

Cash Reimbursement/Expense report policy

The purpose of this document is to outline the policies and procedures concerning petty cash management and expense report.

Scope: This is applicable to all FH-international employees.

Reference: Expense report

1. Expense report

- a) Reimbursement form description needs be in detail, at least it should include: when, where and reason . Pls. see below templet for your reference.
 - b) Expense report has to be signed by employee and approved by Flemming. (for remote application approval through mail). Application should be scanned mailed to Flemming and finance.
 - c) The original invoices, fapiao and receipts should be attached with the application and delivery to finance. (if not attached or attached docs. faults, finance has right to reject the reimbursement until correct attached docs.). copy of contract (if applicable) should be attached with the application. If the copy of contract was already provided to accounting department, only reference to contract number is required.
2. Daily petty cash balance in company petty cash account should not excess RMB 10,000.00.except particular cases need get approval of Flemming in advance.
 3. In order to provide sufficient petty cash supply, whenever the application over RMB 2,000.00, the finance should be noticed two working days before the requiring date.
 4. Any payment over RMB 1,000.00 is recommended to use company e-bank system settlement, and the use of petty cash settlement should be limited as much as possible.
 5. Using company fund for private purpose is prohibited.
 6. The reasonable expenses on office beverage like coffee, tea, snacks, etc. shall not

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exceed 300 RMB per month.

7. Foreign exchange: Two kinds of FX rates can be used in the expenses report. One is actual FX rate, the return receipt should be provided as evidence. Another is the corresponding bank quoted medium rate provided by accounting department upon request.
8. This Policy takes effect from 09-Apr 2013.

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Project / Department 项目/ 部门	
Name 姓名	
Post 工作岗位	
Reason for Reimbursement 报销原因	
Reimbursement Details list 报销明细	<p>1. Transportation RMB(EUR/USD): from to date:..... how many people involve.</p> <p>2. Entertainment RMB (EUR/USD): Appointment with how many people, who working in which company, for what project or reason</p>
Reimbursement Amount 报销总额	
Fapiao Attached 发票粘贴	Attached as behind (attach more pieces of paper if needed) 见此页背面 (若有需要可加页)
Checked by dept. Manager: 部门经理审核	
负责人批准 Approved by Executive Director/General Manager or Assigned Person:	