


**Enter details in SAP (TRIP Transaction)**




**Print Results Summary from SAP and Attach ALL Receipts**

SEND TO : Travel Expenses Unit, PO BOX 793, VisualSoft House, Clearwater Park, Thornaby, Stockton on Tees. TS19 1DX



**Manager Approves in SAP**



**IBM Team receive summary and receipts via scanning team and match to SAP details to enable prompt reimbursement**



**Any missing receipts will be validated by IBM with the employee - avoid delay and ensure everything is submitted in an ordered manner**

**Any queries on T&E claims or delays in payments, contact  
[gb-ssctandecclaims@cemex.com](mailto:gb-ssctandecclaims@cemex.com)**