

EXPENSES CLAIM FORM

<b>Employee Name:</b>	Venus Cheuk	<b>Department:</b>	Production
<b>Job Title:</b>	MGTO videos Briefing	<b>Job No.:</b>	F258-19

DATE	PARTICULARS / SUMMARY	TYPE OF EXPENDITURE	CODE	AMOUNT
17-Jan-20	1	Ferry from HK --> Macau - Venus		HK\$163.00
17-Jan-20	2	Ferry from Macau --> HK - Venus		HK\$152.00
17-Jan-20	3	Local Transportation in Macau & HK		HK\$21.80
	4			
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	7			
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	10			
	11			
	12			
	13			
	14			
	15			
TOTAL EXPENSES:				HK\$336.80

DATE	CHEQUE NO.	ADVANCE NATURE	CODE	AMOUNT
TOTAL ADVANCE:				HK\$0.00

Amount REIMBURSED to Venus Cheuk

\$ (HK\$336.80)

Submitted by:

Approved by:

Date:

Date: