



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

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PROCEDURE FOR PAYING TRAVEL EXPENSES

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Signature			
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Job title	City of Science and Technology	PRINCIPAL	PRINCIPAL

PROCEDURE FOR PAYING TRAVEL EXPENSES**I. OBJECTIVES AND SCOPE OF APPLICATION • This**

procedure establishes a unified system throughout the school regarding the procedures and processes for paying travel expenses to assigned staff.

On a business trip.

- Facilitate the payment process for school staff with the school administration.

This procedure applies to all units within the College of Medicine.

Thai Binh Temple.

II. DEFINITION AND WRITING OF THE TERM**1. D**

Business trip expenses are costs paid to individuals on business trips, including: travel expenses, accommodation allowances, room rental fees, baggage fees (including documents carried, if any)...

The period for which travel allowances are paid is the actual time as specified in the assignment decision.

Work assignment or invitation to participate in a working group (including holidays, weekends, and public holidays according to the work schedule, and travel time).

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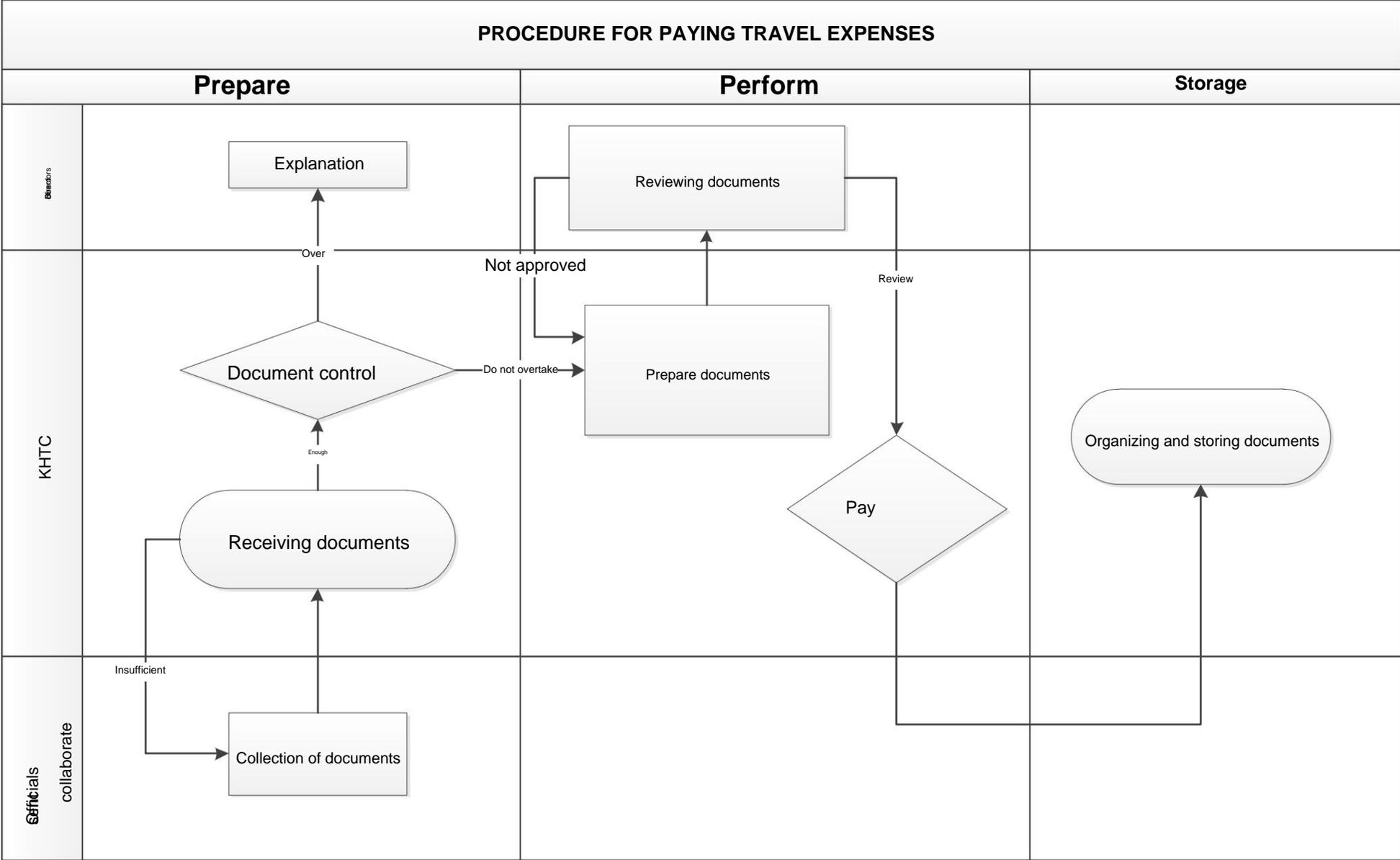
QT	Procedure
Board of Directors	Board of Directors
P.KHTC	Finance and Planning Department
TP.KHTC	Head of Financial Planning Department
KHTC	Financial Plan
KTV	Accountant

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-6)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Payment Request Form 2.	BM/QT.02/P.KHTC/01-01
	Travel Permit	BM/QT.02/P.KHTC/01-02
3.	Decision to send on business trip or invitation letter	BM/QT.02/P.KHTC/01-03
4	Invoices	BM/QT.02/P.KHTC/01-04
5.	Contracts, liquidation	BM/QT.02/P.KHTC/01-05
6	Payment Vouchers	BM/QT.02/P.KHTC/01-06
7	Payment Orders	BM/QT.02/P.KHTC/01-07



SPECIFICATION OF THE PROCEDURE FOR PAYING TRAVEL EXPENSES

No.	Numbness in the workplace	Specification	Set Buddha/Buddha employee performs	Set Buddha/ Coordination Unit	Results already obtained	Deadline	Form
1	Collection of documents pay	<p>Officials assigned to business trips should gather the following documents for the trip:</p> <ul style="list-style-type: none"> - Payment request form - Travel permit - Invoice (if any) - Contracts, contract termination documents (if any) - Decision to send on business trip or letter invite 	Officials sent on business trip	Room KHTC	set of documents	After a business trip maximum 5 days	BM/QT.02/P.KHTC/01-01 BM/QT.02/P.KHTC/01-02 BM/QT.02/P.KHTC/01-03 BM/QT.02/P.KHTC/01-04 BM/QT.02/P.KHTC/01-05
2	Receiving documents	<p>The Planning and Finance Department receives the set of documents from Officials and delegations were sent on official business.</p> <p>If the documentation includes all the required forms, proceed to submit it to the supervisor for approval.</p> <p>If the information is incomplete, the technician will instruct the staff member to provide the missing information.</p>	Room KHTC	Officials business trip	Complete set of documents according to regulations		BM/QT.02/P.KHTC/01-01 BM/QT.02/P.KHTC/01-02 BM/QT.02/P.KHTC/01-03 BM/QT.02/P.KHTC/01-04 BM/QT.02/P.KHTC/01-05
3	Document control	<p>The auditor checks the validity and reasonableness of the received documents.</p> <p>The set of documents includes:</p> <ul style="list-style-type: none"> - Payment request form - Decision to send on business trip or invitation letter (Clearly state the name of the officer being sent, the time, location, and purpose of the trip) 	KTV	Room KHTC	Valid set of documents	Within 2 days from upon receiving the documents	BM/QT.02/P.KHTC/01-01 BM/QT.02/P.KHTC/01-02 BM/QT.02/P.KHTC/01-03 BM/QT.02/P.KHTC/01-04 BM/QT.02/P.KHTC/01-05

Procedure: RETURN BUSINESS EXPENSE PAYMENT PROCEDURE

		<ul style="list-style-type: none"> - A travel authorization form with confirmation and stamp from the Board of Directors and the destination of the business trip or the guesthouse where the staff member will be staying. - Invoices and receipts such as airline tickets, bus tickets, hotel bills, taxi receipts, etc. 					
4	Prepare documents	Based on Article 6 of the School's Internal Expenditure Regulations, the auditor prepares a payment voucher and payment authorization form to pay for business trip expenses, including accommodation allowance, hotel room fees, transportation tickets, etc.	KTV	Room KHTC	Payment voucher UNC	After 2 days	BM/QT.02/P.KHTC/01-06 BM/QT.02/P.KHTC/01-07
5	Reviewing documents	The Accounting Department submits the expenditure to the Head of Planning and Finance for review and approval, and then to the Board of Directors for approval. If the expenses exceed the prescribed limits, the staff member on business trip must provide an explanation to the Head of Planning and Finance and the Board of Directors before the expenditure is approved.	KTV	Board of Directors City Planning and Finance Department	Payment voucher UNC	After 2 days	BM/QT.02/P.KHTC/01-06 BM/QT.02/P.KHTC/01-07
6	Payments	The treasurer disburses cash to staff members for business trips, exactly as stated on the payment voucher (the recipient must sign, clearly write their full name, and the amount in words). The cashier takes the payment order to the bank to transfer the money.	Treasurer KTV	Room KHTC Bank	Document The accountant has been approved.	After the documents approved	
7	Storing and organizing documents	The cashier arranges and stores documents according to regulations. The bank teller keeps records of the bank transfer (if any).	Treasurer KTV	Room KHTC	Complete set of documents according to regulations	Within 5 days	BM/QT.02/P.KHTC/01-06 BM/QT.02/P.KHTC/01-07