

Reimbursement Policy

To expedite reimbursements, requests for approval shall now be sent by email.

- There should be one Email per Approval request.
- Email should include detailed information about the reimbursement (breakdown of expenses billed) and also the proposed payment method and wire fees, if applicable.

The same applies for the content providers with details to include a list of shows and minutes of content.

A standard format for the email shall be followed using the templates below:

TEMPLATE 1 - FOR REIMBURSEMENTS

Subject Line: Payment approval request: HKD 1,642.35 for Ashley Suzanne Jordan

Fashion One Television Limited
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Amount : HKD 1,642.35
Payee : Ashley Suzanne Jordan
Explanation : Reimbursement of airfares for Thibault
HKG-CEB Aug 18, 2012: HKD xxx.xx
CEB-HKG Aug 22, 2012: HKD xxx.xx
Method of Payment : Citibank HKD check (no fees)
Note : Verified by Alice

TEMPLATE 2 - FOR CONTENT PROVIDERS / PRODUCERS / FREELANCERS / CONSULTANTS / TALENTS / CONTENT MANAGERS

Subject Line: Payment approval request: USD 833.34 for Michelle Radley

Fashion One Television Limited
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Amount : USD 833.34
Payee : Michelle Radley
Explanation : Content acquisition - Lingerie, Hair and Makeup-Model
Lisa Nolan and Photographer-Steve Burke Dublin 2012
(8:20 minutes) Method of Payment: Wire transfer through
Belfius EUR (no fees)
Note : Verified by Alice