Global Direct CPG Ltd

Oversea Travel Expenses Reimbursement Form

Name:	Wu Kit M	lan				Date :	25-十二月-2	24	
Period:	From	03-Dec-24	to	06-Dec-24	Place:	Jingjiang			
Purpose:	Kitman /	Ikki / Julia to Jin	ngjiang O	ffice					
Fill in dates and places at the head of each column, and the amount spent below. ATTACH ALL RECEIPTS									
EXPENSE	Date >	十二月.3		十二月.5	十二月.5	十二月.6	十二月.6		
	Place >	<u></u>			<u> </u>	<u> </u>	 		
Airfare		HK\$2,469.00		HK\$4,038.00		HK\$1,615.00			
Airport tax									_
Trainfare				'					
Car rental	(Taxi)	HK\$302.00		'		ļ!			
Parking				'					
Tolls				'					
Gasoline		<u> </u>							
Breakfast		<u> </u>							
Lunch									
Dinner				!					
Drink				!					
Hotel				HK\$521.40	<u> </u>	!	CNY 3,771.12		
Telephone	(IDD)			'	<u> </u>	<u> </u>			
Subway	(MTR)			'	<u> </u>	<u> </u>			
Bus				'	<u> </u>				
Car Parking				'	<u> </u>				
					<u> </u>				
				'	<u> </u>				
				'	<u> </u>				
				<u> </u>	<u> </u>		<u> </u>		
Sı	ub-total :	HK\$2,771.00		HK\$4,559.40		HK\$1,615.00	CNY 3,771.12		
					Total expe	ense (HK\$) :		HK\$13,08	39.00
						ince (HK\$) :			
Exchange R	≀ate :	HK\$100 / C	CNY 91.0°	0	Due to company (HK\$) :				
		_	<u> </u>		Due to staff (HK\$) :		HKD 13,0)89 00	
				ļ	Duc to ota	Π (ΠΙΣΨ).		11110 10,0	,00.00
Signed :						Date			i
Approved b		Management				Date			
		Management					adr	min/from01/Jul06	;

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

INFORMATION INVOICE

结账单

Guest Name/宾客姓名

黄巧燕

CRS No./中央预订号

00130613890101

Share/同住人

Res.No./预订单号

R01001250000016853

Room No./房间号码

1707

Bill No./账单号

B01001250000021149

Arrival Time/到店时间

2024/12/3 20:00:25

Operator/操作员

HT125028

Departure Time/离店时间

2024/12/6 8:37:35

Print Time/打印时间

2024/12/8 8:58:45

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
40.000.000.000.000		B010012500000211 48 邬杰文	1709	3249.72	3249.72
		B010012500000211 49 黄巧燕	1707		
		B010012500000211 50 CHANG KAM TSUI	1708		
				¥3249.72	¥ 3249.72
			Balance/余额:		¥0.00

l 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.

, 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.

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。

Guest Signature/宾客签名

Trip.com Group[®]

Trip.com 訂單編號: 1359033179245673 付款日期: 2024年12月5日 (UTC+8)

電子收據

	客人資料
住客姓名	WU KITMAN
電郵	ki****nw@globaldirectcpg.com

	訂單詳情
酒店	寧波華僑温德姆至尊豪廷大酒店
入住日期	2024年12月5日
退房日期	2024年12月6日
房間數量	1

價格詳情	金額
總額	HKD566.74
優惠	-HKD45.34
付款總額 (MasterCard (信用卡) ****8969)	HKD521.4

此收據為自動建立。

Ctrip.com (Hong Kong) Limited 持有香港旅行代理商牌照編號 352367

Trip.com Group

Trip.com

Booking No. 36780088179

Date of Booking: 08:35, November 30, 2024 (GMT+8)

Receipt

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

Passengers & Ticket I	Numbers
HAU YIN WONG	479-3569962307
KITMAN WU	479-3569962308
KAM TSUI CHANG	479-3569962306

	Flights	
Hong Kong - Wuxi	December 3, 2024	Economy class
Shenzhen Airlines ZH9096		

Price Summary	Amount
Fare Taxes & Fees	HK\$1,365.00 HK\$1,104.00
Total (MasterCard (credit) 552343***69)	HK\$2,469.00

This receipt is automatically generated.

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

Trip.com Group

Trip.com

Booking No. 36866971891

Date of Booking: 18:21, December 5, 2024 (GMT+8)

Receipt

	Contact Info
Company name	Global Direct CPG Ltd
Email	ki***nw@globaldirectcpg.com

Passengers & Ticket Numbers	
HAU YIN WONG	479-2356738572
KAM TSUI CHANG	479-2356738571

	Flights	
Wuxi - Shenzhen	December 6, 2024	Economy class
Shenzhen Airlines ZH9814		

Price Summary	Amount
Fare	HK\$3,810.00
Taxes & Fees	HK\$108.00
Fuel surcharge	HK\$44.00
Card processing fee	HK\$76.00
Total (MasterCard (credit) 552343***69)	HK\$4,038.00

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Trip.com Group

Trip.com

Booking No. 36866082419

Date of Booking: 18:24, December 5, 2024 (GMT+8)

Receipt

	Contact Info
Company name	Global Direct CPG Ltd
Email	ki***nw@globaldirectcpg.com

Passengers & Ticket Number	rs
KITMAN WU	781-2296148712

	Flights	
Ningbo - Shenzhen	December 6, 2024	Economy class
China Eastern Airlines MU5243		

Price Summary	Amount
Fare	HK\$1,509.00
Taxes & Fees	HK\$54.00
Fuel surcharge	HK\$22.00
Card processing fee	HK\$30.00
Total (MasterCard (credit) 552343***69)	HK\$1,615.00

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