1. Incur expenses

2. Save receipts

3. Log on to online portal (NEW)

4. Complete reimbursement form

5. Auto verify reimbursement form   
6. Receive email notification (manager)   
7. Verify reimbursement form (by manager)  
8. Approve reimbursement form  
9. Verify reimbursement form by account section  
10. Approve reimbursement form  
11. Process reimbursement claim  
11. Receive payment