 KOFI Co.,Ltd #86Eo, Mao Tse Toung Blvd, Sangkat Boeung Trabek, Khan Chamkarmorn, Phnom Penh, Cambodia	Subject:	Staff Entertainment Claim
	Department:	FINANCE
	Policy No:	KOFIF006
	Version No:	001
	Issued Date:	April 15, 2020
	No of pages:	02

STAFF BUSINES ENTERTAINMENT CLAIM

Purpose

The purpose of this policy is to provide clear guideline on process flow of payment claim on staff entertainment in which will be released on monthly basis by including to 2nd payroll to the requester's account.

Timing

Effective May 01, 2020

Scope

This procedure of staff claim will be applicable to all Sale Force who use this entertainment allowance for business purpose following Sale Guideline. And all supporting document must be specific, visible and occurred in period allowance based on cut-off date.

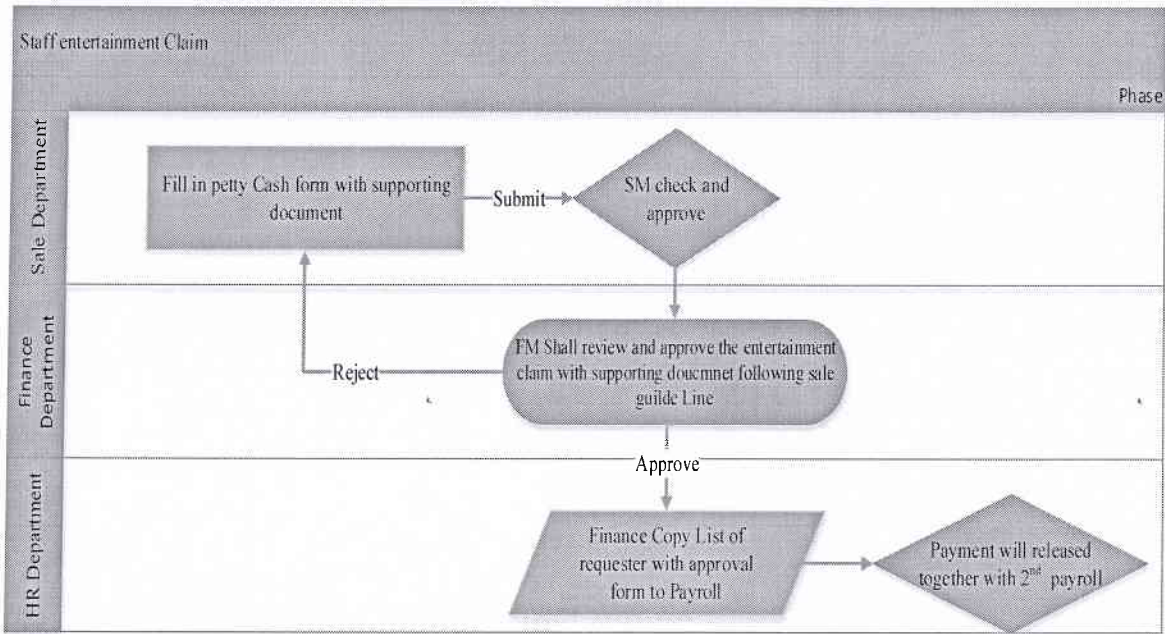
Term & Condition

The Cut-off date for submission document of Sale commission falls on 20th of each month. Hence, the total entertainment claim back is calculated from 21 to 20 of next following month that contains 30 days. Any failure to submit supporting document with approval petty cash form will result in unclaimed.

Procedure

Process	Preparer	Approver	Cut Off Date	Form
Fill in petty cash request attached with supporting document	Requester	Sale Manager	21-23	Petty cash
After Sale manager approved, the requester shall submit to Finance Department	Requester	Finance Manager	23-24	Approval petty cash with supporting document
Finance shall copy list of approval to Payroll Team to release payment by including with Second-released Payroll	Account Executive-A/P Team	Payroll/HR Manager	24-25	Approved Petty Cash only

Flow Chart:



Policy Administration

Questions relating to this policy should in the first instance be directed to Accounting and Finance department.

KOFI Management reserves the right to withdraw or amend this Policy at its discretion.

Prepared by:	Approved by:	Endorsed by:
 Signature: Name: <u>Tary Selu</u>	 Signature: Name: <u>HEI DARA</u>	 20.04.20 Signature: Name: <u>CHHAY MAM</u>

Revision History

Issue date	Version Number	Summary of Change	Revised by	Date