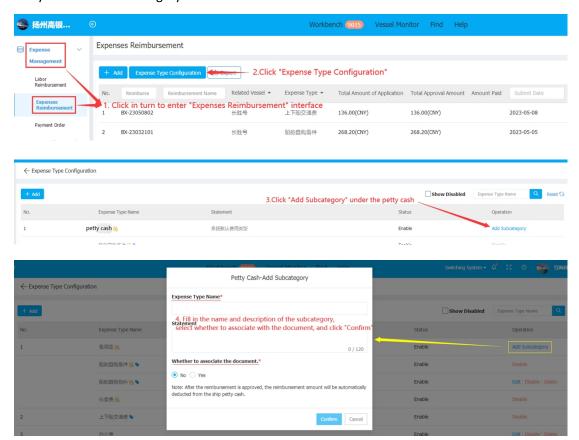
## How to configure expense reimbursement types

Expense types of reimbursement documents include petty cash and non-petty cash. The vessel purchased spare parts and stores are the default expense types of the system in petty cash. In addition, sub-categories can be set for the petty cash, and the choice is more clear when making documents.

Users can log in to the website of OLSaaS, and operate in Expense Management  $\rightarrow$  Expenses Reimbursement interface according to the following steps 1-4:

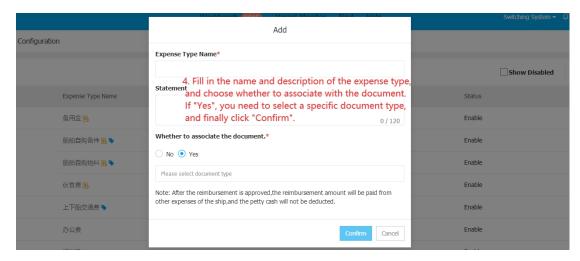
Petty Cash - Add Subcategory:



Note: When adding an expense reimbursement form, if petty cash type is selected, the petty cash type and its subcategory are only displayed in the editing interface of the expense reimbursement form.

## Add non-petty cash type:





## **Description:**

If non-petty cash (other types) is selected when a new expense reimbursement form is added, types other than petty cash will be shown in the editing interface of the expense reimbursement form.