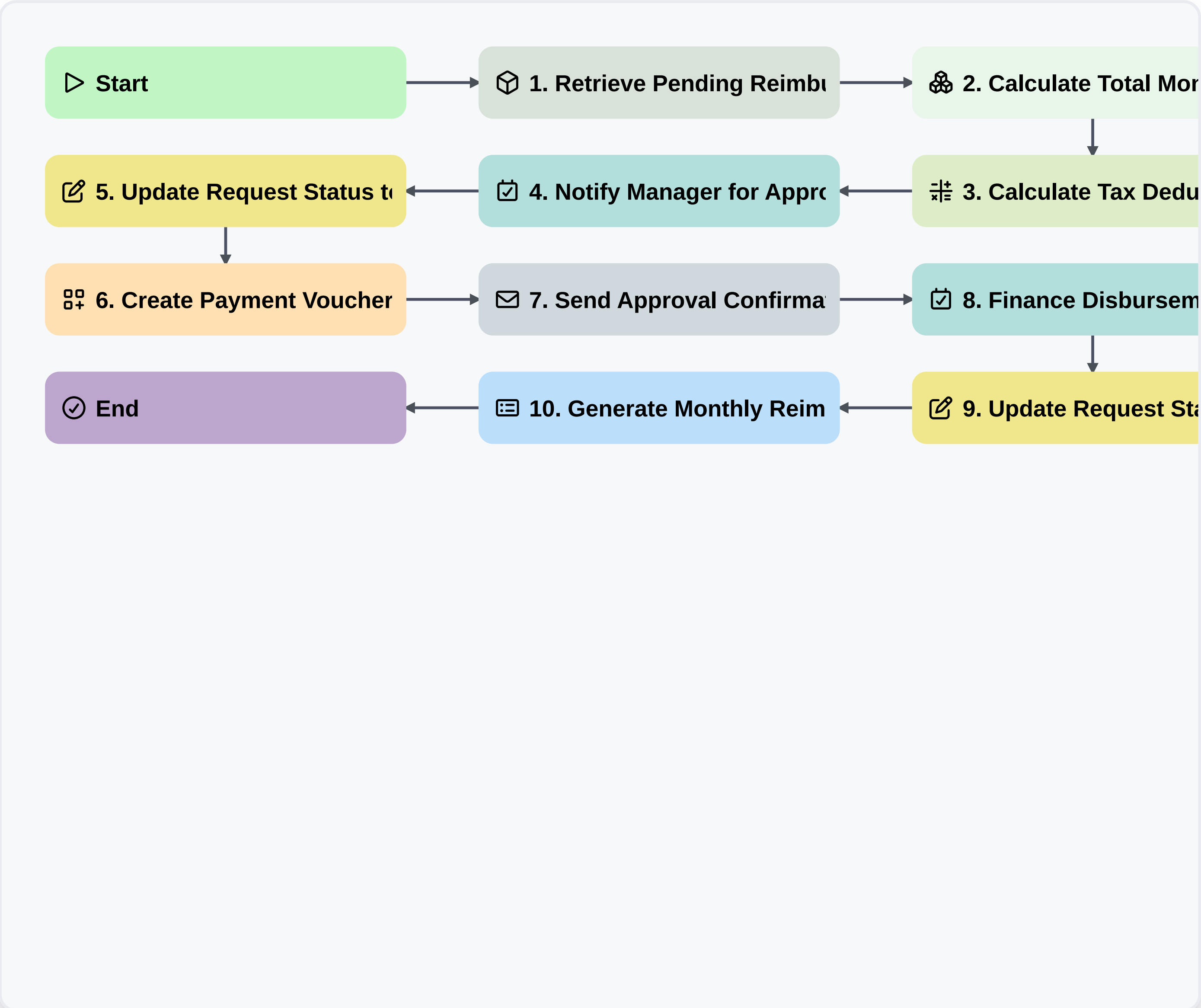
ChecklistGuro

Expense Management And Reimbursement Workflow



Start
Start of the Workflow/Process.

1. Retrieve Pending Reimbursement Requests
Fetches all entries from the 'Expense Requests' data model where the status is 'Pending'.

2. Calculate Total Monthly Spend
Sums the 'Amount' property of all expense entries for the current month to check against budget limits.

3. Calculate Tax Deduction
Applies a tax percentage formula to the total expense amount to determine the net reimbursement value.

4. Notify Manager for Approval
Creates a task for the designated Department Manager to review the submitted expense request.

5. Update Request Status to 'Approved'
Updates the status field of the specific expense entry to 'Approved' once the manager approves the task.

6. Create Payment Voucher
Creates a new entry in the 'Finance Payments' data model to trigger the actual fund transfer.

7. Send Approval Confirmation
Sends an automated email to the employee notifying them that their reimbursement has been approved.

8. Finance Disbursement Task
Creates a task for the Finance Department to execute the bank transfer.

9. Update Request Status to 'Completed'
Updates the original expense request entry status to 'Completed' after the payment task is finished.

10. Generate Monthly Reimbursement Summary
Generates a summary report of all processed expenses for the monthly accounting audit.

End
End of the Workflow/Process.