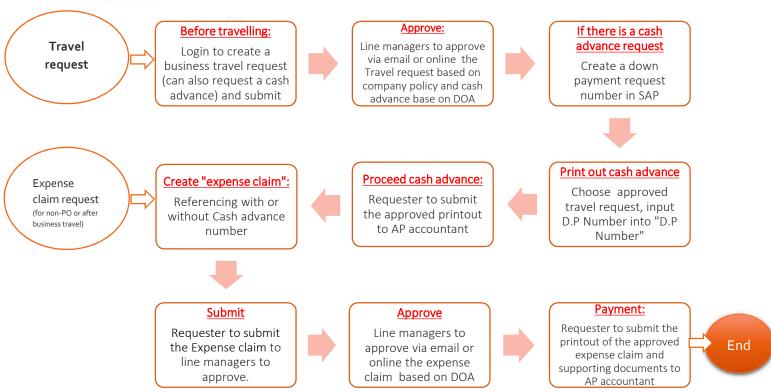# TRAVEL REQUEST AND EXPENSE CLAIM S.O.P

1. OVERALL PROCESS AND SYSTEM LOGIN
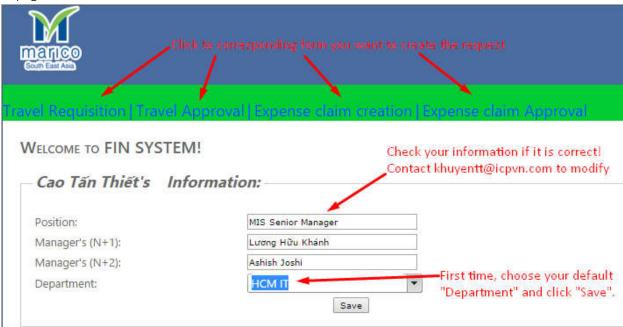
a) Overall process:

Travel request

→

Before travelling:
Login to create a business travel request (can also request a cash advance) and submit

→

Approve:
Line managers to approve via email or online the Travel request based on company policy and cash advance base on DOA

→

If there is a cash advance request
Create a down payment request number in SAP

↓

Expense claim request
(for non-PO or after business travel)

→

Create "expense claim":
Referencing with or without Cash advance number

←

Proceed cash advance:
Requester to submit the approved printout to AP accountant

←

Print out cash advance
Choose approved travel request, input D.P Number into "D.P Number"

↓

Submit
Requester to submit the Expense claim to line managers to approve.

→

Approve
Line managers to approve via email or online the expense claim based on DOA

→

Payment:
Requester to submit the printout of the approved expense claim and supporting documents to AP accountant

→ **End**

b) Login:

Open http://fin.icpvn.com/Login.aspx; Fill in information as below screen shot and click "Log in".

Travel Requisition | Travel Approval | Expense claim creation | Expense claim Approval

Log In

Please enter your username and password. Register if you don't have an account.

Account Information

Username: thietct — *Enter your Email ID as the username:*

Password: ••••••••••••• — *Enter your email password (Windows login password)*

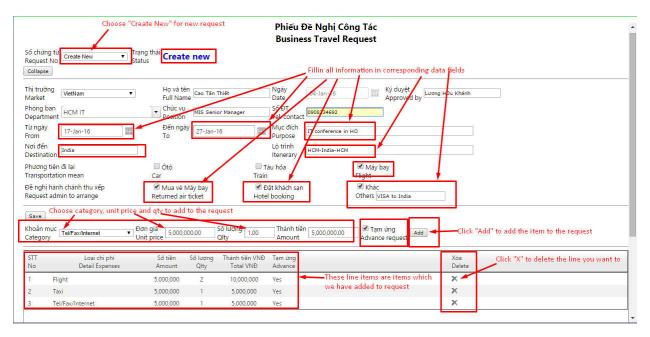☑ Keep me logged in — *Click to check here if you want to remember username and password*
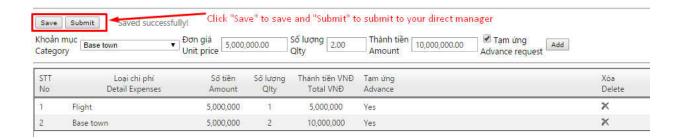
Log In

c) Home page:

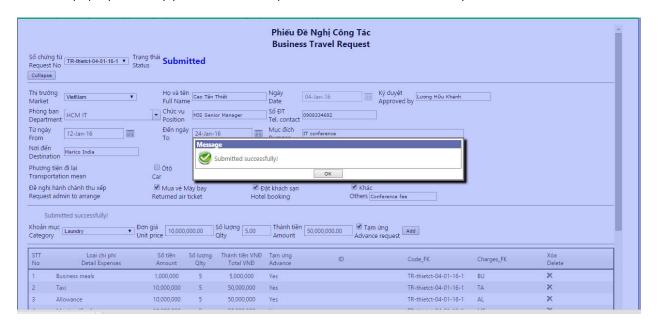## 2. TRAVEL REQUEST: CREATE, APPROVE AND PRINT OUT

a) Create a new Travel Request:

Click on **"Travel Request → Create"** from home page then fill in all requested information for the business travel request. Click "**Save**" to save all your input information and you can come back later to edit again until you completed submitting to your direct manager

After checking all information of the request, click on "Submit" button to submit to your line manager. There is a returned pop-up to notify your submited request has been done succeffully.

b) Approve the travel request: via email or via online web system

b1) Approve via email:

- Line managers will receive an email from sender "Application Notifications - Marico SEA - IT- HCM <notification@icpvn.com>".
- Open that email, Click on "Click here to approve" to approve the request or click on "Click here to Reject" and line manager should fill in the reason to reject.

b2) Approve via online web system:

From homepage, click on menu "Travel Request → Approve" to approve the Travel request or "Expense Claim →Approve" to approve Expense claim request.

c) Print the Cash Advance

After you have submitted the travel request, if there is a cash advance, you have to create a new down payment request in SAP system then you can print out the Cash advance form.

From homepage, go to menu Choose the "Request ID." then input the SAP Down payment request number, then click button "Print Cash Advance".
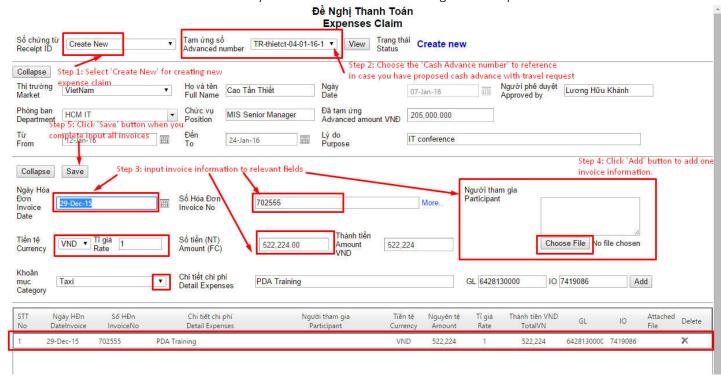

Print out format looks as below picture:

a) <u>Create new an "Expense claim":</u>

<u>a1) Expense claim referencing to cash advance number:</u>

From homepage of fin.icpvn.com, go to menu "Expense claim → Create". Click on the "cash advance number", and select the cash advance number which you want to reference following below steps

<u>a2) Normal expense claim</u>

From home page of fin.icpvn.com, go to menu "**Expense claim → Create**" to create a new expense claim request and leave the 'Advance number' blank, then repeat the same as a1) steps.

b) **Approve the expense claim**:
Go to menu 'Expense claim → Approve' and follow in below steps to approve or reject the expense claim request.

c) **Print out the approved expense request:**
From homepage, go to 'Expense Claim → Print out', then fill in the Receipt ID and click on "Print" button to print out the expense claim.

The printout of expense claim: