

**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
	<a href="#">Note 1.1</a>	<a href="#">Note 1.2</a>	<a href="#">Note 1.3</a>	<a href="#">Note 1.4</a>	<a href="#">Note 1.5</a>	<a href="#">Note 1.6</a>	<a href="#">Note 1.7</a>	
			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、12、24

报销人：张金昭

部门：施工部

预算编码：

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
			RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB	RMB
1	客车项目	2019-12-7 沧州客户来福田验收车辆，人员：张博、崔浩宇、张金昭				188.00					
2	客车项目	2019-12-16 和福田调试车间人员打好关系，使用福田WABCO标定电脑，搭建WABCO ECAS系统测试台架，招待人员：张博、崔浩宇、李军营、张金昭。				329.00					
3	客车项目	2019-12-18，福田人员来新元科技园，给标定ECAS测试台架，人员：张金昭、吴航波、李军营				364.00					
合计金额			881.00								
部门直属领导			总经理			集团责任领导			财务审核		

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：

卡号：

开户行地址：

YF-CL-0001

招聘费	其他	合计
RMB	RMB	RMB

财务总监

张金昭

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## **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.