

Process: Payables Accounts Management

Subprocess: Payment Management - Special Payments: Refund Applicant Expenses (Applies only in Germany and Netherlands)

Process Owner: SVP Administration / SVP Treasury & Financing

Process Leader: SVP Administration / SVP Treasury & Financing

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NH Approvals

Name	Function	Date	Comments
SVP Administration / SVP Treasury & Financing	Process Owner		
SVP Administration / SVP Treasury & Financing	Process Leader		

Modification History

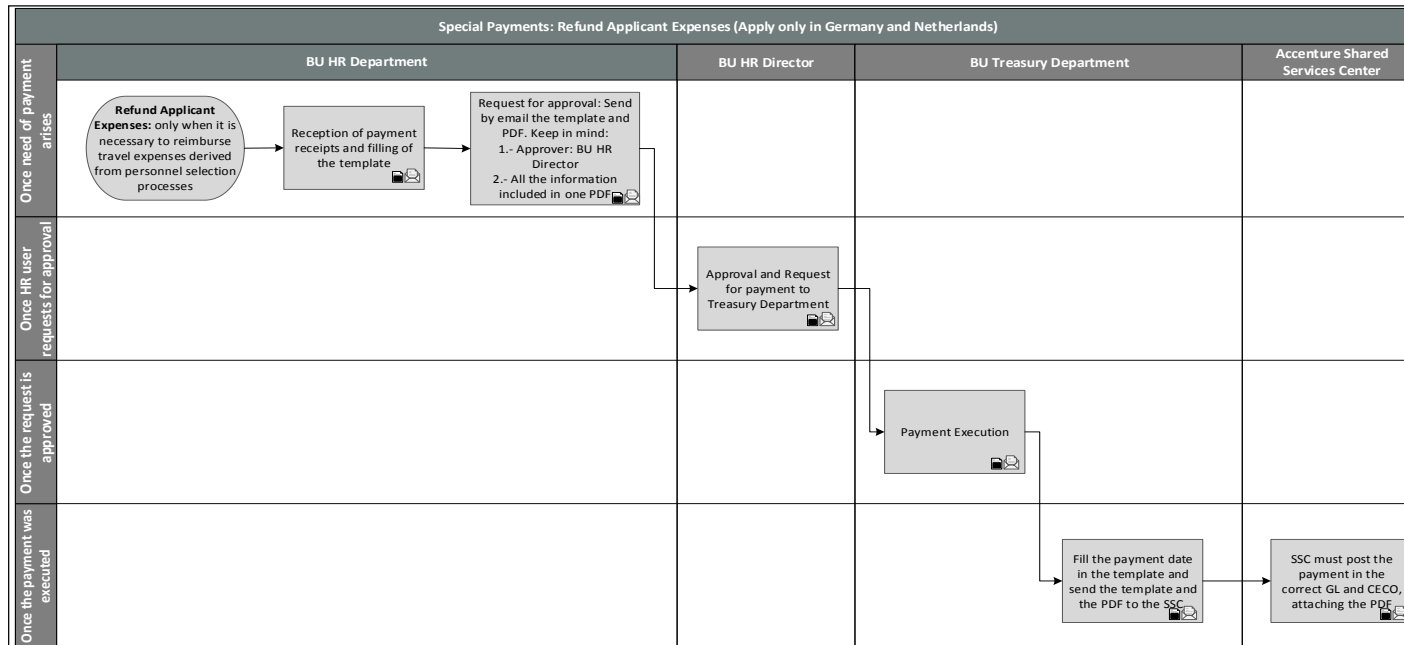
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Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal 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.

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Order	Task	Task Description	When	Responsible	Frequency	Tools ☒
0	Refund Applicant Expenses: Purpose and Scope	Refund Applicant Expenses are executed outside the standard payments based on the payment schedule and only when it is necessary to reimburse travel expenses derived from personnel selection processes. This process only applies in Germany and Netherlands. This process describes the key tasks necessary for the execution of this type of payments at NH Hotel Group.	Once need of payment arises	BU HR Department / BU HR Director / BU Treasury Department / Accenture Shared Service Center	N/A	<i>Payment Request For Applicant / Kyriba / SAP</i>
1	Reception of payment receipts and filling of the template	Once the applicants in the selection process have delivered the payment receipts for travel expenses, the BU HR department will complete the <i>Payment Requests for Applicants</i> template with all the necessary data.	Once the applicants have delivered the payment receipts	BU HR Department	N/A	<i>Payment Request For Applicant</i>
2	Request for approval	BU HR Department will send (via e-mail) the template and a PDF with all backup information (payment receipts) to the responsible for the payments approval. It is important to keep in mind: 1.- The approver for this requests will be the BU HR Director. 2.- All the backup information must be included in just one PDF.	Once the applicants have delivered the payment receipts	BU HR Department	N/A	<i>Payment Request For Applicants / e-mail</i>
3	Request for Payment	Once the payment is checked and approved, the BU HR Director must forward the request to Treasury Department with his approval and attaching the template and the PDF so that the Treasury Department makes the payment.	Once HR user requests for approval	BU HR Director	N/A	<i>Payment Request For Applicants / e-mail</i>
4	Payment Execution	Treasury department will execute the payment.	Once the request is approved	BU Treasury Department	N/A	Kyriba / SAP
5	Sending the documentation to SSC	Once the payment has been executed, Treasury Department must fill the payment date in the template and send the template and the PDF to the SSC.	Once the payment was executed	BU Treasury Department	N/A	<i>Payment Request For Applicants / e-mail</i>
6	Posting the payment	SSC must post the payment in the correct GL and CECO, attaching the PDF. SSC will write in the text field in SAP, the information in the field "BENEFICIARY" from the template, as following: "APP.REFUND+(beneficiary)+(payment date)".	Once the payment was executed	Accenture Shared Service Center	N/A	<i>Payment Request For Applicants / SAP</i>