

Confirmation

Expense report number HKW30263049 for 3,015.52 has been submitted to Tsang, Mr Chi Chiu Jason Jason for approval.

Expense Report HKW30263049

AA

**TIP** Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

**TIP** Print in Landscape to see all columns.



30263049

Submission Instructions

- \* To send required receipts to Accounts Payable, print this page and attach all required receipts.
- \* Make a photocopy of this page and the receipts for your records.
- \* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name	Travers, Mr Fenton (00820)	Receipts Status	Required
Expense Dates	19-OCT-2010 - 19-OCT-2010	Report Submit Date	21-NOV-2010
Cost Center	Y731	Report Total	3,015.52 HKD
Purpose	cell phone	Reimbursement Amount	3,015.52 HKD
Approver	Tsang, Mr Chi Chiu Jason Jason		

Expense Lines Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (HKD)	Details
19-Oct-2010	3,015.52 HKD	Mobile Charges	Overseas trip roaming fees		✓		3,015.52	
Total							3,015.52	