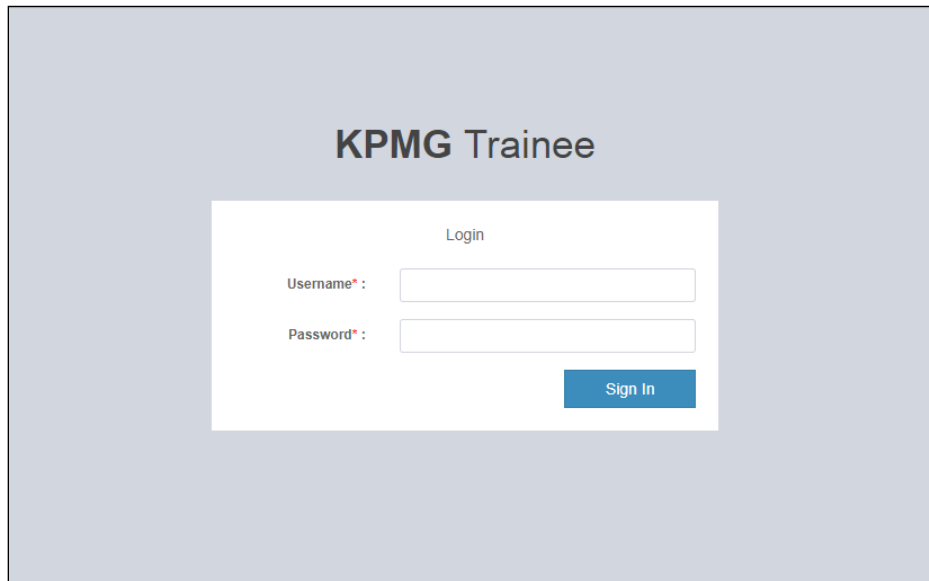




Trainee
Reimbursement
(Per Diem and Transportation)

1. All KPMG Thailand Trainee can access the trainee system at <http://www.thapp4.th.kworld.kpmg.com/TraineeEvaluation>
*****The system can only be access via **Google Chrome*******

- 1.1. Username : your username will be your first name, full stop and last name in lowercase letter (for example: Somchai Jaidee username will be "somchai.jaidee")
- 1.2. Password : your password will be the first 3 letters of your first name (lowercase), the first 3 numbers of your identification card, and the last 3 numbers of your identification card (for example: Somchai Jaidee with ID number 1 1000 02345 123 password will be "som110123" **(for expat trainee : password will be first 3 letters of your first name (lowercase), the first 3 numbers and the last 3 numbers of your passport number)**

A screenshot of the KPMG Trainee login page. The page has a light blue background. At the top center, the text "KPMG Trainee" is displayed. Below this, there is a white rectangular box containing the login form. Inside the box, the word "Login" is centered at the top. Below it, there are two input fields: "Username*" and "Password*", each followed by a red asterisk. To the right of each label is a white input box. At the bottom right of the white box is a blue button with the text "Sign In" in white.

2. Select Perdiem/Transport from the profile dropdown



3. You will be directed to the Perdiem/Transport page where you will find the reimbursement policy on the first page.

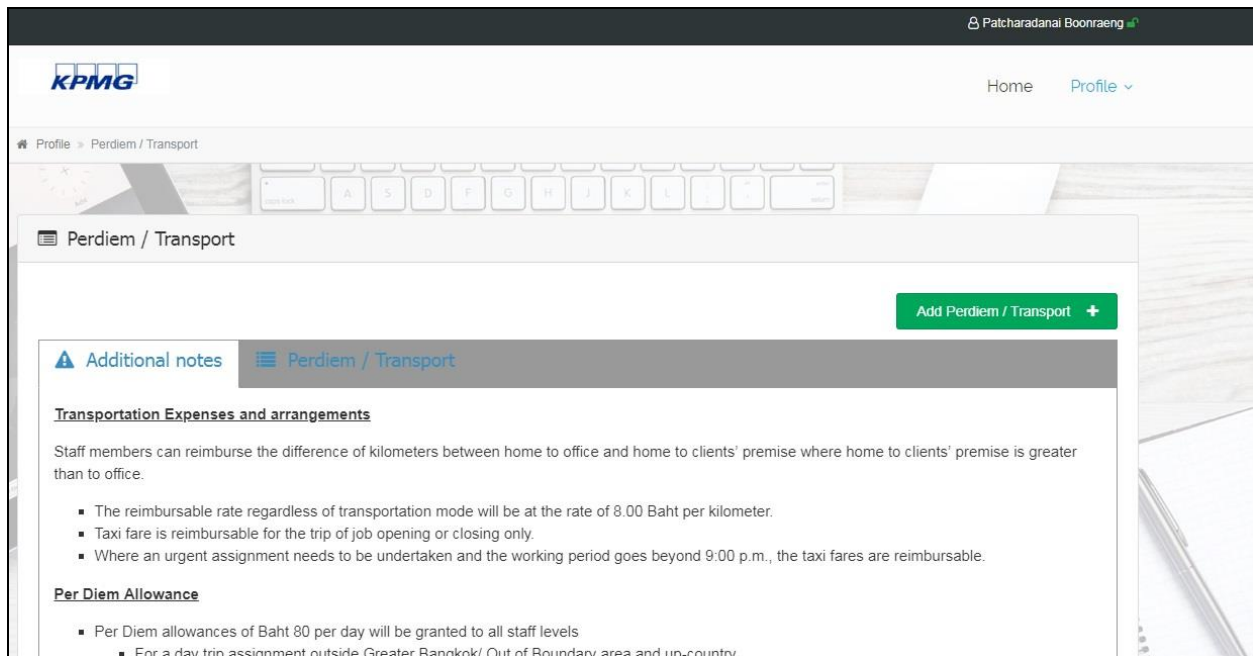
3.1. **For transportation reimbursement**, you can ask your in-charge or engagement manager if the expense of the transportation you took to the client site is reimbursable or not.

3.2. **Per Diem allowances** include meals and other incidental expenses.

- Per Diem allowances of Baht 80 per day will be granted to all staff levels for a day trip assignment outside Greater Bangkok/ Out of Boundary area and up-country. For an overnight stay in upcountry, where clients provide meals for staff.
- Per Diem allowances of Baht 250 per night will be reimbursed to all staff levels for upcountry/out of town assignments that requires an overnight stay, on the date of travelling back, staff will be reimbursed of Baht 80.

3.3. **Outside Greater Bangkok/ Out of Boundary area will be defined as the area beyond the following area**

- Eastern - Bangna - Trad Km.9, Wat Sa Lut
- North Eastern - Beyond Eastern Outer Ring Road (Kannayao)
- North - Future Park Rangsit
- North Western - Beyond Thanon 345
- Western - Phuttamonthon Sai 4, Salaya
- Southern - Rama II, Beyond Southern Outer Ring Road (Kanchanapisek)



4. Click on “Add Perdiem/Transport”

The screenshot shows the KPMG web application interface. At the top, the KPMG logo is on the left, and 'Patcharadana Boonraeng' with a profile icon is on the right. Below the logo, there are links for 'Home' and 'Profile'. The main navigation bar shows 'Profile' and 'Perdiem / Transport'. The 'Perdiem / Transport' section is active, displaying a green button labeled 'Add Perdiem / Transport +' which is circled in red. Below this button, there are two tabs: 'Additional notes' and 'Perdiem / Transport'. The 'Perdiem / Transport' tab is selected, showing a section titled 'Transportation Expenses and arrangements' with a description and a list of reimbursable items. Below this, there is a section titled 'Per Diem Allowance' with a list of allowances.

Additional notes | **Perdiem / Transport**

Transportation Expenses and arrangements

Staff members can reimburse the difference of kilometers between home to office and home to clients' premise where home to clients' premise is greater than to office.

- The reimbursable rate regardless of transportation mode will be at the rate of 8.00 Baht per kilometer.
- Taxi fare is reimbursable for the trip of job opening or closing only.
- Where an urgent assignment needs to be undertaken and the working period goes beyond 9:00 p.m., the taxi fares are reimbursable.

Per Diem Allowance

- Per Diem allowances of Baht 80 per day will be granted to all staff levels
 - For a day trip assignment outside Greater Bangkok/ Out of Boundary area and up-country.

5. The “Add Perdiem/Transport” window will pop-up

The screenshot shows the 'Add Perdiem / Transport' pop-up window. It has a blue header with the title 'Add Perdiem / Transport' and a close button. The form contains several input fields and dropdown menus for recording reimbursement details.

Add Perdiem / Transport

Type of reimbursement : Perdiem

Company : KPMG Phoomchai Audit Ltd.

Reimbursable : Client

Business Purpose :

Date : 06/06/2019 - 06/06/2019 1 (day)

Description :

Amount : 80

Charge Code :

Approved by :

Name :

Name / ID :

Group :

Rank :

6. Type of reimbursement : Select Perdiem or Transport

Type of reimbursement :	<div>Perdiem ▼ Perdiem Transport</div>
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7. Select the current company you are working for.

- KPMG Phoomchai Audit Ltd. – If you are an Audit Pool, Audit ITAS trainee
- KPMG Phoomchai Tax Ltd. – If you are a Tax trainee
- KPMG Phoomchai Business Advisory Ltd. – If you are an Advisory trainee

Company :	<div>KPMG Phoomchai Audit Ltd. ▼ KPMG Phoomchai Audit Ltd. KPMG Phoomchai Tax Ltd. KPMG Phoomchai Business Advisory Ltd. KPMG Phoomchai Holdings Co., Ltd.</div>
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8. Select the reimbursement type

- Client : When reimburse from client (6-digits charge code)
- Office : When reimburse from office (10-digits charge code)

Reimbursable :	<div>Client ▼ Client Office</div>
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9. Business Purpose : state the purpose of the reimbursement

- For Perdiem : state the client name, client site and duration, for example: “Perdiem for working for ABC company at Nakhon Nayok province for 3 days and 2 nights”
- For Transportation : state the origin of the trip, destination of the trip (client site) and type of transportation, for example: “Transportation from Sukhumvit 101 (Home) to XYZ company at Phaholyothin 7 by taxi”

Business Purpose :	<div></div>
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10. Date : select the actual date of perdiem or transportation

Date :	<div>06/06/2019 - 06/06/2019</div>	<div>1 (day)</div>
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11. Amount: Type in the amount that you want to reimburse in Thai Baht.

Amount :	<input type="text" value="580"/>
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12. Charge Code: Type in the charge code of the job that is associate with the reimbursement, the approver name (Engagement Manager) will be automatically generated.

Charge Code :	<input type="text"/>
Approved by :	<div><div>Name :</div><div><input type="text"/></div><div>Name / ID :</div><div><input type="text"/></div><div>Group :</div><div><input type="text"/></div><div>Rank :</div><div><input type="text"/></div></div>

13. Click Submit

- When click “Submit”, the request will be notified to the approver via email.

<input type="button" value="+ Submit"/>

14. After the approver has approved the request, the status of the reimbursement on trainee’s dashboard will be “Approved”, there will also be a notification email sent to the trainee’s email.

15. This is the example of the trainee perdiem/transportation dashboard

Additional notes

Perdiem / Transport

Show 50 entries

Edit	Type of withdrawal	Date Period	Amount	Charge Code	Approved by	Status
Edit	Transport	06 Jun 2019 - 06 Jun 2019	250.00	Charge Code	Approver	Waiting
View	Transport	05 Jun 2019 - 07 Jun 2019	250.00			withdrawn
Edit	Perdiem	05 Jun 2019 - 07 Jun 2019	580.00			Waiting
Edit	Perdiem	03 Jun 2019 - 09 Jun 2019	1,580.00			Waiting
Edit	Perdiem	01 Jun 2019 - 07 Jun 2019	1,580.00			Waiting
View	Perdiem	06 Jan 2019 - 06 Oct 2019	2,330.00			Approved
Edit	Perdiem	04 Jun 2019 - 04 Jun 2019	2,830.00			Waiting
Edit	Perdiem	04 Jun 2019 - 04 Jun 2019	2,830.00			Waiting

Showing 1 to 8 of 8 entries

Previous1Next

16. If you choose to edit the reimbursement.

- **“Update and submit”** – The request will be sent to the approver via email again.
- **“Withdraw”** – The request will be withdrawn from the system.

