

# Ricoh Hong Kong Ltd

Transportation Claim

**RICOH**  
imagine. change.

**Reference No.**

**MBD-FY20- 79**

**Date**

2020/11/12

**Staff Name**

Unia Chan

**Email address**

unia.chan@ricoh.com.hk

**Approver**

T C Chao

**Total Amount**

99.30

**Remarks**

**Attach File**

Transportation Claim Form for DocuWare (2020) Final V.1\_Oct2020.xlsx 24.3KB

20201110T164411.pdf 8.57KB

TC Chao  
11/12/2020, 3:09 AM  
TC approved

Alfred Law  
11/12/2020, 3:11 AM  
Alfred approved

# RICOH HONG KONG LIMITED

## Monthly Transportation Claim Form

Staff Name : Chan Hoi Li Submitted by : Unia Chan  
*(Beneficiary Bank Account Name)* *(English Name)*

Division : MBD Team: PDM Start Date: 1-Oct-20 End Date: 31-Oct-20  
*(Maximum Claim for Two Consecutive Full Months)*

No.	Date	Company / Customer Name	From	To	Car Park / Taxi / MTR / BUS	Cost (HKD)
1	15-Oct-20	City University	Tsuen Wan	Kowloon Tong	BUS	\$ 14.60
2	15-Oct-20	City University	Kowloon Tong	Office	TAXI	\$ 84.70
3						
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15						
16						
17						
18						
19						
20						

Submission Date: **12-Nov-20**

TOTAL : \$ **99.30**

车号	TAXI NO.	RH6348
上车	START	15/10/2020 11:15
下车	END	15/10/2020 11:35
总公里	TOTAL KM	7.57
收费公里	PAID KM	7.29
收费分钟	PAID MIN	8.68
附加费	SURCHARGE	HK\$0.00
总车费	TOTAL FARE	HK\$34.70