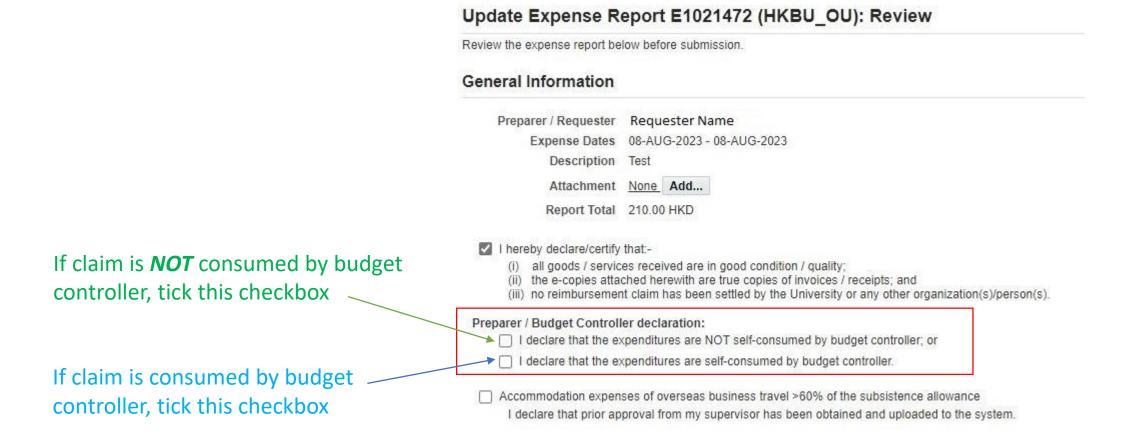
## **i-Expense preparer/budget controller self-declaration**

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



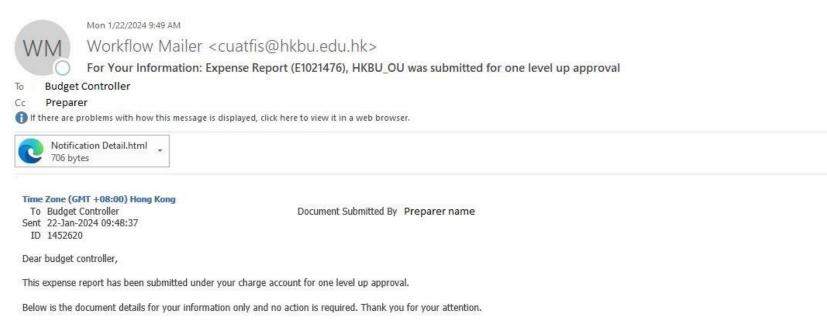
## **PRV preparer/budget controller self-declaration**

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 Ver	dor (PRV): P0034	1445		
PRV Line PRV Distribution Approver	Preparer Contact Person Email Extension	Preparer Name Contact Person Name abc@hkbu.edu.hk 00000000		
Approvers				
Line No		Approver		
1		Approver 1		
2		Approver 2		
Add Approver				is <b>NOT</b> consumed by
			budget of	controller, tick this
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			checkbo	If claim is consumed by
Preparer / Budget Controller declaration:		penditures are NOT self-consumed by budget controller; or penditures are self-consumed by budget controller.		budget controller, tick
Payment to Individuals	Please click if the particular sector of th	ayment is a reportable income payable to an individual and it is not	a reimbursement.	this checkbox
Requestor's Self Declaration	(ii) all goods / serv (iii) the e-copies at	tify that: I or potential conflict of interests relating to this visited invitation an- ices received are in good condition / quality; tached herewith are true copies of invoices / receipts; and quisition has been settled by the University or any other organizati		arium;

## **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.



				2.2.5 2.2.5	
Line Date		Expense Type	Line Description	Amount (HKD)	Charge Account
1 08-Aug	g-2023	General Expenses-381110	Line 1	100.00	11.11.2531.381110.000000.00.00

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.

WM	Ion 1/22/2024 10:09 AM Vorkflow Mailer <cuatfis@hkbu.edu.hk></cuatfis@hkbu.edu.hk>	
0	or Your Information: PRV (P0034477), HKBU_OU was submitted for one level up approval	
To Budget (	ntroller	
Cc Prepare		
f there are p	plems with how this message is displayed, click here to view it in a web browser.	
Notifica 706 byt	on Detail.html	
Time Zone (Gł	+08:00) Hong Kong	
To Budget		
Sent 22-Jan-2 ID 1452627	4 10:09:09	
Dear budget c	roller,	
This PRV has l	n submitted under your charge account for one level up approval.	
Below is the d	iment 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	

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