your company ID).
5. Select your department on the drop box of “Department”.
6. Select the right your expensive type on “Expensive Type”.
7. Write down description of your expense in detail on “Description”.
8. Select which client or project is it for on “Client/Project#”.
9. Input the amount you spent on “Amount”.
10. Choose “Yes,” if you have a receipt of your expense, otherwise “no”.
11. Sign on “Employee Signature”.
12. Get approved by an authorised person (Generally, your department’s boss).
13. **Instruction for ‘Incident/Hazard Report Form’**
14. Write down the date that incident/hazard happened on “Date”.
15. Write down the exact time that incident/hazard happened on “Time”.
16. Write down name of the central figures of the incident on the blank of “Name”
17. Write down gender of him/her.
18. Mark the right description of the person among ‘Staff, Contractor, Volunteer, and General Public’.
19. Mark the department that he/she belongs to, if none, don’t mark.
20. Write down the place that incident/hazard happened on “Location”.
21. Mark Incident/hazard type on “Incident/hazard type”.
22. Write down names of people involved, if there are.
23. Describe incident/hazard in detail on “Description of Incident/hazard”.
24. Write the name of witness down on “Witnesses”.
25. Mark how serious is injury among ‘Minor, Superficial, Moderate, and Serious”.
26. Describe injury details on “Description of Injuries”.
27. Describe actions taken after incident/hazard on “Description of Actions taken”.
28. Write submitter’s signature.
29. Get an authorised person’s signature. (Generally, your department’s boss).
30. **Instruction for ‘Professional Development Policy Form’**
31. Write down the date of your application on the blank of “ Application Date”.
32. Write down your name on “Applicant Name”.
33. Select your department on “Department”.
34. Choose which refers to your application’s type on “Professional Development Type” (upto 3).
35. Describe details of your application on “Description of Professional Development Activity”.
36. Address the benefit for applicant activity on “Benefit for Applicant Activity”.
37. Address expected outcomes from activity. (if there is any deliverable, attach it.)
38. Select the type of post-activity report on “Post-activity Report from Applicant”.
39. Go get approved by an authorised person (Generally, your department’s boss).
40. Fill up the “Signature of Individual Engages” form before you submit it.