eReimbursement of Expenses and Cash in advance Flowchart

**Approval Process by Location**

Applicant fill-in

* Expense Claim Form
* Oversee Traveling Form
* Cash In Advance Form

<= 500 HKD

Finance Manager Approval

Payee Approval

**Applicant <> Payee and**

**Payee has workflow A/C?**

Y

N

Department Head Approval

**Verification by Types**

Supporting Document

(Soft Copy)

Administration Manager

PGS Manager

Shipping Manager

MIS Manager

KCRC/ Entertainment/ Meal Allowance/ Travel

Equipment Repair/

Tooling

Lorry Expense

Internet Charge

**WIH**

**Approval Process**

**WEC**

**Approval Process**

**WWTS**

**Approval Process**

**WTSZ**

**Approval Process**

**LoWu**

**Approval Process**

>5,000 to <=10,000 RMB

VP of Finance approval

10,000 - 100,000 RMB

SVP of OM Approval

> 100,000 RMB

CFO or CEO Approval

>5,000 to <=10,000 RMB

Head of Finance approval

>10,000 to <=50,000 RMB

SVP of OM approval

> 50,000 RMB

CEO Approval

>500 to <= 25,000 HKD

VP of Finance or CFO

Approval

> 250,000 HKD

CEO Approval

> 500 to <=25,000 HKD

VP of Finance or CFO

Approval

> 25,000 HKD

CEO Approval

>5,000 to <= 10,000 RMB

VP of Finance Approval

>10,000 to <=50,000 RMB

SVP of OM Approval

> 50,000 RMB

CFO or CEO Approval

**Notify the payee/applicant to provide Supporting document**

**(System Job)**

Applicant/Payee submits Original Supporting Document

Payment to the payee

* By Cash
* By Cheque
* Bank-in

Send monthly Expenditure Report to Finance (For uploading to MFGPro)

<= 500 HKD

Finance Manager Approval

<= 5,000 RMB

Finance Manager Approval

<= 5,000 RMB

Finance Manager

Approval

<= 5,000 RMB

Finance Manager Approval

Notify the Payee/Applicant

Cashier verify the original supporting document

(By Location)

Approved Expensive Claim form notification

Cash In Advance