***Expenses Reimbursement SOP***

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| Procedure | Responsible parties |
| AS | SL |
| Step 1: Purchasing required items according to the budget in the activity proposal. |  | ✓ |
| Step 2: Asking for an official invoice/receipt.* Title: University of Macau, Chao Kuang Piu College. or 澳門大學 or 澳門大學曹光彪書院
* Making sure the date on the receipt is after the proposal approval date.
* If you buy the items in a supermarket, handwritten invoice is also required.
* If you shop online or buy the items in mainland China, please obtain the monthly exchange rates from financial staff and convert it into MOP.
 | ✓ | ✓ |
| Step 3: Making a form that includes the budget and actual spending. |  | ✓ |
| Step 4: Pin the receipts (handwritten receipts) and the form together.  |  | ✓ |
| Step 5: Keeping it carefully!!! |  | ✓ |
| Step 6: Handing the receipts (including handwritten receipts) and the form to financial staff within a week after the activity. | ✓ | ✓ |
| Step 7: Depending on the amount involved, the financial staff may give you cash immediately, or you may leave your student number and bank account information with the financial staff. | ✓ | ✓ |
| Step 8: Procedure is completed. |  |  |

Note:

1) AS: admin staff (financial staff); SL: student leaders.