### **Global Direct CPG Ltd**

### **Oversea Travel Expenses Reimbursement Form**

Name:	Wu Kit M	lan				Date	: 25-十二月-2	24	
Period:	From	17-Dec-24	to	19-Dec-24	Place:	Jingjiang			
Purpose:	Kitman /	Julia to Jingjia	ng Office						
Fill in dates a	Fill in dates and places at the head of each column, and the amount spent below. ATTACH ALL RECEIPTS								
EXPENSE	Date >	十二月. 17	十二月. 17	十二月. 19	十二月. 19				
	Place >			<u> </u>					
Airfare		HK\$1,646.00		HK\$1,406.00					
Airport tax									
Trainfare									
Car rental	(Taxi)	HK\$302.00							
Parking									
Tolls					!				
Gasoline					!				
Breakfast					!				
Lunch					!				
Dinner					!				
Drink					!				
Hotel					CNY 1,444.32				
Telephone	(IDD)				<u> </u>				
Subway	(MTR)								
Bus									
Car Parking					!				
					<u> </u>				
Sı	ub-total :	HK\$1,948.00		HK\$1,406.00	CNY 1,444.32				
					Total expe	nse (HK\$)	:	HK\$4,941	.00
					Less adva	nce (HK\$)	:		
Exchange Rate : HK\$100 / CNY 91.00			Due to company (HK\$) :		<b>(\$)</b> :				
				Due to staff (HK\$) :			HKD 4,941.00		
Signed :						Date			
Signeu .	,				•	Date			
Approved b	y:					Date			
• •		Management			1		adr	min/from01/Jul06	;

722.16

### Home2 Suites by Hilton Jingjiang Binjiang New Town

#### **INFORMATION INVOICE**

结账单

**Share/同住人** Res.No./预订单号 R01001250000017808

Room No./房间号码 712 Bill No./账单号 B01001250000022319

**Departure Time/离店时** 2024-12-20 12:00:00 **Print Time/打印时间** 2024-12-19 16:52:44

Company/公司 & Agent/中介旅行社 希尔顿官网&

Credit/付款	Debit/消费	Reference/备注 Room No/房号	Description/项目	Date/日期
	361.08	712	房费-含税	2024/12/17
	361.08	712	房费-含税	2024/12/18
0.00	¥722.16			

Balance/余额:

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.

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

### **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

00131863830101

Share/同住人

Res.No./预订单号

R01001250000017807

Room No./房间号码

715

Bill No./账单号

B01001250000022318

Arrival Time/到店时间

2024-12-17 21:02:18

Operator/操作员

HT125032

Departure Time/离店时 2024-12-20 12:00:00

Print Time/打印时间

2024-12-19 16:52:14

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
2024/12/17	房费-含税		715	361.08	
2024/12/18	房费-含税		715	361.08	
				¥722.16	¥ 0.00

Balance/余额:

¥722.16

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.

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。

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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

訂單編號 1359033385590259

預訂日期:2024年12月11日11:22(GMT+8)

#### 收據

	聯絡資料
公司名稱	Global Direct CPG Ltd
電郵	ki***nw@globaldirectcpg.com

乘客及機票編號	
WONG HAU YIN	479-3570074169
WU KITMAN	479-3570074170

	機票	
香港 - 無錫	2024年12月17日	經濟艙
深圳航空 ZH9096		

價格概覽	金額
票價	HK\$910.00
稅項	HK\$736.00
總額 (MasterCard(信用卡) 552343***69)	HK\$1,646.00

#### 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

Booking No. 1359033385590259

Date of Booking: 11:22, December 11, 2024 (GMT+8)

#### Receipt

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

Passengers & Ticket Numbers	
HAU YIN WONG	479-3570074169
KITMAN WU	479-3570074170

	Flights	
Hong Kong - Wuxi	December 17, 2024	Economy class
Shenzhen Airlines ZH9096		

Price Summary	Amount
Fare Taxes & Fees	HK\$910.00 HK\$736.00
Total (MasterCard (credit) 552343***69)	HK\$1,646.00

This receipt is automatically generated.

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

### Trip.com

訂單編號 1359033535152051

預訂日期:2024年12月19日08:14(GMT+8)

#### 收據

	聯絡資料	
公司名稱		Global Direct CPG Ltd
電郵		ki***nw@globaldirectcpg.com

乘客及機票編號	
WONG HAU YIN	160-3481284417
WU KITMAN	160-3481284418

機票		
上海 - 香港	2024年12月19日	經濟艙
國泰航空 CX327		

價格概覽	金額
票價	HK\$928.00
稅項	HK\$478.00
總額 (MasterCard(信用卡) 552343***69)	HK\$1,406.00

#### 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

Booking No. 1359033535152051

Date of Booking: 08:14, December 19, 2024 (GMT+8)

#### Receipt

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

Passengers & Ticket Numbers	
HAU YIN WONG	160-3481284417
KITMAN WU	160-3481284418

Flights		
Shanghai - Hong Kong	December 19, 2024	Economy class
Cathay Pacific CX327		

Price Summary	Amount
Fare Taxes & Fees	HK\$928.00 HK\$478.00
Total (MasterCard (credit) 552343***69)	HK\$1,406.00

This receipt is automatically generated.

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