Effective from 01-Jan-2016

(comply with all related internal policy)

information from ADM-GA Check, verify arrangement

02 working days after received request

Feedback to requester

Send all original hard

copies related to business trip

 \blacksquare

Receive all original hardcopies

related to business trip

hardcopies related to business trip

Receive all original

Send

Incorrect

03 working

check correct

information

Correct

Make advance payment

Business trip approval form

Attach approved

form (*)

Correct

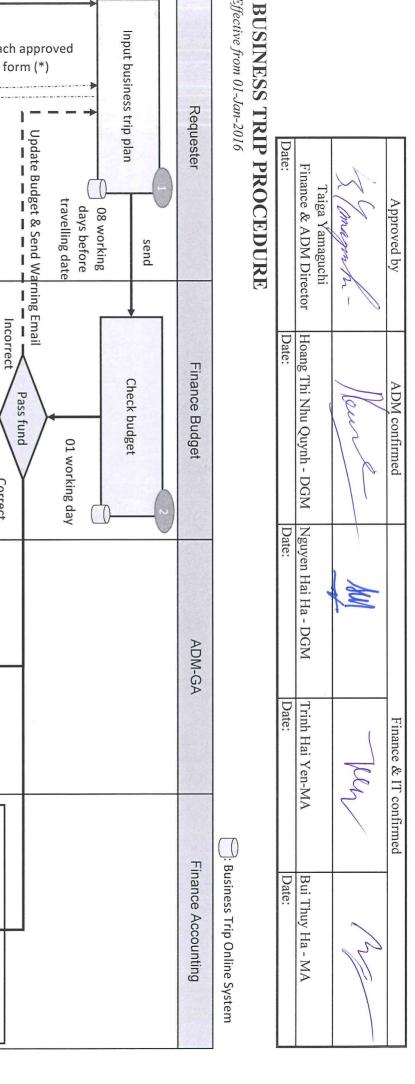
Process arrangement (ticket,

hotel, transportation...

Check advance request for

business trip plan

(if any)



Notes:

Receive/Refund settlement payment

Declare all expenses for business trip

07 working days after comeback from business trip

Attach approved

form (*)

trip expense declaration

Send all original hardcopies

related to business trip

*

Receive all original hardcopies

related to business trip

Check information declared by

requestor

Incorrect

03 workings

Check correct

information

Correct

Make settlement payment

form

Receive advance payment

- * In case of oversea business trip, requester must be follow as below:

 (1) Attach to Business Trip Online System with business trip approval form, which is approved by Division Director.

 (2) Send business trip approval form to ADM-GA to getting approval from President and Vice President.

 * Requesters must follow the progress with the related divisions/departments.

 (*) Attach approved form: optional

 * For urgent case: Requester must obtain full approvals and contact with all related divisions/departments for implementation.