**TAR FORM WITHIN BUDGET, NON-VICE PRESIDENT OF DEPARTMENT**

No

Yes

Yes

Yes

No

No

No

Issue Ticket

Ms Tien, Mr Nhan book ticket, Hotel

GL Review

CFO (under $25.000)

FC (under $5.000)

DOF (under $10.000)

Approve?

Requester Create TAR form

HOD Approval

Yes

**TAR FORM WITHOUT BUDGET, VICE PRESIDENT OF DEPARTMENT**

No

No

Issue Ticket

Ms Tien, Mr Nhan book ticket, Hotel

Print out TAR

Approve?

Requester create TAR form

HOD Approval

Yes

GL Review

Send announcement to Finance

Yes

Attach TAR form has approval

CEO Approve

CFO Approve

**CLAIM EXPENSES AFTER BUSINESS TRIP**

Requester create Claim form

Over TAR form ‘s amount

Under TAR form ‘s amount

Minus the under amount to Budget Used

Add the over amount to Budget used

Attach invoice, bill ….

GL, FC review

AP Team