



"K" LINE RORO BULK SHIP MANAGEMENT CO., LTD.
REGIONAL OPERATING HEADQUARTERS

SEMINAR NAME: _____

COVERED DATE: _____

CREW NAME: _____

CREW RANK: _____

MANNING AGENCY: _____

NATURE OF EXPENSE	REFERENCE NO.	DATE	PARTICULARS	AMOUNT
1. MEANS OF TRANSPORTATION (ECONOMY FARE)				
AIR FARE (ORIGIN - DESTINATION)				
SEA FARE (ORIGIN - DESTINATION)				
LAND FARE (BUS)				
<p>*PLEASE TAKE NOTE OF THE FOLLOWING: AIRFARE AND SEA FARE TICKETS ALLOWED: 1 WEEK BEFORE SEMINAR ATTACH OFFICIAL RECEIPT AND ITINERARY</p>				
2. HOTEL ACCOMMODATION				
<p>*PLEASE TAKE NOTE OF THE FOLLOWING: HOTEL ACCOMMODATION CEILING: P 2,000 PER DAY ALLOWED: MAXIMUM OF 3 DAYS CHECK IN DATE SHOULD BE ONE DAY BEFORE THE EVENT. ATTACH OFFICIAL RECEIPT</p>				
TOTAL EXPENSES				

TRANSACTION TYPE:
 FOR DEPOSIT

PICK UP

If for Deposit, kindly fill up "Direct Deposit Authorization Form"

PREPARED BY: _____

CHECKED BY: _____

NAME AND SIGNATURE OF CREW

NAME AND SIGNATURE OF TRAINING STAFF

DATE

DATE



"K" LINE RORO BULK SHIP MANAGEMENT CO., LTD.
REGIONAL OPERATING HEADQUARTERS

DIRECT DEPOSIT AUTHORIZATION FORM

CREW NAME: _____
CREW RANK: _____
MANNING AGENCY: _____

CONTACT NO: _____
EMAIL ADDRESS: _____

CREW AUTHORIZATION

I authorize, "K" Line RoRo Bulk Ship Management Co., Ltd - Regional Headquarters (KRBS - ROHQ) - Training Department to deposit any reimbursement amount to my account at the financial institution (Bank) indicated below. I acknowledge responsibility for providing complete and accurate information on this authorization form. I further understand that it will be my responsibility to contact KRBS - ROHQ - Training Department or make modifications to act prior to making any changes to my accounts, i.e., changing banks, etc. It is understood that this agreement may be modified by me at any time by giving notifications to KRBS - ROHQ - Training Department.

I accept that, any bank charges will be deducted to the amount reimbursable to me.

Name of Bank: _____
Bank Branch: _____

Account Name: _____

Account Number: _____

Account Type: Checking
 Savings

SIGNATURE OVER PRINTED NAME

DATE