PROCESS FLOW OF CLAIM (GHCD)

RESPONSIBILITY	DAYS	FLOW CHART	REF.

Claimant	Within 3 months	**Preparation of claim by the claimant** Types of claims inclusive but not limited to: ❖ Hospitalization ❖ Professional subscription fee ❖ Subsistence & accommodation ❖ Mileage ❖ Entertainment ❖ Parking ❖ Toll fare ❖ Telephone Claimant must complete the *Expenses Claim Form* and attach with original receipts/invoices.	2.01
Claimant	Within 3 months	Claimant to obtain approval from the HOD	2.03
Claimant	Within 3 months	Submit forms and attachments to GHCD for checking and verification.	2.04
GHCD	On 1st & 15th of the month	Payment made by GHCD (via online banking)	2.06