

2006年6月12日

HONG KONG TOURISM BOARD
"BUSINESS TRAVEL REQUEST" FORM

Re-submitted on
12/6

PART A				
Name :	<u>Clairine Lam</u>		Title/Dept :	<u>Manager, CCR</u>
Name on Passport :	<u>LAN YEE MAN</u> (underline surname)		Purpose of Travel :	<u>France Market Study & UK Market Review</u>
Requested Itinerary :				
<u>From</u>	<u>To</u>	<u>Date of Travel</u>	<u>Class</u>	
<u>HK</u>	<u>Paris</u>	<u>16 May 2006</u>	<u>Y</u>	
<u>Paris</u>	<u>London</u>	<u>20 May 2006</u>	<u>Y</u>	
<u>London</u>	<u>HK</u>	<u>24 May 2006</u>	<u>Y</u>	
PART B				
Proposed Itineraries :				
	<u>Routing</u>	<u>Flight/Date</u>	<u>Applicable Fare</u>	<u>Remarks</u>
Option One :	<u>HK/Paris</u>	<u>CX261 16/5</u>	<u>HK\$ 8,050 + tax</u>	
Option Two :	<u>Paris/London</u>	<u>BA387 20/5</u>		
	<u>London/HK</u>	<u>CX254 30/5</u>	<u>(25-30/5 - personal stay)</u>	
PART C				
Preferred option :	Budget code : <u>012 40/021 100</u>			
The more expensive option is chosen because _____				
el name :	Cost / night : _____			
Signature of Applicant	Recommended by:	Approved by: <u>(refer to email on 12/6/06)</u>		
<u>Clairine Lam</u>	<u>[Signature]</u>	<u>[Signature]</u>		
	*(applicant to get recommendation from department manager/ senior manager/general manager)	(applicant to get approval from senior manager/ general manager/directorate office)		
Applicant - take 1 photocopy of form for Financial Management Department reference and 1 photocopy for Industry Training & Human Resources Department for baggage insurance purpose.				