Employee Expense Reporting Online Training Flowchart

Goal

Employees accurately and efficiently complete expense reports in compliance with policy.

Performance Problem

Frequent report errors, missing receipts, and approval delays.

Learner Data

Surveys show confusion about expense categories and documentation.

Learning Theory: Cognitivism

- Structured, step-by-step learning.
- Clear sequencing and feedback loops.

Instructional Design Model: ADDIE

Analysis → Design → Development → Implementation → Evaluation.

Learning Objectives

1. Identify allowable and non-allowable expenses according to company policy.
2. Accurately enter expense data and upload required documentation in the reporting system.

Engagements

Engagement 1:
Interactive Simulation

Engagement 2:
Scenario Discussion Board

Reflection/Self-Check

- Brief prompt after activities
- Confirms understanding before assessment

Assessments

Assessment 1:
Formative Policy Quiz

Assessment 2:
Performance Task – Mock Expense Report

Evaluation & Continuous Improvement

- Track post-training error rates and submission times.
- Revise content based on performance data.