

Travel Ticket Reimbursement Process

Process documentation page

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1. Executive Summary

Describes how Travel Ticket Reimbursement Process is initiated, reviewed, approved, and recorded in Irshad.

2. Actors and Responsibilities

Ownership

Define the owning unit and key roles for this process.

3. Communication Flow

- Document the triggering event.
- Document validation and review steps.
- Document approval and closure outcomes.

4. Process Map (BPMN)

BPMN Diagram Notice: This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

dsa-pdp.pages.dev → **Travel Ticket Reimbursement Process**

5. Process Walkthrough

Baseline flow

Document the step-by-step operational sequence here.

6. Inputs, Outputs and Records

Artifacts

Document required inputs, produced outputs, and retained records.