Expense Reimbursement Management Flowchart

Person in charge	Related Department	Comprehensive Department	Cost Accounting	Deputy Manager of Finance	General Manager	Cashier
Fill in reimbursement form	Department review, organize related receipts and forms					
	Department manager approves and signs					
	Department deputy director/manager approves and signs	Responsible for review of: 1. Travel expense; 2.Training fee; 3. Office expense; 4. Food allowance; 5. Meeting cost; 6.Extra transportation fee. Items not mentioned are dealt with according to company regulations	Items to review: 1. Receipts 2. Forms 3. Reviewing process 4. Relevant attachments	Finance Department	Finial sign and approval	Pay
				No ↓ Items to review: business reception expense 2. Striking balance business; 3. Overall review.	Finial sign and approval	Finance department saves reimbursement forms, attached documents and return them to relevant departments after verification to prepare for inquiry.

Finance Department — Yes → Finial sign and approval