

TO: ALL EMPLOYEES
FROM: FINANCE
SUBJECT: EXPENSE REIMBURSEMENT POLICY
DATE: MARCH 31, 2023
REF: FIN-000-23-3-045
CC: DCO/AIS/ADM/MIS/OP/FIN/MKTG/SVC/SAL/HRD/PLANT

This is to remind all departments of the existing Expense Reimbursement Policy, AIS-AUD-14-2-0010.

It came to our department's attention that some reimbursements were not properly supported by an official receipt or invoice; others have but were lacking in details and/or not readable and clear, while some were named after the employee.

According to the policy, "a.) Expenses incurred must be properly supported by an official receipt or invoice. This has to be in its original and complete form. There should be no alterations or unnecessary markings on the document. Furthermore, the said documents must indicate the complete company name (KOLIN PHILS. INTL. INC), TIN (004-660-226-000), and address (FCIE Compound Bo Langkaan, Dasmariñas, Cavite) as a requirement to avert BIR's disallowance of such expense."


In order to process the reimbursements make sure to indicate all necessary details mentioned above.

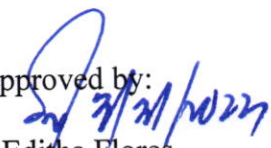
Noncompliance on the said policy may result to dishonored reimbursements.

Thank you.

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