



Filled by HK Admin

Ticket No.

Date Received :

Handled By :

Expenses Claim Online System (ECOS) Request Form

I. Request For Account Opening : Please fill out New User Information

User's Full Name	User ID (Mandatory)
Title	Company
User's preferred currency for claim payment	Corporate / Region
Office Location	Dept / BU
Email address	Cost Center No.

Account Setting

Account Type	New Account (Individual)	Shared Account to be shared with
Account Authority	Standard User	General user. Non-supervisory level
	Administrator	Manage all claims of Dept/Region. Right to input data and create reports. Only for designated administrators
	Manager	Standard User with Supervisory level. Right to do approval
	Finance	Right to check / return claims and issue payment

Approval Line

- Type 1 (Trip Application) : Applicant > Admin > Manager 1
(Travel & Monthly Expense Claim, Cash Advance Application) : Applicant > Admin > Manager 1 > Finance
- Type 2 (Trip Application) : Applicant > Admin > Manager 1
(Travel & Monthly Expense Claim, Cash Advance Application) : Applicant > Admin > Manager 1 > Manager 2 (when certain amount exceeds) > Finance *Specify the approval limit amount :
- Type 3 (Trip Application) : Applicant > Admin > Manager 1
(Travel & Monthly Expense Claim, Cash Advance Application) : Applicant > Admin > Manager 1 > Manager 2 (mandatory) > Finance
- Type 4 (Trip Application) : Applicant > Admin > Manager 1 > Manager 2 (mandatory)
(Travel & Monthly Expense Claim, Cash Advance Application) : Applicant > Admin > Manager 1 > Manager 2 (mandatory) > Finance

1st Supervisor	Administrator
2nd Supervisor	Finance

II. Request For Changes in Existing User Account

User ID
 Illustrate the requested changes (e.g. add a delegate for executing action on behalf, change administrator/manager/finance, change staff info, etc.)

APPROVAL

Requested By (sign)	Printed Name	Date

Immediate Supervisor (sign)	Printed Name	Date

Department / Region Head / Cost Center Owner (sign)	Printed Name	Date
