



BUSINESS PAPER

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1. Overview

1.1. Purpose and Scope

1.1.1. Purpose

This document provides the cadres and employees with guidance in detail to take necessary procedures at the business destination and payment for business fee, accommodation, travel...

1.1.2. Scope

- This document applies to all staff in the company

1.2. Relevant documents

- The invoices, tickets, charges, receipts other reasonable and valid documents.
- Expense norm specified by the company.
- Request for advance
- Request for payment

1.3. Forms

- [01/02HD/CN](#): Business paper

1.4. Terms and abbreviations

- **Business paper** : is the paper granted to the cadre, employee serving his/her task, work assigned by the company as the base for payment relating to travel, accommodation by the cadres, employees during his business trip.

2. General guidance

2.1. Business paper

- **Before business trip** : Basing on the plan, working demand, the concerned person will make the business trip (01/02HD/CN) having full content as follows:
 - Clearly state full name, department
 - Place of Business trip
 - According to request/work
 - Business duration from date/month/year to date/month/year.

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- Clearly state place of departure, destination, travel means, date, and number of business days.
- Sign in as the requester and submit it to the Head of Department/Supervisor to check the reasonableness in term of content and sign for approval.
- Submit the business paper together with request for advance (if any) to the Accounting department.
- ***During the business trip*** : Obtaining the signature confirmed by the authority and the seal affixed by the agency authority in business place.
- ***After the business trip*** :
 - Adjusting the items stated before the business trip for reasonable purpose.
 - Collecting all documents incurred during the business trip and make total for payment.(form).
 - Sign in and submit it the Head of Department/Supervisor to sign for confirmation.

2.2. Payment

- Submit the business paper together with request for payment to Accounting department.
- The Accounting department will check the business paper and request for payment and will make payment according to issued guidance.

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RECOGNITION OF CHANGES

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12/06/2006	1/0	A	First version	Giáp Đăng Kha

* A; new; M: Amendment; D: Erasement

Approval	Consideration	Prepared by
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