

HR Policies

Guidelines on Reimbursement / Liquidation of Expenses and Payment Cash Request (Nov 2, 2021)

GUIDELINES ON REIMBURSEMENT / LIQUIDATION OF EXPENSES AND PAYMENT CASH REQUEST (NOV 2, 2021)

TO/ FOR : ALL CONCERNED/ INTERESTED

FROM : The Management

SUBJECT : Guidelines on Reimbursement / Liquidation of Expenses and Payment Cash Request

DATE : 02 November 2021

Reimbursement will be valid only 1 week after the actual date of expenses

- Liquidation of previous request is required (For monthly request)
- Submit the approved request form and liquidation form together with required attachments a day before the fund needed.
- Receipts should be named to Nelsoft Systems Inc
- Date and Amount must be cleared on the receipts
- Alterations / Corrections on the receipts should be countersign by the issuer.
- For reimbursement charged to client, Transportation and Accommodation Charges are required to be signed by the client.
- Submission of Liquidation form and receipts should be arranged per request to avoid duplication of attachments. (Example: Liquidation form next page will be the required attachments)

The following list are the required attachments for every request:

For Food Allowance - no receipts (with max amount only)

For Representation - Sales Invoice / Official Receipts / Receiving copy with signature

For Repairs and Maintenance Services / Supplies - Service Invoice / Sales Invoice / Official Receipts (DR or Delivery Receipt is only allowed if the name and signature of supplier is indicated in the receipts)

For Gas/ Diesel allowance - clear copy of official receipts/ Sales Invoice from Gas station

For Transportation allowance - Will be based on PUV regular fare

- Bus - Required bus ticket
- LRT / MRT - Receipts
- Jeep - No receipts needed (will be based on actual fare)
- UV Express - No receipts needed (will be based on actual fare)

For parking allowance - Parking ticket

Unique solution ID: #1180

Author: erika

HR Policies

Last update: 2023-06-13 04:38