Global Direct CPG Ltd

Oversea Travel Expenses Reimbursement Form

| Name: | Wu Kit N | lan | | | | Date: | 25-Dec-24 | | |
|-----------------|------------|--------------------|---|----------------|--------------|--------------|------------|---|--------|
| Period: | From | 24-Nov-24 | to | 28-Nov-24 | Place: | Jingjiang | | | |
| Purpose: | Kitman / | Ikki / Julia / Mic | chael to Ji | ngjiang Office | | | | | |
| | | | | | | | | | |
| Fill in dates a | and places | at the head of e | each colum | nn, and the am | ount spent b | elow. ATTA | CH ALL REC | EIPTS | |
| EXPENSE | Date > | Nov. 24 | | Nov. 27 | Nov. 27 | Nov. 28 | Nov. 28 | | |
| | Place > | | | | | | | | |
| Airfare | | HK\$6,704.00 | | HK\$1,756.00 | | HK\$2,254.00 | | | |
| Airport tax | | | | | | | | | |
| Trainfare | | | | | | | | | |
| Car rental | (Taxi) | HK\$302.00 | | | | | | | |
| Parking | | | | | | | | | |
| Tolls | | | | | | | | | |
| Gasoline | | | | | | | | | |
| Breakfast | | | | | | | | | |
| Lunch | | | · | | | | | | |
| Dinner | | | | | | | | | |
| Drink | | | | | | | | | |
| Hotel | | | | | CNY 4,844.92 | | CNY 722.16 | | |
| Telephone | (IDD) | | | | | | | | |
| Subway | (MTR) | | | | | | | | |
| Bus | | | *************************************** | | | | | | |
| Car Parking | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | |
| | | | | | | | | | |
| | | | | | | | | | |
| _ | | | | | <u> </u> | | | | |
| S | ub-total : | HK\$7,006.00 | | HK\$1,756.00 | | HK\$2,254.00 | | | |
| | | | | | Total expe | ense (HK\$) | : | HK\$17,1 | 34.00 |
| | | | | | Less adva | ince (HK\$) | | | |
| Exchange F | Rate : | HK\$100 / | CNY 91.00 | <u>0</u> | Due to co | mpany (HK | B): | | |
| | | | | | Due to sta | ff (HK\$) : | | HKD 17, | 134.00 |
| | | | | | | | | | |
| Signed : | | // | | | | Date | | | |
| Jigilieu . | | | | | • | Date | | | ı |
| | | | | | | | | | |
| Approved b | oy: | | | | | Date | | | |
| | | Management | | | • | | | | T. |
| ı | | | | | | | | | |

Home2 Suites by Hilton Jingilang **Binjiang New Town**

INFORMATION INVOICE

结账单

Guest Name/宾客姓名

郎杰文

CRS No./中央预订号

00130078890101

Share/同住人

1007

Res.No./预订单号

R01001250000016258

Room No./房间号码

Bill No./账单号

B01001250000020470

Arrival Time/到店时间

2024/11/27 12:49:45

Operator/操作员

HT125026

Departure Time/實店时间

2024/11/28 14:00:00

Print Time/打印时间

2024/11/28 13:27:58

Company/公司

8

Agent/中介旅行社

希尔顿官网&

| Date/日期 | Description/项目 | Reference/备注 | Room No/房号 | Debit/消费 | Credit/付款 |
|------------|----------------|--------------|-------------|----------|-------------------|
| 2024/11/27 | 房费-含税 | | 1007 | 361.08 | ACTION CONTRACTOR |
| 2024/11/27 | 房费-含税 | | 1008 | 361.08 | |
| 2024/11/28 | 银联卡POS | 024618 | 1007 | | 722.16 |
| | | | | ¥722.16 | ¥722.16 |
| | | | Balance/余额: | | ¥0.00 |

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of the full amount of these charges.

如用中国境外发卡的信用卡支付,发卡行可能会将支付金额直接转换为发卡行所在国货币,转换之汇率将取决于银行之实时汇率,不在本酒店控制范围内。

Breakfast and membership card will not be returned once sold. The total amount includes tax and service charge.

早餐及会员卡一经出售關不退換。总金额已含税和服务费。

Guest Signature/宾客签名

本人同意对上述的款项承担个人责任、并在有关人士、公司或团体不能支付此账单款项的情况下,承担以上费用。

By paying with a credit card not issued in China, your bank may convert the total amount paid in China into your home-currency. This conversion is or may be subject to constant fluctuation between RMB and home currency; the hotel has no control over these conversions.

Home2 Suites by Hilton Jingjiang Binjiang New Town INFORMATION INVOICE

结账单

Share/同住人 Res.No./预订单号 R01001250000016003

Room No./房间号码 1007 Bill No./账单号 B01001250000020179

Arrival Time/到店时间 2024-11-24 17:09:25 Operator/操作员 HT125026

Departure Time/离店时 2024-11-27 12:49:18 **Print Time/打印时间** 2024-11-28 13:26:52

Company/公司 & Agent/中介旅行社 希尔顿官网&

| Date/日期 | Description/项目 | Reference/备注 Room No/房号 | Debit/消费 | Credit/付款 |
|------------|----------------|-------------------------|----------------|-----------|
| 2024/11/24 | 银联卡POS | 1007 | 11 12 25 10 10 | 4844.92 |
| 2024/11/24 | 房费-含税 | 1007 | 390.79 | |
| 2024/11/24 | 房费-含税 | 1010 | 390.79 | |
| 2024/11/24 | 房费-含税 | 1012 | 390.79 | |
| 2024/11/24 | 房费-含税 | 1008 | 390.79 | |
| 2024/11/25 | 房费-含税 | 1007 | 410.22 | |
| 2024/11/25 | 房费-含税 | 1010 | 410.22 | |
| 2024/11/25 | 房费-含税 | 1012 | 410.22 | |
| 2024/11/25 | 房费-含税 | 1008 | 410.22 | |
| 2024/11/26 | 房费-含税 | 1007 | 410.22 | |
| 2024/11/26 | 房费-含税 | 1010 | 410.22 | |
| 2024/11/26 | 房费-含税 | 1012 | 410.22 | |
| 2024/11/26 | 房费-含税 | 1008 | 410.22 | |
| | | | ¥ 4844.92 | ¥ 4844.92 |

Balance/余额:

¥0.00

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of the full amount of these charges.

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如用中国境外发卡的信用卡支付,发卡行可能会将支付金额直接转换为发卡行所在国货币,转换之汇率将取决于银行之实时汇率,不在本酒店控制范围内。

Breakfast and membership card will not be returned once sold. The total amount includes tax and service charge.

早餐及会员卡一经出售概不退换。总金额已含税和服务费。

Trip.com Group

Trip.com

Booking No. 36642909811

Date of Booking: 12:08, November 22, 2024 (GMT+8)

Receipt

| | Contact Info |
|--------------|-----------------------------|
| Company name | Global Direct CPG LTD |
| Email | ki***nw@globaldirectcpg.com |

| Passengers & Tic | ket Numbers |
|------------------|----------------|
| HAU YIN WONG | 479-3569875691 |
| KITMAN WU | 479-3569875692 |
| KAM TSUI CHANG | 479-3569875690 |
| TSZ LUNG YAO | 479-3569875693 |

| | Flights | |
|--------------------------|-------------------|---------------|
| Hong Kong - Wuxi | November 24, 2024 | Economy class |
| Shenzhen Airlines ZH9096 | | |

| Price Summary | Amount |
|---|--------------|
| Fare | HK\$4,556.00 |
| Taxes & Fees | HK\$1,476.00 |
| International Travel Insurance | HK\$672.00 |
| Total (MasterCard (credit) 518542***04) | HK\$6,704.00 |

This receipt is automatically generated.

Ctrip.com (Hong Kong) Limited, HK Travel Agent Licence number 352367

Trip.com Group

Trip.com

Booking No. 36727026035

Date of Booking: 20:50, November 25, 2024 (GMT+8)

Receipt

| | Contact Info |
|--------------|-----------------------------|
| Company name | Global Direct CPG LTD |
| Email | ki***nw@globaldirectcpg.com |

| Passengers & Ticket Numbers | |
|-----------------------------|----------------|
| HAU YIN WONG | 479-6314280343 |
| KAM TSUI CHANG | 479-6314280342 |

| | Flights | |
|--------------------------|-------------------|---------------|
| Wuxi - Hong Kong | November 27, 2024 | Economy class |
| Shenzhen Airlines ZH9095 | | |

| Price Summary | Amount |
|---|----------------------------|
| Fare Taxes & Fees | HK\$1,340.00 HK\$416.00 |
| Total (MasterCard (credit) 518542***04) | HK\$1,756.00 |

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Ctrip.com (Hong Kong) Limited, HK Travel Agent Licence number 352367

Trip.com Group

Trip.com

Booking No. 36754459059

Date of Booking: 18:07, November 27, 2024 (GMT+8)

Receipt

| | Contact Info |
|--------------|-----------------------------|
| Company name | Global Direct CPG LTD |
| Email | ki***nw@globaldirectcpg.com |

| Passengers & Ticket Numbers | |
|-----------------------------|----------------|
| KITMAN WU | 479-2356587136 |
| TSZ LUNG YAO | 479-2356587137 |

| | Flights | |
|--------------------------|-------------------|---------------|
| Wuxi - Shenzhen | November 28, 2024 | Economy class |
| Shenzhen Airlines ZH9808 | | |

| Price Summary | Amount |
|---|--------------|
| Fare | HK\$2,060.00 |
| Taxes & Fees | HK\$108.00 |
| Fuel surcharge | HK\$44.00 |
| Card processing fee | HK\$42.00 |
| Total (MasterCard (credit) 518542***04) | HK\$2,254.00 |

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