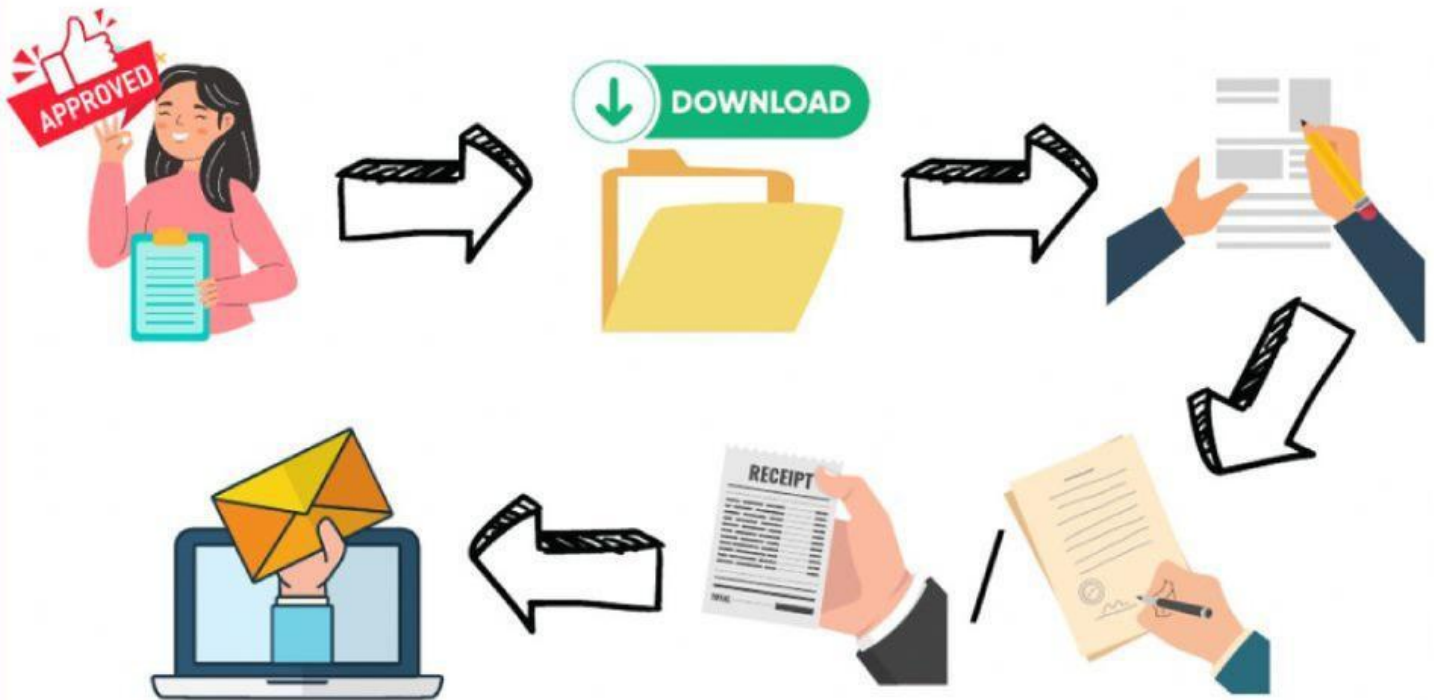


Giving instructions

Drag and drop the options to the correct space to complete the instruction below.



seek

next

within

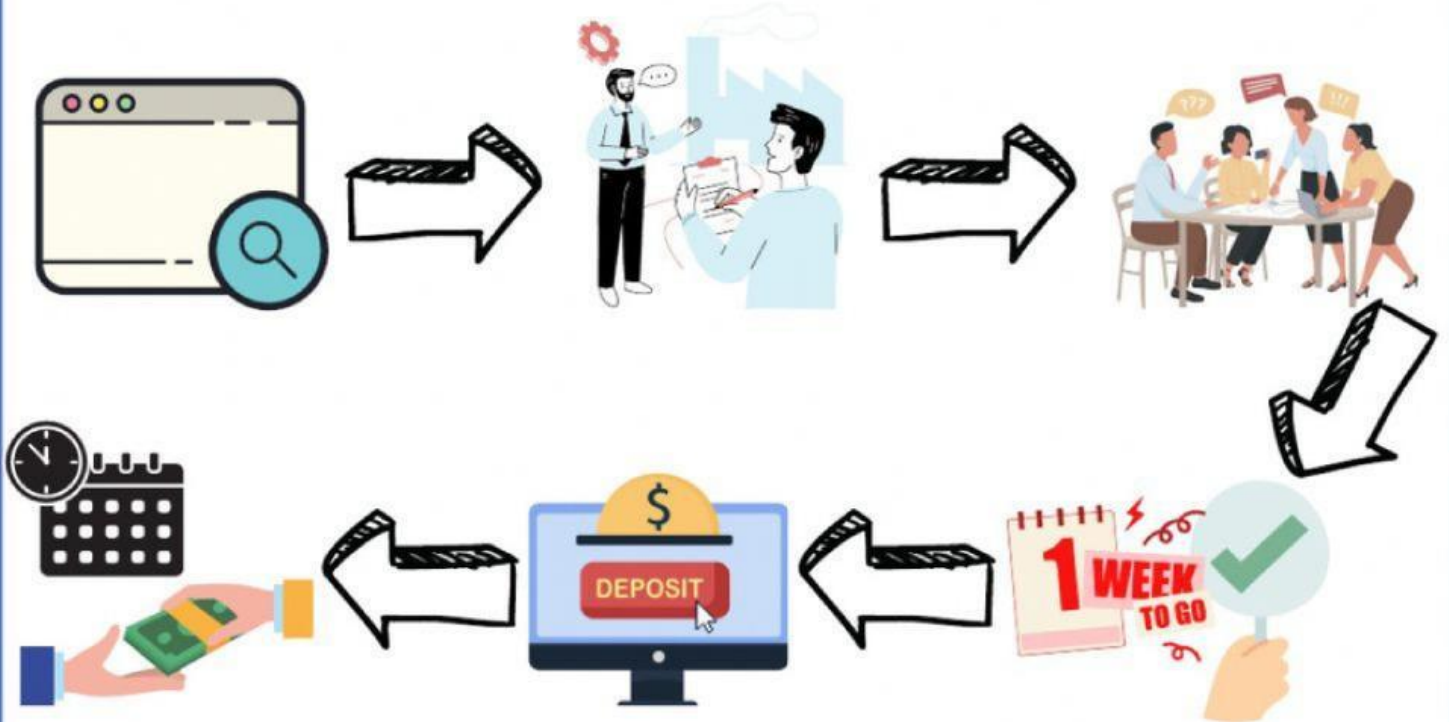
must

submitted

To claim the travel expenses for work, first, (a) approval from the team leader. Following that, download the reimbursement form RI100 from our company common drive. (b) , fill in the form. Then, you (c) attach the original receipt to the form. Otherwise, the reimbursement form must be (d) for supervisor's signature. Finally, all the documents should be sent to the Finance Manager (e) 2 weeks.

Giving instructions

Drag and drop the options to the correct space to complete the instruction below.



contact

finally

should

before

paid

To book the venue for the charity concert, first, search for a suitable venue.

After that, (a) the venue provider to arrange a site visit. Next, we

(b) discuss all requirements with the venue provider. If the venue

meets our requirements, confirm the booking at least 1 week (c) the

concert. (d) , make the deposit to the venue provider. The balance

must be (e) within 1 month.