

2006年6月12日

HONG KONG TOURISM BOARD
 "BUSINESS TRAVEL REQUEST" FORM

Re-submitted on
 12/6

PART A

Name: Clare Lau Title/Dept: Manager, CCR
 Name on Passport: LAU YEE MAN Purpose of Travel: France Market Study & UK Market Review
 (underline surname)

Requested Itinerary:

From	To	Date of Travel	Class
Hkg	Paris	16 May 2006	Y
Paris	London	20 May 2006	Y
London	HK	24 May 2006	Y

PART B

Proposed Itineraries:

Routing	Flight/Date	Applicable Fare	Remarks
Option One: Hk/Paris	CX261 16/5	HK\$ 5,050 + tax	
Option Two: Paris/London	BA381 20/5		
	London/HK	CX281 30/5	(25-30/5 - personal stay)

PART C

Preferred option: _____ Budget code: 012 401 021 100

The more expensive option is chosen because _____

Hotel name: _____ Cost/night: _____

Recommended by: [Signature] Approved by: [Signature] (Refer to 2/12/06 on 12/6/06)

Signature of Applicant: _____ * (applicant to get recommendation from department manager/ senior manager/general manager) _____ (applicant to get approval from senior manager/general manager/directorate office) Glee

Applicant - take 1 photocopy of form for Financial Management Department reference and 1 photocopy for Industry Training & Human Resources Department for baggage insurance purpose.