

## APPROVAL

Role	Name	Function	Signature
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## PURPOSE

This document describes the work instruction for the reimbursement of employees for the cost occurring within their frame of activity for ASPIVIX SA.

## REVISION HISTORY

Description	Revision #
Initial version (new format of the previous T-105-2)	A
Update of logo and remove date from approval table + Update of organization of folders	B

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## 1 PROCEDURE

The expense report is usually filled at least once a month, with the corresponding expense form and attached bills.

Expense reports are submitted and electronically signed by the direct traveler's manager, before being proceeded by accounting.

If several employees participate in a joint event such as food etc., the person highest in the hierarchy must pay the bill and settle it. Participants must be indicated on the receipt or on the expense form.

### **STEP 1: EXPENSE REPORT FORM**

#### **1.1. Complete the template**

Please complete the excel template (for the period).

The name of the excel template file is: **T-101-6-Rev.X Expense Report Form**

With **X** being the current version of the template

#### **1.2. Rename the completed file**

Rename the filled-up file as following:

**“Reimbursement “ plus “Month Year (beginning of the period)” plus “ to “ plus “Month Year (end of the period)” plus “ – “ plus “First Name” plus “ \_ ” plus “Last Name”**

**Month Year (beginning of the period):** corresponds to the month and the year of the earliest invoice reported in the file (example: Oct 2018). The month is abbreviated with 3 letters followed by a dot.

**Month Year (end of the period):** corresponds to the month and the year of the latest invoice reported in the file (example: Nov. 2018). The month is abbreviated with 3 letters followed by a dot.

#### **1.3. Place the completed file in the right folder**

Place the file in:

- ➔ 02 - Finance
  - ➔ Accounting
    - ➔ Invoices ASPIVIX SA (or another subsidiary name)
      - ➔ Reimbursement\_ **NAME**
      - ➔ **YEAR**

### **STEP 2: PLACING INVOICES ON THE SHARE DRIVE**

#### **1.4. Placing scanned invoices in the share drive**

For reimbursement, all the invoices shall be collected and scanned. The invoices shall be placed on the server at the following place:

- ➔ 02 - Finance
  - ➔ Accounting
    - ➔ Invoices ASPIVIX SA (or another subsidiary name)
      - ➔ Reimbursement\_ **NAME**

**→ YEAR**

**NAME:** corresponds to the First Name and the Last Name of the employee according to the following nomenclature “**First Name of the Employee**” plus “\_” plus the “**Last Name of the Employee**”.

**YEAR:** corresponds to year the invoice is claimed to ASPIVIX SA. The year is written by using 4 figures.

Please note that the person in charge of accounting at ASPIVIX will rename the folder adding “– **paid**” when the payment has been executed. No invoice can be added to this folder after the renaming.

**1.5. Naming scanned invoices in the share drive**

To facilitate processing and review, all receipts should be submitted in an orderly manner. Receipts should be easy to review and referenced with, at least, the following information separated by “\_”:

- numbering (corresponding to the number in the corresponding completed form)
- the date (corresponding to the date in the corresponding completed form), according to the following **YYYYMMDD**
- and expense type (corresponding to the type in the corresponding completed form)

**2 REFERENCES & ANNEX**

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**2.1 REFERENCED DOCUMENTS**

[1] T-101-6-Rev.A\_Expense Report Form

**2.2 ANNEX**

N/A

# Certificate of Completion

## INS-101-2-Rev.B\_Expense\_Reimbursement\_Guide\_clean.pdf

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### Document Details

Created by: Eva Kilimtzidi	Document ID: 737
Created on: 11/12/2025 08:45:44 (UTC)	Signature:
Creation IP Address: 185.10.224.50	1ad88970a9dc0de1f0f40cb27ccd2d657afc4b40e61d6d03
Signers: 3	490ecf6a9a5eaf8d

### Participants

Signatory	Email	Email Verification
Mathieu Horras	mathieu.horras@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	83aef1e3f340e4bb80e3e4cb135d147b2d8f2a1fb0e3e2072f3ce586ce4786c8	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	
Mathieu Horras	mathieu.horras@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	83aef1e3f340e4bb80e3e4cb135d147b2d8f2a1fb0e3e2072f3ce586ce4786c8	

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## Sigining Events

Action	By	Date (UTC)	Geolocation	IP
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Signature	Aspivix SA, Mathieu Horras mathieu.horras@aspivix.com	11/12/2025 10:19:12	46.1922000, 6.1589000 <a href="#">View</a>	185.10.224.50
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Signature	Aspivix SA, Mathieu Horras mathieu.horras@aspivix.com	11/13/2025 12:18:07	47.5256386, 7.5607144 <a href="#">View</a>	62.167.160.40
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The final document and this completion history have been sent by email on 11/13/2025 to:  
eva.kilimtzidi@aspivix.com, mathieu.horras@aspivix.com, mauro.rinaldi@aspivix.com.

## Access Logs

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