**{#isCommon}**

**报 销 单**

**资金性质：现金、支票、电汇、信用证、汇票、其他 {date}**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申请人：{applicant}** | | | **部门：** | | **{dpt}** | | | | | | | | | | |
| **员工编号：{applicantNo}** | | | **部门编号：** | | **{dptNo}** | | | | | | | | | | |
| **费用编码：** | **费用项目** | | **所属期间：** | | **票据**  **张数** | | **报销金额** | | | | | | | | |
| **{#table}{index}** | **{expense\_name}** | | **{expense\_date}** | | **{receipt\_num}** | | **{amount}{/table}** | | | | | | | | |
| **付款金额：**  **（大写）** | **{amtUpper}** | | **付款金额：** | | | **千** | **百** | **十** | **万** | **千** | **百** | **十** | **元** | **角** | **分** |
| **（小写）** | | | **{j}** | **{i}** | **{h}** | **{g}** | **{f}** | **{e}** | **{d}** | **{c}** | **{b}** | **{a}** |
| **收款人名称：** | | | **账号：** | | | | | | | | | | | | |
| **开户行： 领款人签字：** | | | | | | | | | | | | | | | |
| **财务审批** | | **部门审批** | | **公司审批** | | | | | | | | | | | |
|  | |  | |  | | | | | | | | | | | |

{%flowChart}

**{/isCommon}**

**{#isTrav}**

**差 旅 费 报 销 单**

**资金性质：现金、电汇、冲账、其他 {date}**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申请人：{applicant}** | | | **部门：{dpt}** | | | | | | | | | | **职务：{job}** | | | | | | | | | | |
| **员工编号：{applicantNo}** | | | **部门编号：{dptNo}** | | | | | | | | | | **预借差旅费：{borrow}** | | | | | | | | | | |
| **起止日期** | **地点** | **出差事由** | **在途费用** | | | | | | | | | | **室内交通费** | | **票据张数** | **旅馆费** | | | | **杂费** | | | |
| **飞机** | **票据张数** | | **火车** | **票据行数** | **汽车其他** | **票据张数** | **往返机场车站码头** | **票据张数** | | **住宿费** | | **票据张数** | | **杂费** | | **票据张数** | |
| **{#table}{startDate}-{endDate}** | **{addr}** | **{reason}** | **{aircraft}** | **{aircraftTicket}** | | **{train}** | **{trainTicket}** | **{automobile}** | **{automobileTicket}** | **{other}** | **{otherTicket}** | | **{traffic}** | | **{trafficTicket}** | **{stay}** | | **{stayTicket}** | | **{varied}** | | **{variedTicket}{/table}** | |
| **报销金额（大写）** | **{amtUpper}** | | | | | | | | | **报销金额**  **（小写）** | | | | **千** | **百** | **十** | **万** | **千** | **百** | **十** | **元** | **角** | **分** | |
| **{j}** | **{i}** | **{h}** | **{g}** | **{f}** | **{e}** | **{d}** | **{c}** | **{b}** | **{a}** | |
| **财务审核金额：** | | | **付款金额：** | | | | | | **领款人签字：** | | | | | | | | | | | | | | |
| **财务审批** | | | | | **部门审批** | | | | | | | **公司审批** | | | | | | | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | |

{%flowChart}

**{/isTrav}**