Methodology & Comments

1) Dashboard:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan),

UniqueAttendees (Measures by Ryan)

Measures: ExpenseAmountTotalPerEntry, UniqueAttendees

Why useful to audit team?: Dashboard with the selected dimensions allows the audit team to have an overview of T&E expenses and the number of unique attendees by month and by year. The additional drop down fields provided in the dashboard give the team the ability to dynamically filter the requirements based on their analysis requirement.

2) Cross Tab Report:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry

Why useful to audit team?: Cross Tab report with the selected dimensions allows the audit team to drill down into each category of expenses by month and by year. The additional drop down fields provided in the dashboard give the team the ability to dynamically filter the requirements and enables them full visibility of the transactions.

3) Charts:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry

Why useful to audit team?: Stacked column charts allows the team to focus on material T&E expenses which contributes ranking from the most to the least. It allows the audit team to focus on high risk area where most transaction take places.

4) Charts % expenses:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry

Why useful to audit team?: Similar to explaination from point 2, the charts shows the percentage of the category expenses to total T&E expenses. It allows the team to focus on high risk area where most transaction take places as well as for the audit team to set the material level.

Methodology & Comments

5) Waterfall Chart:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry

Why useful to audit team?: The report provides visually the variances between current and prior period. This chart can be use for querying huge fluctuations between periods.

6) Facet Chart (By Expenses):

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry, SmallMultiples - ExpenseType

Why useful to audit team?: The facet chart provides a stacked column chart for each category expenses by month and by year. This chart is useful to identify huge fluctuations between period as well as to identify abnomalies.

7) Facet Chart (By Payment Status):

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan)

Measures: ExpenseAmountTotalPerEntry, SmallMultiples - PaymentStatus

Why useful to audit team?: The facet chart provides a stacked column chart for each payment status by year. This chart is useful for identifying backlogs in the system. For example, there are noticeable claims from FY2017 to FY2019 which are not yet paid. The audit team needs to investigate whether these claims should be rejected or reverse out from the system.

8) Cross Tab Claim Rule#1:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique

Attendees

Measures: ExpenseAmountAllocated, UniqueAttendees

Filters: Product Meeting, Expense Type - Meals, Refreshments, Attendee Type

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule #1. There are CNY 439K worth of transactions which requires investigation on non compliance. Are these non compliance material to the group?

Methodology & Comments

9) Cross Tab Claim Rule#2:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique

Attendees

Measures: ExpenseAmountTotalPerEntry

Filters: Cash, Blank comments

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule #2. Spending more than CNY 300 should be paid by corporate card instead of cash and no comments for special cases will be reflected as exceptions in this report. There are CNY 10M worth of transactions which requires investigation for non compliance. Are these non compliance material to the group?

10) Cross Tab Claim Rule#3-1:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique

Attendees, Entrykey

Measures: UniqueAttendees, ExpenseAmountTotalPerEntry, Refreshcap **Filters:** Expense Type - Business Meals Invitation (Breakfast/Lunch/Dinner)

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule #3-1, up to RMB300/per person/meal. Exception will be reflected in the report. There are 4 transactions that are non compliance which requires investigation.

11) Cross Tab Claim Rule#3-2&3:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique

Attendees, Entrykey

Measures: UniqueAttendees, ExpenseAmountTotalPerEntry, Refreshcap **Filters:** Expense Type - Business Meals Invitation (Breakfast/Lunch/Dinner)

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule#3-2&3, up to RMB100/per person. There are 4 transactions that are non compliance which requires investigation.

Methodology & Comments

12) Cross Tab Claim Rule#3-4:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique Attendees, Entrykey

Measures: UniqueAttendees, ExpenseAmountTotalPerEntry, Refreshcap

Filters: Expense Type - Events w/customer (symposium, congress) online meeting takeaway

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule#3-4, the cap is 100 RMB/person/meal. The expense cap for each event is RMB 2,500. The report shows that claimants are in compliance with this rule.

13) Cross Tab Claim Rule#4:

Dimensions chosen: Months, Year, BU, Company Code, Expense Type, Event Type, Payment Type, Payment Status, Attendee Type, Classification (Grouping by Ryan), Unique Attendees, Entrykey

Measures: ExpenseAmountTotalPerEntry, Transportcap

Filters: Expense Type - Car service & Taxi

Why useful to audit team?: Exceptions will be reflected in the report for non compliance to the company policy T&E business rule#4, Ground Transportation expense, the expense reimbursed by employees should not exceed RMB 400 per car per trip. (Effective date: Jul 1st, 2020). The report shows that claimants are in compliance with this rule.

Other comments:

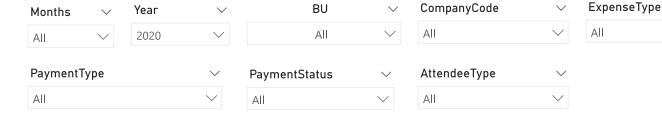
- a) Year 2200 in data set. Why system allow year so far ahead?
- b) Blank business unit in Year 2000 detected. Why system allow blank business unit allocation?
- c) Why year 2011 to 2015 data is missing?
- d) Why are there undefined expenses created? Will this be reclass?
- e) For the classification and grouping, should similar expenses be group together to have a clear view of the data?
- f) Why are there unpaid payment from FY2017 to FY2019? Disagree claims?
- g) Why are there blank internal orders?
- h) Why people start claiming take away meals since May even before the policy was approved in May and June 2020?
- i) Why are there blanks for attendees?

Company X - At one glance

Amount displayed in CNY

EventType

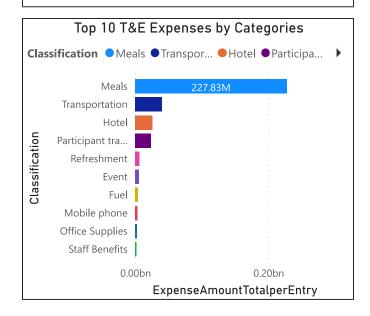
Αll



Total T&E Expenses

346.76M

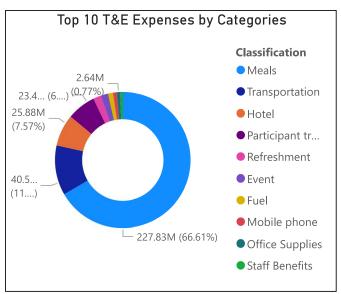
ExpenseAmountTotalperEntry

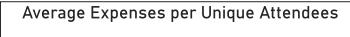


Total Unique Attendees

317.92K

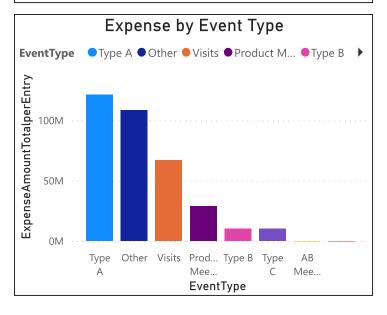
Count of Unique Attendees





1.09K

Expense per Unique Attendees

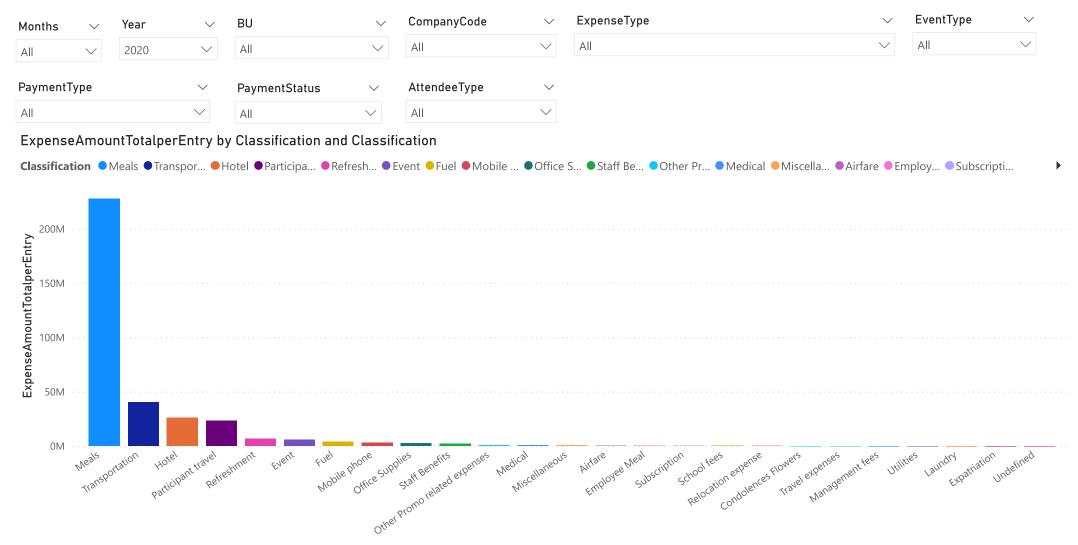


Company X - Cross Tab Report on overall T&E spend analysis on HCPs

Amount displayed in CNY

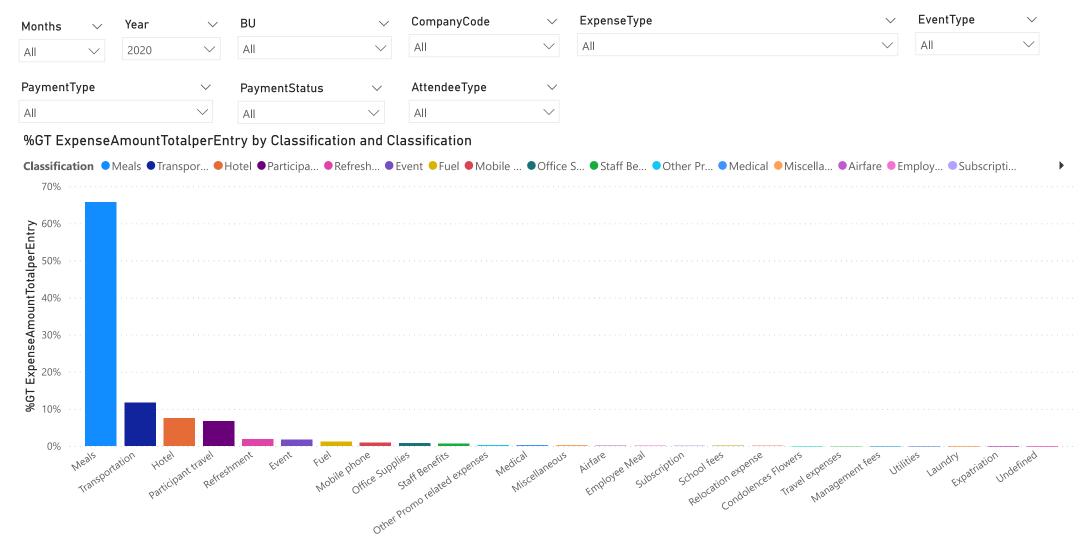
| Months ∨ Year | ∨ BU | | ∨ Co | mpanyCode | ∨ Ex | penseType | | | ✓ Ev | /entType | ~ |
|------------------------------|--------------------------------------|---------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------|
| AII | ✓ All | | ✓ All | | ✓ Al | I | | | ✓ | II | ~ |
| PaymentType | ∨ Paymo | entStatus | ✓ Att | endeeType | ~ | | | | | | |
| All | ✓ All | | ✓ All | | \checkmark | | | | | | |
| Classification | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Airfare | 72,425.50 | 25,895.73 | 2,076.00 | 1,066.00 | 5,935.00 | 25,092.47 | 21,943.01 | 153,596.93 | 126,080.75 | 17,800.00 | 30,0 |
| Condolences Flowers | 9,991.25 | 5,076.37 | 7,255.68 | 12,333.70 | 11,515.88 | 8,685.69 | 11,193.53 | 11,649.95 | 10,468.33 | 11,793.08 | 11,2 |
| Employee Meal | 27,986.39 | 3,022.50 | 17,231.44 | 29,857.13 | 38,394.91 | 44,108.84 | 49,633.73 | 48,302.38 | 59,027.84 | 42,289.30 | 48,6 |
| Event | 254,079.92 | -6,851.70 | 78,595.61 | 104,301.33 | 396,896.88 | 587,870.69 | 585,272.04 | 897,865.50 | 1,004,629.69 | 876,065.31 | 832,9 |
| Expatriation | | | 2,206.49 | | | | | 3,200.00 | | 861.50 | |
| Fuel | 276,536.78 | 16,969.38 | 323,986.62 | 368,908.09 | 354,743.63 | 460,519.84 | 466,177.11 | 529,874.39 | 502,218.51 | 360,666.75 | 320,3 |
| Hotel | 2,256,668.96 | 159,891.78 | 455,340.67 | 1,345,327.10 | 2,217,109.20 | 2,575,244.11 | 3,187,009.31 | 3,518,571.50 | 3,578,490.20 | 3,033,462.77 | 2,732,3 |
| Laundry | 6,131.85 | 172.08 | | 825.00 | 5,308.00 | 1,318.00 | 2,626.15 | 3,997.02 | 1,351.40 | 1,440.18 | 1,0 |
| Management fees | 16,794.00 | | 5,799.00 | 5,740.00 | 3,306.00 | 7,890.00 | 5,804.48 | 4,105.34 | 3,516.58 | 699.00 | 2,5 |
| Meals | 16,332,869.44 | 177,551.47 | 9,417,351.62 | 16,704,796.88 | 22,318,654.50 | 29,275,730.14 | 24,166,260.12 | 29,283,255.94 | 32,828,821.07 | 16,916,196.83 | 23,742,3 |
| Medical | 67,506.25 | 7,692.50 | 71,228.70 | 85,935.08 | 82,223.10 | 86,425.90 | 99,916.28 | 121,000.98 | 84,568.65 | 70,404.60 | 68,4 |
| Miscellaneous | 61,498.62 | 14,088.23 | 34,916.69 | 59,826.55 | 40,292.33 | 43,212.25 | 73,718.13 | 60,118.92 | 49,317.65 | 36,645.16 | 83,8 |
| Mobile phone | 256,237.26 | 182,940.04 | 268,816.09 | 251,642.22 | 266,702.99 | 268,501.46 | 260,258.76 | 287,072.40 | 279,188.66 | 270,252.08 | 324,1 |
| Office Supplies | 165,661.80 | 61,711.98 | 229,913.91 | 234,856.30 | 229,814.04 | 257,210.40 | 273,605.50 | 232,438.29 | 281,852.71 | 204,175.24 | 337,6 |
| Other Promo related expenses | 23,597.40 | 23.00 | 17,525.99 | 1,446.00 | 24,480.79 | 49,003.00 | 98,106.25 | 224,087.48 | 209,902.70 | 137,697.63 | 169,4 |
| Participant travel | 1,225,126.06 | 62,695.20 | 131,683.01 | 267,334.25 | 492,190.64 | 1,406,861.73 | 1,581,391.53 | 3,464,228.61 | 5,019,597.83 | 3,581,024.79 | 4,785,3 |
| Refreshment | 506,566.24 | 60,053.20 | 690,749.94 | 696,690.81 | 712,793.81 | 700,856.58 | 621,918.20 | 657,900.16 | 677,439.16 | 488,160.34 | 558,9 |
| Relocation expense | | 4,880.00 | | 37,520.07 | 33,157.46 | 7,826.98 | 29,776.99 | 50,653.30 | 9,860.00 | 41,716.78 | 2,6 |
| School fees | 36,970.00 | | | 200,000.00 | | 15,000.00 | 17,018.18 | 4,681.82 | 105,250.00 | | |
| Staff Benefits | 242,867.28 | 24,218.70 | 57,042.22 | 61,434.20 | 111,079.61 | 246,763.73 | 203,054.73 | 260,282.66 | 302,943.63 | 224,079.44 | 171,9 |
| Subscription | 4,432.40 | 800.00 | 18,336.24 | 18,968.09 | 10,955.20 | 30,159.23 | 38,768.20 | 30,353.82 | 39,037.87 | 62,967.02 | 81,1 |
| Transportation Total | 4,261,873.82 26,117,094.72 | 110,469.98 917,409.26 | 1,947,629.33 13,796,268.55 | 2,790,105.92 23,284,232.72 | 3,480,082.67 30,845,803.54 | 3,820,058.49 39,930,989.88 | 4,314,574.74 36,115,179.22 | 4,563,853.29 44,414,424.82 | 4,840,708.43 50,028,207.03 | 4,556,353.70 30,958,293.16 | 4,338,1 38,645,6 |

Company X - Stacked columns chart on overall T&E spend analysis on HCPs Amount displayed in CNY



Classification

Company X - Stacked columns chart % on overall T&E spend analysis on HCP! Amount displayed in CNY



Classification

Company X - Waterfall chart on overall T&E spend analysis on HCPs Amount displayed in CNY EventType ExpenseType CompanyCode BU Year Months Αll ΑII Αll ΑII 2020 PaymentType AttendeeType **PaymentStatus** ΑII \vee ΑII All ExpenseAmountTotalperEntry by Months and Classification ■Increase ■ Decrease ■ Total ■ Other ExpenseAmountTotalperEntry

Meals

Hote

Participant travel

Other Event

Transportation

Hote

Transportation

Participant travel

Other Refreshment Meals Meals

Participant travel

Hotel Event

Transportation

Meals

Participant travel Transportation Other

School fees

0M

Meals

Transportation

Other Hotel

Refreshment Participant travel Meals

Transportation

Refreshment

Fuel

Other

Meals Hotel Transportation School fees Participant travel Meals Hotel Transportation

Participant travel

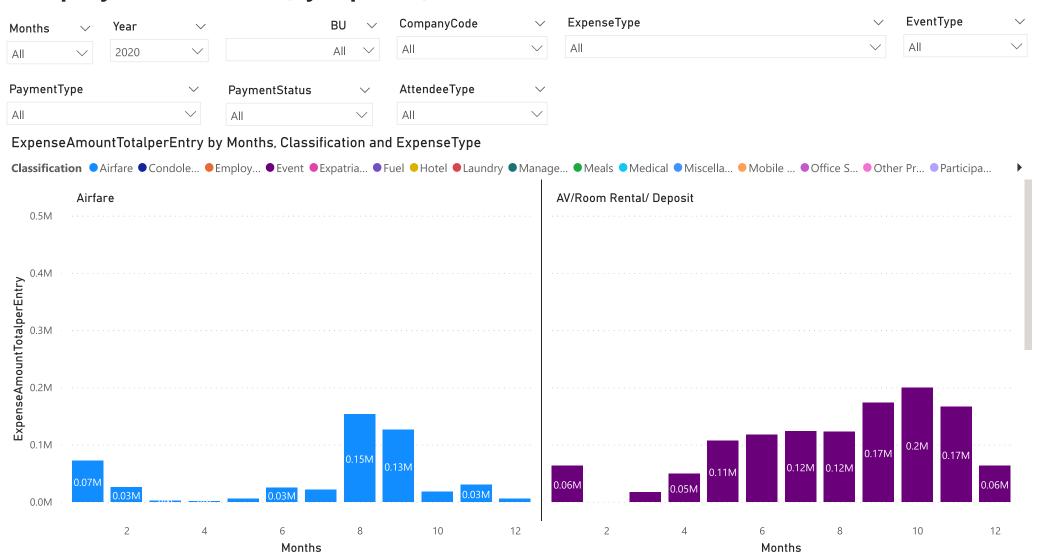
Other

Months

Other

Company X - Facet Chart (By expenses)

Amount displayed in CNY

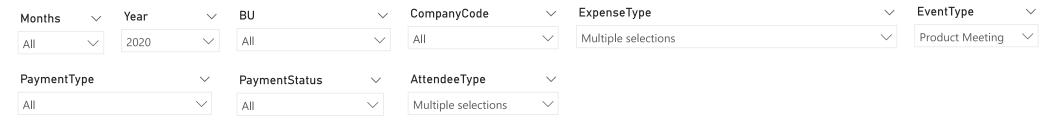


Company X - Facet Chart (By payment status)

Amount displayed in CNY

| Months | ~ | Year | ~ | | BU ∨ | Compan | yCode | ~ | ExpenseType | | | \ | / Ev | entType | ~ |
|--|-------|-------------|--------------|------------------------|--------------------------|---------|-------|--------|----------------|------|-------------------------|--------|------|---------|------|
| All | ~ | All | ~ | | $_{AII}$ $_{\checkmark}$ | All | | ~ | All | | | \vee | Al | | ~ |
| Payment1 | Гуре | | ~ | PaymentStatus | ~ | Attende | еТуре | ~ | | | | | | | |
| All | | | \checkmark | All | \vee | All | | \vee | | | | | | | |
| Expense | eAmou | ıntTotalp | erEntry by | y Year and Paym | nentStatus | | | | | | | | | | |
| | Extr | acted for l | Payment | | | | | | Holding Paymer | nt | | | | | |
| 300M | | | | | | | | | | | | | | | |
| 250M | | | | | | | | | | | | | | | |
| ExpenseAmountTotalperEntry M001 100M 100M 100M | | | | | | | | | | | | | | | |
| Amount 150M | | | | | | | | | | | | | | | |
| Expense 100M | | | | | | | | | | | | | | | |
| 50M | | | | | | | | | | | | | | | |
| 0M | | | | | | 3M | 7M | | | | | | 0M | 2M | |
| | | 2010 | 2012 | 2014 2 Yea r | | 018 | 2020 | 2022 | 2010 | 2012 | 2014 201 Year | 6 20 | 18 | 2020 | 2022 |

Company X - Cross Tab Report (Claim#1 Meal provided for Product Meetings Amount displayed in CNY



Number of attendees

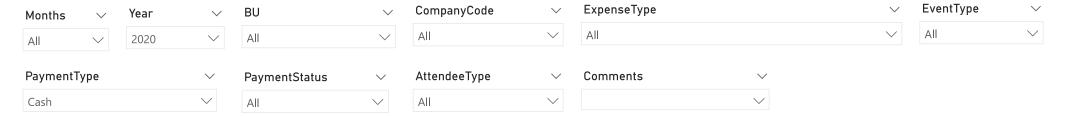
| InternalOrderAllocation | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total ▼ |
|-------------------------|-----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|------------|
| | | | | 4 | | | | | | | | | 4 |
| 000091001096 | | | | 4 | | | | | | | | | 4 |
| APR-100300 | | | | | | 4 | | | | | | | 4 |
| APR-101203 | | | 4 | | | | | | | | | | 4 |
| CLE-301095 | | | | | | | | | | 4 | | | 4 |
| CLE-306129 | | | | | | 4 | | | | | | | 4 |
| DEP-303157 | | | | | | 4 | | | | | | | 4 |
| EP0S146184HZ | | | | | | | | | | | 4 | | 4 |
| FLUA20072013 | | | | | | | 4 | | | | | | 4 |
| FLUA20072014 | | | | | | | 4 | | | | | | 4 |
| FLUA20072513 | | | | | | | 4 | | | | | | 4 |
| FLUA20072970 | | | | | | | 4 | | | | | | 4 |
| FLUA20080478 | | | | | | | | 4 | | | | | 4 |
| FLUA20080607 | | | | | | | | 4 | | | | | 4 |
| FLUA20080752 | | | | | | | | 4 | | | | | 4 |
| FLUA20080902 | | | | | | | | 4 | | | | | 4 |
| FLUA20081263 | | | | | | | | 4 | | | | | 4 |
| FLUA20081266 | | | | | | | | 4 | | | | | 4 |
| FLUA20081559 | | | | | | | | 4 | | | | | 4 |
| FLUA20081772 | | | | | | | | 4 | | | | | 4 |
| Total | 253 | 85 | 325 | 160 | 268 | 312 | 222 | 315 | 234 | 186 | 169 | 26 | 2092 |

Disallowed meal claims

| Internal Order Allocation | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------|-----------|------|-----------|-----------|-----------|-----------|-------|
| | | | | 706.68 | | | |
| 000091001096 | | | | 256.66 | | | |
| APR-100300 | | | | | | 672.00 | |
| APR-101203 | | | 333.34 | | | | |
| CLE-301095 | | | | | | | |
| CLE-306129 | | | | | | 301.60 | |
| CN0S049638HZ | | | | | 699.00 | | |
| CN0S140009SH | | | | | | | |
| CN20AP1001CD | | | | | | | 19 |
| CV0S026575BJ | | | | 464.49 | | | |
| DB0S097851SC | | | | | | | |
| DEP-303157 | | | | | | 444.80 | |
| DEP-503112 | | | | | | | |
| EP0J001607SH | | | | | | | |
| EP0S146184HZ | | | | | | | |
| FLUA20031490 | | | 140.00 | | | | |
| FLUA20072012 | | | | | | | 89 |
| FLUA20072013 | | | | | | | 1,15 |
| FLUA20072014 | | | | | | | 1,10 |
| Total | 45.216.27 | 0.08 | 59.395.31 | 27,648.19 | 51.344.18 | 51.049.12 | 38,02 |

Company X - Cross Tab Report (Claim #2 Cash used for expenses)

Amount displayed in CNY

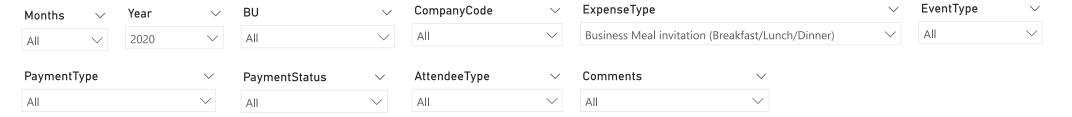


Spending > CNY 300 plus no comments for special cases

| EntryKey | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|----------|------------|-----------|------------|------------|------------|--------------|------------|--------------|--------------|--------------|--------------|------------|---------------|
| 35315608 | 1,768.00 | | | | | | | | | | | | 1,768.00 |
| 35349931 | 463.50 | | | | | | | | | | | | 463.50 |
| 35370614 | 300.00 | | | | | | | | | | | | 300.00 |
| 35480873 | 305.34 | | | | | | | | | | | | 305.34 |
| 35482050 | 300.00 | | | | | | | | | | | | 300.00 |
| 35484430 | 300.00 | | | | | | | | | | | | 300.00 |
| 35484950 | 952.00 | | | | | | | | | | | | 952.00 |
| 35484960 | 1,020.99 | | | | | | | | | | | | 1,020.99 |
| 35486420 | 443.05 | | | | | | | | | | | | 443.05 |
| 35486540 | 379.73 | | | | | | | | | | | | 379.73 |
| 35487177 | 396.00 | | | | | | | | | | | | 396.00 |
| 35490974 | 309.60 | | | | | | | | | | | | 309.60 |
| 35491817 | 636.00 | | | | | | | | | | | | 636.00 |
| 35499044 | 729.00 | | | | | | | | | | | | 729.00 |
| 35509118 | 418.00 | | | | | | | | | | | | 418.00 |
| 35510057 | 632.50 | | | | | | | | | | | | 632.50 |
| 35510499 | 300.00 | | | | | | | | | | | | 300.00 |
| 35510713 | 398.00 | | | | | | | | | | | | 398.00 |
| 35510827 | 601.59 | | | | | | | | | | | | 601.59 |
| Total | 595,202.38 | 68,073.66 | 295,277.36 | 489,916.64 | 775,960.87 | 1,001,645.68 | 948,962.77 | 1,178,226.90 | 1,341,194.79 | 1,214,824.95 | 1,513,430.44 | 656,255.63 | 10,078,972.08 |

Company X - Cross Tab Report (Claim Rule #3 - Meals)

Amount displayed in CNY



Number of business partner

EntryKey 1 1592 175 310 909 1449 1472 1624 2072 222 Total

<

Total Meal Expenses

| Total | 310,498.57 | 19,/68.52 | 48,098.60 | 180,112.47 | 3(, |
|----------|------------|-----------|-----------|------------|------|
| 39429897 | 240 400 55 | 40 760 70 | 10.000.60 | 100 110 17 | 241/ |
| | | | | | |
| 37757869 | | | | | |
| 38729662 | | | | | |
| 38729660 | | | | | |
| 37837735 | | | | | |
| 37868938 | | | | | |
| 35787090 | 5,380.00 | | | | |
| 39527328 | | | | | |
| 38277217 | | | | | |
| 38277218 | | | | | |
| 39007133 | | | | | |
| 38359057 | | | | | |
| 38359056 | | | | | |
| 39148071 | | | | | |
| 39527292 | | | | | |
| 38654116 | | | | | |
| 39284357 | | | | | |
| 39126612 | | | | | |
| 38792696 | | | | | |
| EntryKey | 1 | 2 | 3 | 4 | 5 ^ |

Meal per pax

| EntryKey | 2 | 6 | 10 | Total ▼ |
|----------|--------|--------|--------|------------|
| 37527140 | 445.31 | | | 445.31 |
| 39200479 | | | 336.57 | 336.57 |
| 39077585 | | | 313.13 | 313.13 |
| 37868938 | | 312.65 | | 312.65 |
| Total | 445.31 | 312.65 | 325.75 | 333.27 |

Company X - Cross Tab Report (Claim Rule #3 - Refreshments)

Amount displayed in CNY

| Months \vee | Year | ~ | BU | ~ | CompanyCode | ~ | ExpenseType | ~ | EventType | ~ |
|---------------|------|--------------|---------------|---|--------------|---|--------------------------------|---|-----------|---|
| All ~ | 2020 | ~ | All | ~ | All | ~ | Business Meal invitation-Snack | ~ | All | ~ |
| DaymantTyna | | | | | | | | | | |
| PaymentType | | \checkmark | PaymentStatus | ~ | AttendeeType | ~ | Comments | | | |

Number of business partner

| EntryKey | 1 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|----------|----|---|---|----|----|----|----|----|-------|
| 36393896 | 10 | | | | | | | | 10 |
| 37401423 | 7 | | | | | | | | 7 |
| 37892288 | | 2 | | | | | | | 2 |
| 38049251 | | 3 | | | | | | | 3 |
| 38049299 | | 3 | | | | | | | 3 |
| 38173919 | | | 2 | | | | | | 2 |
| 38296459 | | | 6 | | | | | | 6 |
| 38353276 | | | | 5 | | | | | 5 |
| 38590773 | | | | 13 | | | | | 13 |
| 38632010 | | | | | 4 | | | | 4 |
| 38948958 | | | | | 7 | | | | 7 |
| 39048754 | | | | | | 1 | | | 1 |
| 39065503 | | | | | | 12 | | | 12 |
| 39416533 | | | | | | | 3 | | 3 |
| 39417509 | | | | | | | 3 | | 3 |
| 39482585 | | | | | | | 20 | | 20 |
| 39733902 | | | | | | | | 4 | 4 |
| 39733953 | | | | | | | | 4 | 4 |
| Total | 17 | 5 | 8 | 16 | 11 | 13 | 25 | 5 | 84 |

Total Refreshment Expenses

| EntryKey | 1 | 6 | 7 | 8 | 9 | 10 |
|----------|----------|--------|--------|--------|----------|--------|
| 36393896 | 1,627.72 | | | | | |
| 37401423 | 326.00 | | | | | |
| 37892288 | | 376.00 | | | | |
| 38049251 | | 151.44 | | | | |
| 38049299 | | 274.00 | | | | |
| 38173919 | | | 242.62 | | | |
| 38296459 | | | 404.53 | | | |
| 38353276 | | | | 192.30 | | |
| 38590773 | | | | 114.70 | | |
| 38632010 | | | | | 600.00 | |
| 38948958 | | | | | 405.00 | |
| 39048754 | | | | | | 176.00 |
| 39065503 | | | | | | 168.00 |
| 39416533 | | | | | | |
| 39417509 | | | | | | |
| 39482585 | | | | | | |
| 39733902 | | | | | | |
| 39733953 | | | | | | |
| Total | 1,953.72 | 801.44 | 647.15 | 307.00 | 1,005.00 | 344.00 |

Refreshment per pax

| 38173919 Total | 162.77 | 188.00 | 121.31 121.31 | 150.00 | 176.00 | 146.5 |
|--------------------------|--|---|--|--|---|--|
| | | | 121.31 | | | |
| 39/33933 | | | | | | |
| 20722052 | | | | | | |
| 39733902 | | | | | | |
| 39416533 | | | | | | 124.0 |
| 39417509 | | | | | | 145.6 |
| 39482585 | | | | | | 150.0 |
| 38632010 | | | | 150.00 | | |
| 36393896 | 162.77 | | | | | |
| 39048754 | | | | | 176.00 | |
| 37892288 | | 188.00 | | | | |
| EntryKey | 1 | 6 | 7 | 9 | 10 | 11 |
| | 37892288 39048754 36393896 38632010 39482585 39417509 39416533 39733902 | 37892288 39048754 36393896 162.77 38632010 39482585 39417509 39416533 39733902 | 37892288 188.00 39048754 36393896 162.77 38632010 39482585 39417509 39416533 39733902 | 37892288 188.00 39048754 36393896 162.77 38632010 39482585 39417509 39416533 39733902 | 37892288 188.00 39048754 36393896 162.77 38632010 150.00 39482585 39417509 39416533 39733902 | 37892288 188.00 39048754 176.00 36393896 162.77 38632010 150.00 39482585 39417509 39416533 |

Company X - Cross Tab Report (Claim Rule #3 - Refreshments)

Amount displayed in CNY

| Months \vee | Year | ~ | BU | ~ | CompanyCode | ~ | ExpenseType | ~ | EventType | ~ |
|---------------|------|--------|---------------|--------|--------------|---|--|------------------|-----------|---|
| All | 2020 | \vee | All | \vee | All | ~ | Event w/customer (symposium, congress) o | online meeting V | All | ~ |
| | | | | | | | | | | |
| PaymentType | | ~ | PaymentStatus | ~ | AttendeeType | ~ | Comments | | | |

Number of business partner

| EntryKey | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|----------|----|-----|-----|------|------|-----|-----|----|-------|
| 37879701 | | 7 | | | | | | | 7 |
| 37883957 | | 3 | | | | | | | 3 |
| 37884037 | | 10 | | | | | | | 10 |
| 37884538 | 7 | | | | | | | | 7 |
| 37885168 | | 25 | | | | | | | 25 |
| 37885956 | | 8 | | | | | | | 8 |
| 37894289 | | 9 | | | | | | | 9 |
| 37896870 | | 8 | | | | | | | 8 |
| 37903535 | | 6 | | | | | | | 6 |
| 37925269 | | 10 | | | | | | | 10 |
| 37936781 | | 7 | | | | | | | 7 |
| 37936783 | | 40 | | | | | | | 40 |
| 37974326 | | 10 | | | | | | | 10 |
| 37998141 | | | 7 | | | | | | 7 |
| 38010310 | | | 6 | | | | | | 6 |
| 38010311 | | | 6 | | | | | | 6 |
| 38019587 | | 7 | | | | | | | 7 |
| 38019594 | | | 7 | | | | | | 7 |
| 38019595 | | | 7 | | | | | | 7 |
| Total | 22 | 257 | 871 | 1080 | 1241 | 424 | 728 | 79 | 3630 |

Total Takeaway meals

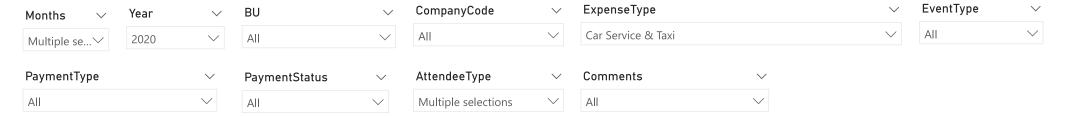
| EntryKey | 5 | 6 | 7 | 8 | 9 ^ |
|-------------------------------------|----------|-----------|----------------------------|------------|--------|
| 37879701 | | 688.00 | | | |
| 37883957 | | 269.00 | | | |
| 37884037 | | 688.00 | | | |
| 37884538 | 460.00 | | | | |
| 37885168 | | 2,496.00 | | | |
| 37885956 | | 638.00 | | | |
| 37894289 | | 147.50 | | | |
| 37896870 | | 678.00 | | | |
| 37903535 | | 486.00 | | | |
| 37925269 | | 585.00 | | | |
| 37936781 | | 273.00 | | | |
| 37936783 | | 1,560.00 | | | |
| 37974326 | | 746.00 | | | |
| 37998141 | | | 492.00 | | |
| 38010310 | | | 298.00 | | |
| 38010311 | | | 282.00 | | |
| 38019587 | | 683.00 | | | |
| 38019594 | | | 695.00 | | |
| รุ <u>รุก</u> 10505 Total | 1,702.00 | 18,565.14 | 687 00 94,712.04 | 122,028.79 | 184. ~ |
| íotai | 1,702.00 | 10,505.14 | 54,712.04 | 122,020.73 | 10-4, |

Takeaway Meals per pax

| EntryKey | 6 | 9 | 11 | Total ▼ |
|----------|--------|--------|--------|------------|
| 39454607 | | | 103.37 | 103.37 |
| 38027466 | 103.26 | | | 103.26 |
| 39336575 | | | 102.00 | 102.00 |
| 39326170 | | 100.35 | | 100.35 |
| Total | 103.26 | 100.35 | 103.08 | 102.24 |

Company X - Cross Tab Report (Claim Rule #4 - Transport)

Amount displayed in CNY



Total Ground Transport Expenses

Cost per trip



