



GV Tan <gvtan420@gmail.com>

Fwd: RE: Regarding Business trip booking arrangement

1 message

Tan, Ghim Vee <ghim-vee.tan@capgemini.com>
To: "gvtan420@gmail.com" <gvtan420@gmail.com>

Wed, Dec 4, 2019 at 9:56 AM

Sent from [Workspace ONE Boxer](#)

----- Forwarded message -----

From: Rajendran, Nanditha <nanditha.rajendran@capgemini.com>
Date: 3 December 2019 at 5:44:36 PM HKT
Subject: RE: Regarding Business trip booking arrangement
To: Tan, Ghim Vee <ghim-vee.tan@capgemini.com>
Cc: Saxena, Amit <amit.saxena@capgemini.com>

Hi Ghim

Please proceed to confirm your travel readiness to HSBC line manager.

Kindly note we donot have arrangement for flat DOA, instead it will be paid on actuals. Hence please keep all receipts handy against which you can claim the expense reimbursement.

Please raise the expense on project code and mark it as billable.

Thanks & Regards

NANDITHA Rajendran

PMO - APAC HSBC Operations

Capgemini Hong Kong Limited | Hong Kong

Mobile : +852 53993379

[People Matter, Results Count](#)

Logo

From: Tan, Ghim Vee
Sent: Tuesday, December 03, 2019 2:12 PM
To: Rajendran, Nanditha
Subject: RE: Regarding Business trip booking arrangement

Hi Nanditha,

Attach is the hsbc doa rates for China for your reference. Thanks.

Best regards,
Vee

Sent from [Workspace ONE Boxer](#)On 2 December 2019 at 11:12:21 AM HKT, Rajendran, Nanditha <nanditha.rajendran@capgemini.com> wrote:

Hi Vee

All business travels are covered by employee insurance policy. You can work with Swati to get the proof of insurance.

Meanwhile since both ticket and hotel is directly covered by HSBC, assuming you will not be raising any reimbursement through Capgemini. Kindly discuss with your HSBC manager and confirm the same.