

<b>NH   HOTEL GROUP</b>		Corporate IT & Organization Department	
<b>Process:</b> CAPEX Budget			
<b>Subprocess:</b> Non-Budgeted CAPEX Approvals			
<b>Process Owner:</b> Beatriz Puente / Rufino Pérez		<b>Proces Leader:</b> Antonio Fernández	
Author	Miguel Pérez		
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<b>NH Approvals</b>			
Name	Function	Date	Comments
Beatriz Puente / Rufino Pérez	Process Owner		
Antonio Fernández	Process Leader		
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Document Version	Date	Modified by	Comments
0.1	12.07.2016	Miguel Pérez	

Process: CAPEX Budget

Subprocess: Non-Budgeted CAPEX Approvals

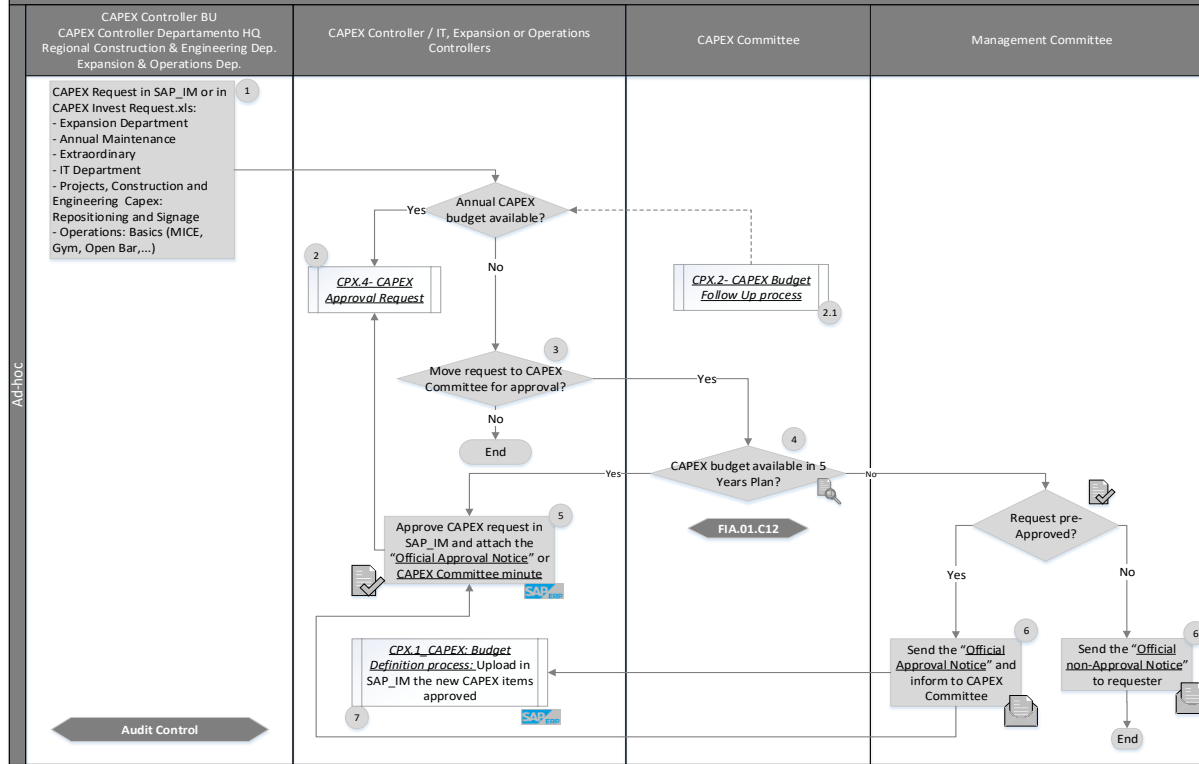
Process Owner: Beatriz Puente / Rufino Pérez

Proces Leader: Antonio Fernández

**Non-Budgeted CAPEX Approval**

Process Owner: Beatriz Puente / Íñigo Capell

Process Leader: Antonio Fernández



Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Applicatio or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

### Subprocess: Non-Budgeted CAPEX Approvals

Process Owner: Beatriz Puente / Rufino Pérez

Proces Leader: Antonio Fernández

Order	Task	Task Description	When	Responsible	Frecuency	Tools
0	<u>Non budgeted CAPEX definition</u>	Non budgeted CAPEX definition: CAPEX not included within the "5 Years Plan": Includes any non-budgeted CAPEX request (annual, ordinary, extraordinary, special projects and from Expansion, Operations and IT Departments) and new CAPEX emerged over the current year. The CAPEX Controller will be the responsible for processing the approval through the Steering Committee. Non-budgeted CAPEX requests from the Expansion, Operations and IT Department will be processed by the Controllers of these areas. Within the approved CAPEX by the Expansion, Operations and IT Department, CAPEX item transfers will be allowed if the total amount approved at the beginning of each year is not exceed.	N/A	Construction Manager /Hotel Manager / IT HQ / HQ_BU_Regional Construction & Engineering Dep and Expansion & Operations Dep.	N/A	SAP_IM
1	CAPEX Request in SAP_IM / CAPEX Invest Request.xls	Post the CAPEX request in SAP_IM (Extraordinary and Ordinary CAPEX) or submit the <u>CAPEX Invest Request.xls</u> template (Expansion, Operations, Repositioning and Signage CAPEX) to the CAPEX Controller. If there is no annual budget-CAPEX availability, the request will remain pending to be processed by the HQ CAPEX Controller	Ad-hoc	CAPEX Controller BU CAPEX Controller Departamento HQ HQ_BU_Regional Construction & Engineering Dep. Expansion & Operations Dep.	Ad-hoc	SAP_IM
2	<u>CAPEX Approval Request process</u>	CAPEX Approval Request process: CAPEX request approval process: Approval workflow	Ad-hoc	<u>CAPEX Controller</u> <u>Expansion or Operations</u> <u>Controllers</u>	Ad-hoc	SAP_IM
2.1	Non-Budgeted CAPEX Request	Request the Non-Budgeted CAPEX, if it is required by the <u>CAPEX Budget Follow Up process</u> (Executed CAPEX + pending execution CAPEX > Budgeted CAPEX)	Ad-hoc	CAPEX Controller	Monthly	SAP_IM
3	Pre-approval request	Analyse the non-budgeted CAPEX request and decide if the request should be submitted for approval to the CAPEX Committee.	Ad-hoc	CAPEX Controller	Ad-hoc	CAPEX order E-mail
4	Approval of the request (CAPEX transfers)	The CAPEX Committee will check whether there is available CAPEX budget foreseen for subsequent years within the "5 Years Plan": - If there is CAPEX budget available: CAPEX Committee may approve and bring forward CAPEX budget of coming years. - If there is no CAPEX budget available: CAPEX Committee will request a CAPEX budget increase to the Management Committee.	Ad-hoc	CAPEX Commettee	Ad-hoc	CAPEX Committe Minute
4- AI	Internal Audit Control FIA.01-C12	<i>The non-budgeted CAPEX request should be submitted for approval to the CAPEX Committee. The CAPEX Committee will check whether there is available CAPEX budget foreseen for subsequent years within the "5 Years Plan":</i> <i>- If there is CAPEX budget available: CAPEX Committee may approve and bring forward CAPEX budget of coming years.</i> <i>- If there is no CAPEX budget available: CAPEX Committee will request a CAPEX budget increase to the Management Committee.</i>	N/A	HQ Capex Controller	Execution: Ad-hoc Testing: Yearly	Evidence: CAPEX Committee Minutes and in case of budget increase the Approval of the Management Committee
5	Approve CAPEX request in SAP_IM and attach the "Official Approval Notice" or CAPEX Committee minute	Approve in SAP_IM the CAPEX request and attach the Official Approval Notice template (if there is a CAPEX increase within the "5 YP") or Committee CAPEX minute (if a transfer of CAPEX of coming years has been approved). In case of Operations, Expansion, Repositioning and Signage CAPEX, the CAPEX Controller will approve and upload the CAPEX Invest Request.xls in SAP_IM	Ad-hoc	CAPEX Controller	Ad-hoc	Official Approval Notice CAPEX Committee Minute SAP_IM
6	Approval of the Request: <u>Official Approval Notice</u>	Approve or not, the non-budgeted CAPEX request and submit the approval to the requesting department, to CAPEX Controller and CAPEX Committee. This approval will be performed by Controlling Department through the "Official Approval Notice" template. In case of Expansion CAPEX, this approval will come from Expansion Committee.	Ad-hoc	Management Committee Comité de Expansión (si procede) Controlling Department	Ad-hoc	Official Approval Notice by e-mail  <a href="#">NHOrg-CPX - Non-Budgeted Capex Approvals_template.xlsx</a>
7	<u>CPX Capex Budget Definition and Approval</u> : Upload in SAP_IM the new CAPEX items approved	Upload in SAP_IM the new CAPEX items approved.	Ad-hoc	CAPEX Controller Expansion or Operations Controllers	Ad-hoc	SAP_IM