

	Standard Operating Procedures GHCD	DOC NO: 4.6.1	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Claims	PAGE: 1/1	

1.0	Abbreviation		
	1.1	HOD	Head of Company/Division/Department
	1.2	ECF	Expenses Claim Form
	1.3	GHCD	Group Human Capital Division
2.0	Claims - Procedure		
	2. 1	All claims must be submitted using the ECF along with details of expenses incurred and original receipts attached.	
	2. 2	Staff must attach relevant documents to justify the claim. The GHCD is authorized to request further justifications or reject any claim which is not justified by supporting document(s).	
	2.3	Expenses incurred for entertainment and miscellaneous purchase e.g. camera battery, items related to operations, must be verified by the respective HOD prior to submission to GHCD.	
	2.4	Such claims must be submitted to GHCD within three (3) months from date incurred.	
	2. 5	The Company will not consider and/or entertain any claims submitted for approval, which is more than three (3) months from the date the amount was incurred by staff.	
	2.6	Payment of approved claims will be made via online banking on the 1 st and 15 th of the month.	
	2. 7	Process flow of claim is as per attached.	
3.0	Flowchart		
	No.	Flowcharts Title	Appendix
	3.1	Process Flow of Claims	Appendix 1
4.0	Appendix		
	No.	Title Form	Appendix
	4.1	Expenses Claim Form	Appendix 2