## **Compassion Kenya** Travel Advance System Proposed Process Flow Yes Complies? Yes No Escalate to Second Has Balance Level Supervisor/ Notifies Immediate supervisor/ Staff/ Finance No No Yes Accounting after last No Staff Applies Is Field Based? application Yes Complied? Yes Pend Request Escalating to Notifies Staff, Make Immidiate Supervisor Changes/ Clarify No Send Notification to Accounts Check Amount Supervisor approves > Kes. 100,000 No Applied For Yes Yes Yes Staff Accounts and Yes Staff Accounts? **Balance Notification** Attaches Receipts Send Notification to the Supervisor No Supervisor Valid Pending Acknowledges Yes CD Approves No No Finance Pays staff Staff has Balance

## Reports

- Staff personal statements
- Supervisors balance reports for the teams
- Manager's departmental balances reports
- Finance/ MS and CD Country Balance Report