

REIMBURSEMENT OF PERSONAL EXPENSES

DATA INPUT AREA - press F9 to update calculations

NAME: DEPARTMENT: (Choose one from drop down list) #N/A
 MONTH:

RECHARGEABLE: (Choose Yes or No from drop down list)
COMPANY BEING RECHARGED:

DATE	EXPENSE DETAILS	PURPOSE OF EXPENSE / COMPANY VISITED	EXPENSE CATEGORY (Choose one from drop down list)	VOUCHER NUMBER	CURRENCY	CURRENCY VALUE	EXCH. RATE	TOTAL LOCAL
	Note 1.1	Note 1.2	Note 1.3	Note 1.4	Note 1.5	Note 1.6	Note 1.7	
			Other	1	RMB		1.00	0.00
				2	RMB		1.00	0.00
				3	RMB		1.00	0.00
				4	RMB		1.00	0.00
				5	RMB		1.00	0.00
				6	RMB		1.00	0.00
				7	RMB		1.00	0.00
				8	RMB		1.00	0.00
				9	RMB		1.00	0.00
				10	RMB		1.00	0.00
				11	RMB		1.00	0.00
				12	RMB		1.00	0.00
				13	RMB		1.00	0.00
				14	RMB		1.00	0.00
				15	RMB		1.00	0.00
				16	RMB		1.00	0.00
				17	RMB		1.00	0.00
				18	RMB	-	1.00	0.00
				19	RMB	-	1.00	0.00
				20	RMB	-	1.00	0.00
				21	RMB	-	1.00	0.00
				22	RMB	-	1.00	0.00
				23	RMB	-	1.00	0.00
				24	RMB		1	0.00

TOTAL 0.00



费用报销单

日期: 2019/8/14

报销人: 张金昭

部门: 施工部

预算编码: YF-CL-0001

序号	支出项目	具体事由	差旅费	车辆油费	车辆过路过桥费	招待费	办公费	福利费	工资	修理费	劳保费	招聘费	其他
			RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB
1	佛山出差	住宿: 广州1天共180元, 佛山8天共1040元	1,220.00										
2	佛山出差	车票: 北京-佛山1825元, 佛山-北京805.5元	2,630.50										
3	佛山出差	交通费: 广州白云机场-物流园190元, 佛山福田-海珠广场119.05元, 公交21元, 地铁9元, 新广汽配城-福田工厂58元	390.05										
4	佛山出差	招待费: 福田工厂-黄工和李工	208.00										
5	高速费	邓庄-机场往返: 50元, 祥龙公交4次: 130元	180.00										
6													
7													
8													
9													
合计金额			4,628.55										
部门直属领导			总经理			集团责任领导			财务审核			财务总监	

我确认我已经了解并遵守公司报销政策

申请人: 张金昭

领款人姓名: 张金昭

卡号: _____

开户行地址: _____

合计

RMB

GUIDANCE NOTES FOR THE EXPENSE FORM

1 All details are to be typed in the INPUT worksheet, in the yellow shaded columns, as per below. Once ready press the tab "**Print Expense Sheet**", attach all respective receipts / vouchers and pass for signatures.

- 1.1** Expense Details Give details of nature of expense. For entertaining expenditure also list names and organisation of the individuals being entertained. For subsistence expenditure (expenditure whilst staying away) also list the names of the individuals covered by the invoice.
- 1.2** Purpose of Expense Give details of the company visited or on which project / assignment the expense was incurred.
- 1.3** Expense Category A category from the drop down list must always be chosen, otherwise you will get an error in your spreadsheet.
- 1.4** Voucher no Wherever possible receipts/vouchers should be obtained for all expenses. These should be sequentially numbered and cross referenced to the expense form in the Voucher number column. If a receipt / voucher is not available this should be noted on the expense form. No credit card chits can replace receipts / invoices.
- 1.5** Currency The currency in which the expense was incurred.
- 1.6** Currency Value Insert the gross expense in the Currency value column, either in the foreign currency or for local expenses in the local currency.
- 1.7** Exchange Rate List the exchange rate charged on your VISA or the rate used when exchanging local currency . For local expenditure leave the rate as 1.
- Name, Month, Department Name of the person requesting the refund, Month in which the expenses were incurred, Department for which the expense was incurred.
- Company being Recharged** In case the expenses incurred will be recharged to another company, kindly choose Yes from the drop down menu and insert the name of the company being recharged.

2 Hotel bills under the Expense category are to be analysed separately between hotel accommodation, hotel food, hotel telephone and any other hotel expenses. A different line for each hotel category has to be filled in.

3 The most senior person present at an entertaining or subsistence event should settle the bill.

4 Only this standard expense form should be used unless prior authorisation is obtained by the Finance Director.

5 The Expense Form with the attached receipts is to be signed by the person claiming the money and approved by his/ her direct supervisor. All expense forms should then be presented to the Finance Director to approve for payment.

6 Any Foreign monies given and returned to the company will be deducted / added to the spent amount.

7 No items should be included if there is no receipt or proof attached.

8 Expense claims will be vetted by the Finance Department and may be returned to the originator if found not to be in compliance with these instructions.