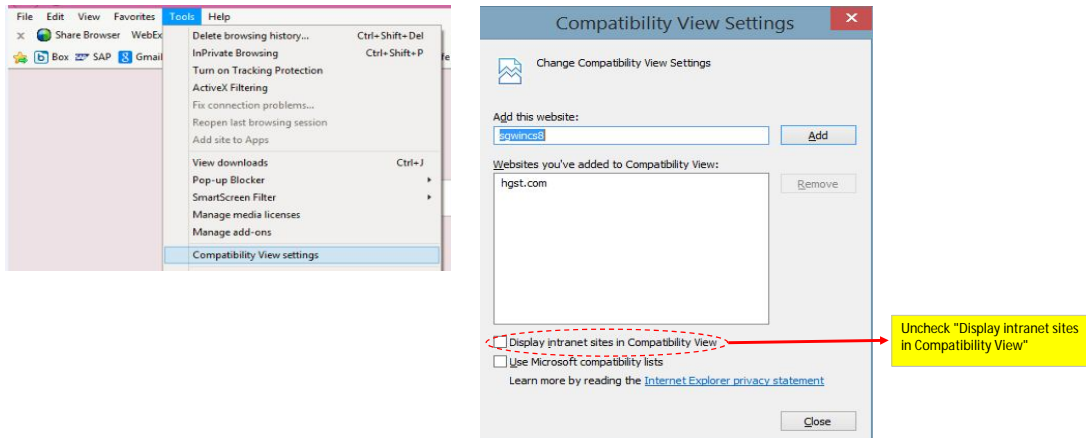


Internet Browser Setting

If user not able to view the content, please follow below steps to change internet browser setting.

Go to >Tools ==> compatibility view setting ==> uncheck "Display intranet sites in compatibility view"



Creating a Local Expense Claim

The screenshot shows the 'Local Expense (Development)' web application. The header includes navigation links: Home, How To, Guidelines, Contact Us, and Site Admin. Below the header, there's a section titled 'Local Expense Claims' with a 'New Expense Claim' button. A red arrow points to this button with a yellow callout box saying 'Click to create a new LE form'. Below the button, there are filters: 'Showing claim records for: All', 'in year: 2016', and 'containing expense type: All'.

Section 1: Employee Particulars

In this section, you will be able to see the particulars (eg, name, cost center, manager's name, etc) of the employee.

The screenshot shows the 'SECTION 1: Employee Particulars' form. It contains two columns of input fields. The left column includes: Company Code (8340), Employee Name (Sean Lee), Employee Email (Sean.Lee@hgst.com), Manager Name (Sean Lee), and Manager Email (Sean.Lee@hgst.com). The right column includes: Location (Singapore, SGP), Badge Number (7179185), VOIP (empty), Cost Centre (620FAC), and Charged to (empty). Red arrows point to the VOIP and Charged to fields with yellow callout boxes saying 'Check/Fill in VOIP' and 'Fill in Charged to' respectively.

Section 2: Expense Claim Items

The screenshot shows the 'SECTION 2: Expense Claim Items' form. It has a table with columns: Expense Type, Description, Date, Receipt?, and Curr. A red arrow points to the 'Add new expense' button with a yellow callout box saying 'Select the appropriate category of the travel expense from the dropdown list. Click on the category to add'. Below the table, there's a row for 'Mileage' with a description 'Office to customer office(ABC Company) for meeting', date '03/03/2016', receipt status 'No', and currency 'SGD'. A red arrow points to this row with a yellow callout box saying 'Details of the added'.

Mileage

The screenshot shows the 'SMILGE - Mileage' form. It contains several input fields: 'Date of expense incurred:', 'Distance Travelled (Mileage):' (with a unit of km and a rate of 0.70 per km travelled), 'Amount:' (with a dropdown for SGD and a value of 0), 'Total:' (with a value of 0), and 'Description:'. A red arrow points to the 'Add' button with a yellow callout box saying 'Click Add to insert'. Another red arrow points to the 'Add' button with a yellow callout box saying 'Indicate the'. A third red arrow points to the 'Add' button with a yellow callout box saying 'Input the date of expense incurred'. A fourth red arrow points to the 'Add' button with a yellow callout box saying 'Input the distance in Km'. A fifth red arrow points to the 'Add' button with a yellow callout box saying 'Details of the added'.

Input the date of expense incurred

HI5AWD - HI-5 Award

Indicate if receipt is submitted (expense maybe rejected if there is no receipt)

Date of expense incurred :

Receipt? : ☐ Yes ☐ No

Amount : SGD 0

Indicate the amount

Total : 0

Description :

Indicate the description of the expense

Net Payable Amount : 0

Name of Employee : No names added!

Click Add to insert

Input the name of employee

Add

Cancel

Input the employee's ID

Click + to Add Employee

Winter Clothing

WCLOTH - Winter Clothing

Expense limit : INR15000.00 per 3 years (Bal = INR15,000.00)

Date of expense incurred :

Input the date of expense incurred

Amount : INR 0

Indicate the amount

Total : 0

Destination of Travel :

Indicate the destination of your travel

Start Date(DDMMYY) :

Indicate the start date of your travel

End Date(DDMMYY) :

Indicate the end date of your travel

Click Add to insert

Net Payable Amount : 0

Add

Cancel

Taxi

Input the date of expense incurred

TAXI - Taxi

Indicate if receipt is submitted (expense maybe rejected if there is no receipt)

Date of expense incurred :

Receipt? : ☐ Yes ☐ No

Amount : SGD 0

VAT : 0

Indicate the amount and GST if any

Description :

Indicate the purpose of the Taxi claim

Net Payable Amount : 0

Click Add to insert

Add

Cancel

Attaching a file

Click on upload file, choose the file and double click to upload

Attachments

Upload Files

Approval Loop

Shows all approver needed for the Local Expense

Approval needed for this claim

Claim Admin (Sean Lee)

Claim Manager (Liow)

Submit

Save

Approving a Local Expense

Tue 4/19/2016 2:16 PM
FinanceAdmin@hgst.com
Local expense claim for Sean Lee is pending Sean Lee approval - Claim #00120

To: Sean Lee
Cc: Sean Lee
Retention Policy: Default 36 month delete (3 years) Expires: 4/19/2019

Message: LE.xlsx (23 KB) Scrap Sticker.pdf (20 KB) Attachment from the file

Dear Sir/Mdm,

Sean Lee has created a local expense claim and is pending your approval.

Direct link to request -> [Click Me!](#) [Approve in online form](#); This is hyperlink to the online form. 1

To Approve or Reject via email:
1. Click on "Approve by e-mail" or "Reject by e-mail"
2. A email will be compose in new window, add comments as applicable and click the send button. An auto response will be generated by the system to indicate the status of your approval.

[Approve by e-mail](#) [Reject by e-mail](#) (for Sean Lee review and approval only) 2

Approve through email: Approve/reject LE via email by clicking on the button Reason for rejection of claim(mandatory) status of your approval. Indicate who is the approver

Email Approver

Tue 4/19/2016 2:16 PM
FinanceAdmin@hgst.com
Local expense claim for Sean Lee is pending Sean Lee approval - Claim #00120

To: Sean Lee
Cc: Sean Lee
Retention Policy: Default 36 month delete (3 years) Expires: 4/19/2019

Message: LE.xlsx (23 KB) Scrap Sticker.pdf (20 KB)

Dear Sir/Mdm,

Sean Lee has created a local expense claim and is pending your approval.

Direct link to request -> [Click Me!](#)

To Approve or Reject via email:
1. Click on "Approve by e-mail" or "Reject by e-mail"
2. A email will be compose in new window, add comments as applicable and click the send button. An auto response will be generated by the system to indicate the status of your approval.

[Approve by e-mail](#) [Reject by e-mail](#) (for Sean Lee review and approval only)

Click "Approve by e-mail" or Reject by e-mail".

A reply email will be generated when selecting approve/reject by email

To: FinanceAdmin@hgst.com
Subject: #LEClaim_REPLY#APPROVAL

Click "Send" to do the approval/reject.

#KEY#1n7Tgw7nZlzlKxq09tKRxX+J+Dvh/cqFnKRO6HgGT+D7hRgSB8aC19CJE5EIA+vc#KEY#
#HOST#/Finance/LE#HOST#

Please DO NOT modify the subject and the above generated code. Enter your remarks (max 250 characters) into the space between the start and end NOTE tag below.

Remarks are MANDATORY for rejecting claims.

#NOTE#
Input remarks in between #NOTE# Reason for rejection of claim(mandatory) Send the email after inputting remarks
#NOTE#