

i-Expense preparer/budget controller self-declaration

Two check boxes are available for preparer and budget controller to declare if the claim is consumed by budget controller or not.

Update Expense Report E1021472 (HKBU_OU): Review

Review the expense report below before submission.

General Information

Preparer / Requester	Requester Name
Expense Dates	08-AUG-2023 - 08-AUG-2023
Description	Test
Attachment	None Add...
Report Total	210.00 HKD

☒ I hereby declare/certify that:-

- (i) all goods / services received are in good condition / quality;
- (ii) the e-copies attached herewith are true copies of invoices / receipts; and
- (iii) no reimbursement claim has been settled by the University or any other organization(s)/person(s).

Preparer / Budget Controller declaration:

- ☐ I declare that the expenditures are NOT self-consumed by budget controller; or
- ☐ I declare that the expenditures are self-consumed by budget controller.

☐ Accommodation expenses of overseas business travel >60% of the subsistence allowance
I declare that prior approval from my supervisor has been obtained and uploaded to the system.

If claim is **NOT** consumed by budget controller, tick this checkbox

If claim is consumed by budget controller, tick this checkbox

PRV preparer/budget controller self-declaration

Two check boxes are available for preparer and budget controller to declare if the claim is consumed by budget controller or not.

Payment Requisitions to Vendor (PRV): P0034445

Preparer Preparer Name
Contact Person Contact Person Name
Email abc@hkbu.edu.hk
Extension 00000000

PRV Line PRV Distribution **Approvers**

Approvers

Line No	Approver
1	Approver 1
2	Approver 2

► Add Approver

Cheque/Bankdraft Payment

- ☐ Printed cheque will be dispatched to payee's postal address by mail
- ☐ Printed cheque will be dispatched to contact person by campus mail
- ☐ For payee to withdraw cash(HKD) over the bank's counter
- ☒ None of above

Preparer / Budget Controller declaration:

Payment to Individuals

Requestor's Self Declaration


- ☐ I declare that the expenditures are NOT self-consumed by budget controller; or
- ☐ I declare that the expenditures are self-consumed by budget controller.
- ☐ Please click if the payment is a reportable income payable to an individual and it is not a reimbursement.
- ☐ I hereby declare/certify that:
 - (i) I have no actual or potential conflict of interests relating to this visited invitation and related payment of honorarium;
 - (ii) all goods / services received are in good condition / quality;
 - (iii) the e-copies attached herewith are true copies of invoices / receipts; and
 - (iv) no payment requisition has been settled by the University or any other organization(s)/person(s).

If claim is **NOT** consumed by budget controller, tick this checkbox

If claim is consumed by budget controller, tick this checkbox

Email notification to Budget Controller for i-Expense

If preparer is not the budget controller (BC) and has submitted a claim declaring self-consumed by the BC, an email will be sent to the BC for acknowledgement. See the email example below.



Mon 1/22/2024 9:49 AM

Workflow Mailer <cuatfis@hkbu.edu.hk>


For Your Information: Expense Report (E1021476), HKBU_OU was submitted for one level up approval

To


Budget Controller

Cc

Preparer



If there are problems with how this message is displayed, click here to view it in a web browser.



Notification Detail.html
706 bytes

Time Zone (GMT +08:00) Hong Kong

To

Budget Controller

Sent

22-Jan-2024 09:48:37

ID

1452620

Document Submitted By

Preparer name

Dear budget controller,

This expense report has been submitted under your charge account for one level up approval.

Below is the document details for your information only and no action is required. Thank you for your attention.

Expenses

Line	Date	Expense Type	Line Description	Amount (HKD)	Charge Account
1	08-Aug-2023	General Expenses-381110	Line 1	100.00	11.11.2531.381110.000000.00.00
Total				100.00	

Finance Office

Email notification to Budget Controller for PRV

If preparer is not the budget controller (BC) and has submitted a claim declaring self-consumed by the BC, an email will be sent to the BC for acknowledgement. See the email example below.



Mon 1/22/2024 10:09 AM

Workflow Mailer <cuatfis@hkbu.edu.hk>

For Your Information: PRV (P0034477), HKBU_OU was submitted for one level up approval

To

Budget Controller

Cc

Preparer



If there are problems with how this message is displayed, click here to view it in a web browser.



Notification Detail.html
706 bytes

Time Zone (GMT +08:00) Hong Kong

To Budget Controller
Sent 22-Jan-2024 10:09:09
ID 1452627

Document Submitted By Preparer name

Dear budget controller,

This PRV has been submitted under your charge account for one level up approval.

Below is the document details for your information only and no action is required. Thank you for your attention.

PRV					
Line	Date	Invoice Number	Line Description	Amount (HKD)	Charge Account
1	01-Aug-2023	P0034476002	Line 1	100.00	11.11.2531.375210.000000.00.00
Total				100.00	

Finance Office