NEWFOUNDLAND CHOCOLATE COMPANY

Employee Travel Claim Training Manual

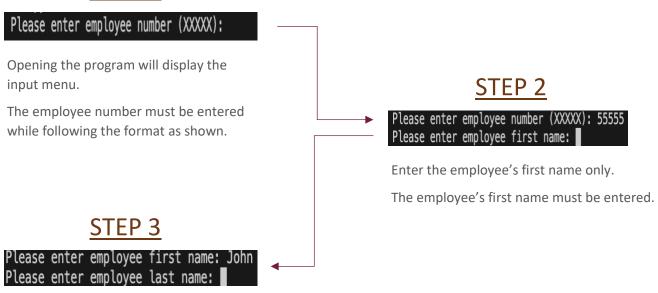
Newfoundland Chocolate Company Travel Claim Employee Training Manual

This manual is a step-by-step guide designed to help you enter an employee travel claim by using our travel claim program.

Each proceeding step will have an example of a valid input from the previous step

Follow the steps below:

<u>STEP 1</u>



Enter the employee's last name only.

The employee's last name must be entered.

STEP 4

Please enter employee last name: Smith Please enter trip location: ■

Enter the location where the employee traveled.

The trip location must be entered.

STEP 6

Please enter start date (YYYY-MM-DD): 2025-12-16 Please enter end date (YYYY-MM-DD): ■

Enter the date when the employee returned from the trip.

The end date must be entered, follow the format shown, and must be after the start date by no more than 7 days.

STEP 7a

Do you own or did you rent the car used? (O/R): o Please enter the number of kilometers traveled:

Enter the total kilometers traveled during the work trip.

This will only appear when **Car Used** is entered as **Owned**.

Kilometers traveled must be entered if car used is owned and must not exceed 2000km.

STEP 5

Please enter trip location: Gander, Newfoundland Please enter start date (YYYY-MM-DD): ■

Enter the date when the employee left for the trip.

The start date must be entered while following the format as shown.

STEP 7

Please enter end date (YYYY-MM-DD): 2025-12-22 Do you own or did you rent the car used? (0/R):

Enter if the car was owned by the employee or rented by entering "O" for owned **OR** "R" for rented.

The car used must be entered.

If the car used was Owned - See Step 7a

If the car used was Rented - Continue to Step 8

STEP 8

Do you own or did you rent the car used? (O/R): R
Is this a Stardard or an Executive claim? (S/E):

Enter the claim type by entering "S" for Standard **OR** "E" for Executive.

Claim type must be entered.

Program Output

Once all inputs are entered, the program will display the travel claim invoice.



At the end of the program, the user will be asked if they would like to enter another claim.

Enter "Y" for Yes OR "N" for No.

Thank you for using our employee training manual!