



Expenses Claim Form - HK

Master Concept (Hong Kong) Limited

Name: EVA WONG

Cheque Payee: _____

Currency: _____

Month: 2018/08/31

Nature: _____

Receipts are required for all expenses being claimed. Indicate the nature of the expense on each receipt.

Date (DD-MM-YY)	Description	Telephone	Entertainment	Gas & Parking	Overseas Travelling	Local Travelling	Office Expense	Misc	Total (HK\$)
Expenses incurred in Hong Kong									
2019/08/12	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/13	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/14	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/16	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/19	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/20	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/26	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/27	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/28	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
2019/08/29	From Causeway bay to CSD office (Stanley) by Mini Bus and back to Causeway bay					\$22.00			\$22.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
	Subtotal (in HK\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$220.00	\$0.00	\$0.00	\$220.00
Used by Finance Department									
Expenses cannot be claimed									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
	Subtotal (in HK\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustment									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
	Subtotal (in HK\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total (in HK\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$220.00	\$0.00	\$0.00	

Comments:

Total Expenses (HK\$) \$220.00

Approved by:

Employee Signature:

Cheque #

Received by:

Date:

Date:

Date: