

# REIMBURSEMENT



1. Secure AVEGA Reimbursement form from your HR representative.



2. Complete the required documents and attach together with the reimbursement form. Please refer to the reimbursement form for the detailed list of REQUIRED documents.



3. Submit the reimbursement form and required documents to your HR not more than 30 days from the last day of treatment.

**Note:**

- For approved claims, Reimbursement Cheque shall be transmitted to the HR Representative.

- For claims with lacking requirements and disapproved, original documents with attached letter of advice shall be transmitted to HR Representative.