



Lite-On Singapore Pte Ltd

Employee's Expense Request (Flexible Benefits & Winter Clothing Only)

Company: 4800

SBU: OPS

Cost Center:

Cost Center Billed to:

Date:

Name		Empl' ID		Vendor code		Title	
No	Items			Amount (S\$)	GL Accounts code	Remarks (if any)	
1	Flexible Benefit			\$450.00	61501000		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total				450			
申請人 Applicant	部門主管 Supervisor	事業部主管 Dept. Head	事業部最高主管 SBU Head	事業群總經理 SBG Head	人事部 Human Resource	財會單位作業檢核 Accountant	財會單位作業檢核 Finance Manager
			Ngoh Kee Hane	Rex Chuang	Serene Ang	Wendy Thng	Tammy Ho
				N.A.			