

Cynthia Leung

From: Cynthia Leung
Sent: Tuesday, December 11, 2007 11:49 AM
To: Daisy Lam
Subject: PAC hearing - Appendix F explanation

Importance: High

Dear Daisy,

I refer to the letter dated 10 December 2007 from Claire Lau, former Manager of Corporate Communications & Public Relations Division (CCPR), explaining why she commenced the business trip before she had received the processed travel request form.

In the letter, Ms Lau questioned the HKTB's response in the Report that "both the staff who took the trip and the staff who approved the trip had already left the HKTB". According to her, the approving authority was the "acting General Manager" of CCPR, that is, me. Ms Lau also mentioned that the HKTB's response to this case leaves room for further thought.

I should like to set the record straight that the approving authority for this business travel case should be the Deputy Executive Director, as per the HKTB's Financial Policies and Procedures. During the time when the business travel took place, I was actually the division's "acting Head" rather than "acting General Manager", and I had no authority to approve but only recommend business trips by staff at the manager level.

In response to the Public Accounts Committee's request for further information relating to this case, I have also put together a summary of the sequence of events, supported by the e-mails between the relevant parties and other internal documents on the business travel expense reimbursement from the Finance Division. I shall arrange a set of the documents to be delivered to your office for your consideration.

I hope the above would present a fuller picture of the circumstances surrounding this particular case. Please do let me know if you have any questions or need further information. Thanks!

Regards,

Cynthia