

Web 端船员报销流程设定参考（文档）

船员报销是对船员检修劳务费、上下船交通费等进行报销的操作，一般流程为：船上提交申请—船员经理审批（根据公司管理规定，可进行多步审批）。

The screenshot shows the configuration page for a reimbursement process. It includes a header with a return button, a form for process details, a note field, a table for approval steps, a section for copy recipients, and a bottom bar with save and cancel buttons. Red annotations highlight key configuration points:

- 自定义流程名称** (Customize process name): Points to the '名称*' field containing '船员报销流程设定'.
- 选择适用部门** (Select applicable department): Points to the '适用部门' dropdown menu.
- 对流程进行备注** (Add notes to the process): Points to the text area for notes.
- 自定义节点名称** (Customize node name): Points to the '节点名称' column in the approval steps table.
- 自由增加、删除步骤** (Free to add/delete steps): Points to the '+ 在期初输入步骤' buttons in the approval steps table.
- 添加抄送角色** (Add copy recipient role): Points to the '+ 添加抄送角色' button in the copy recipient section.
- 设置抄送时机** (Set copy timing): Points to the '抄送设置' dropdown menu.

步骤	审批角色	流程状态	节点名称	是否可编辑	操作
1	请选择	审批		是	删除 + 在期初输入步骤
2	请选择	审批		是	删除 + 在期初输入步骤

抄送角色	抄送设置	操作
请选择	仅全部同意后通知	删除