

# Staff Claim Form Guide

## Welcome Message

Hi everyone, welcome to the staff claim submission guide! Please read through this before filling out your claim form. This document will help ensure your reimbursement process goes smoothly.

## Required Supporting Documents

1. Clear image of the receipt(s)/invoice(s) with your name on the receipt.
2. Approval conversation from an authorised person (MANDATORY for all claims).
3. Other relevant supporting documents depending on the nature of the claim.
4. For team building/lunch claims, include headcount and attach the approved team building proposal form.

## Notice & Claim Types

1.	Employee Benefit	Dental, Optical, Health Screening Claim only.
2.	Travel Reimbursement	Travel expenses, Parking, Taxi, and Mileage.
3.	Educational Assistance/Training	Educational assistance, Udemy Course, etc. Attach approval, invoices, and certification.
4.	Other Reimbursement	Team Building, Lunch/Dinner, etc. Include headcount and approved proposal form.
5.	Cash Advance	For Marketing Purpose Only (GP/Telecommuter).

## Additional Notes

- Each form submission is limited to one claim type (up to 10 entries per type).
- Specify the number of claim entries for the selected claim type to expand the form.
- Refer to Sage People -> General Information -> Employee Benefits and Handbook for benefit details.
- Find your Unique ID under Sage People -> Work Details -> Unique Id.
- Find your Department under Sage People -> Work Details -> Department @ Team Level 1.
- Applicable to Malaysia staff: E-invoicing is mandatory for all claims except Employee Benefits. Request an e-invoice from the supplier. Refer to the email titled '[Announcement] Changes to Staff Claim Process - E-Invoicing Implementation.'

## Form Fields Overview

Field	Description
Your Full Name	Your complete legal name as per HR records.
Unique ID	Find under Sage People -> Work Details section.
Department	Team Level 1 under Work Details section in Sage People.
Email Address	Use your Regentmarkets email (e.g., name@regentmarkets.com).
Location	Your current work location.

Hiring Company	Specify your official hiring entity.
Staff Claim Type	Select one of the five types listed above.
Number of Receipts	Maximum of 10 per claim form.
Headcount	Applicable for team building/lunch only.
Total Amount	Sum of all claim entries.
Local Currency	Enter the relevant local currency (e.g., MYR, USD).