

eClaim- Claim Categories

No.	Claim Category	Expense Type	Expense Code
1	General	Data & Telecom/IT	Internet
			IT Outside Service
			Mobile
		General-Expenses	Books/Magazine/Online Material
			Computer Supplies
			Courier/Postage
			Filing - ACRA
			Meeting and Conference
			Office Cleaning
			Office Supplies
			Printer Cartridge
			Stationery
			Tear Down (R&D Scrapping)
			Custom And Duties
		Marcom	Advertising
			Web
		Sales & Procurement	Import Duties/Tax
		Travel - Local	Mileage
			Taxi Claims / Train
			Petrol
			Parking
			Toll
		Allowances & Claim	Work from Home Allowance
		Withholding Tax	Withholding Tax
2	Travel & Entertainment	Entertainment	Drinks
			Gifts - Customer
			Meals - Amphenol Staff
			Travel Meals - with FCI Asia employees
		Travel - Business trip	Air Ticket
			Airport Tax
			Travel Meals - Self
			Drinks and snacks
			Laundry

No.	Claim Category	Expense Type	Expense Code
			Lodging
			Telephone
			Transport - Car Rental/Petrol/Parking/Toll
			Transport - Taxi/Train/Ferry
			Other Travel Costs
			Transport – Mileage (own car)
3	Staff HR Claims	Allowances & Claims	Dental
			Medical
			Professional Membership
			Service Award
		Recreation Committee	Recreation Committee Expenses
		Training	Training
		General Expenses	Dependent/Work Pass
			Welfare

Remarks: Please reach out finance team if you require further assistance.