

SMSC

Travel Expense Claim  
差旅费报销

T1601951

Co. Code 公司代码	445P	Name 姓名	Wu Cheng Qian	Voucher No. 凭证号	
Cost Center 费用中心	61RD0003	Cat. 级别	2	Ext. 分机号	88295327
Sales Doc. 销售订单号		Personal No. 员工号	86100108	Date 日期	12/3/2018
Dept. 部门	Research and Development	Purpose of Trip 差旅目的	埃及项目现场技术支持差旅费用报销		

## Travel 行程

Date(mm/dd/yyyy)	Time(hh:mm)	Code*)	Nr.	Class**)	From	To	Transport Tool
2017-11-18	13:25	Airplane	CZ 3397	Economy	changsha	guangzhou	
2017-11-18	23:20	Airplane	MS 959	Economy	guangzhou	cai ro	
2017-11-29	00:15	Airplane	MS 958	Economy	cai ro	guangzhou	
2017-11-29	20:10	Airplane	CZ 3388	Economy	guangzhou	changsha	

## Expense 报销

Subject 内容	Account No. 科目编号	Curr. 币种	Curr. Rate 汇率	Curr. Value 外币金额	RMB Value 人民币金额
Visa & req. fee visa	66110020	USD	6.3647	25.00	159.12
Transport(Ticket) taxi -bill	66110010	RMB			268.00

## Allowance 津贴

Allowance (China) 66110010	RMB		Days		RMB
Allowance (Abroad) 66110020			Days/Times		RMB
International travel Zone D - Others(not mentioned above)	*100%	300	10	3,000.00	3,000.00
International travel Zone D - Others(not mentioned above)	-80%	300	2	120.00	120.00

## Allowance Transfer 津贴转记

Trans From	Currency	Amount	Cost Center	COI	Cost Object	Description
Oversea	RMB	0		W	61RD0003	

I agree to transfer cash to my bank card --- 招商银行:6214837315663\*\*\*\*

Expense total 总花费 RMB	3,547.12
--------------------------	----------

Advance(incl.ticket) 预支款项 (含票款)	Voucher No. 凭单号	Voucher No. 凭单号	Less 扣除金额	0.00
	Amount 金额	Amount 金额		

Balance To be paid to cashier 出纳应收款  
To be received from cashier 出纳应付款

Balance 余额(RMB)	3,547.12
--------------------	----------

Unrestricted

SMSC

Cash Expense Voucher  
现金付款凭证

T1601951

Co. Code 公司代码	445P	Dept. 部门	Research and Development			Voucher No. 凭证号		
Name 姓名	Wu Cheng Qian	Personal No. 员工号	86100108	Ext. 分机号	88295327	Voucher Date 凭证日期	12/3/2018	
						Document Type 凭证类型	SK	<input checked="" type="checkbox"/> Transfer to bank

Head Text 凭证内容	埃及项目现场技术支持差旅费用报销
-------------------	------------------

Project Approver 项目审批人	Zhou Jin Ming	Type 类型	W	Zone 区域	Abroad	Budget 预算	
---------------------------	---------------	------------	---	------------	--------	--------------	--

PK 借 贷 索 引	Account No. 科目编号	SGI 标 识	DC 变 动 代 码	Curr. 币 种	Curr. Rate 汇率	Curr. Value 外币 金额	RMB Value 人民币 金额	Tax 税 务 代 码	Assig. No. 分配编号	Posting Text 详细内容	Cost Center 费用中心	COI 成 本 标 识	PC 利 润 中 心
40	66110020			USD	6.3647	25.00	159.12		86100108	Wu Cheng Qian Visa & req. fee visa	61RD0003	W	61RD0003
40	66110010			RMB			268.00		86100108	Wu Cheng Qian Transport(Ticket) taxi-bill	61RD0003	W	61RD0003
40	66110020			RMB			0.00		86100108	Wu Cheng Qian Allowance		W	61RD0003
40	66110020			RMB			3,120.00		86100108	Wu Cheng Qian Allowance	61RD0003	P	P61RD0003
Cr. 28700020 Bank						Voucher Total		3,547.12	RMB: 3388 USD: 25				

I agree to transfer cash to my bank card --- 招商银行:6214837315663\*\*\*\*

Ten Thousands 万	Thousand 千 Three	Hundred 百 Five	Ten 十 Four	One 个 Seven
-----------------	---------------------	-------------------	---------------	----------------

Approval - Required Level: PM&CPM + L1 T&F&O

Step	Approver	Action On	Result	Remark
Compliance/HR Account	Zou Min	12/10/2018 9:27:00 AM	Approved	
PM	Zhou Jin Ming	12/10/2018 10:05:00 AM	Approved	
CPM	Wang Hai Feng	12/11/2018 11:36:00 AM	Reject	往返当天及长途飞行要扣除一定比例 allowance.
Compliance/HR	Zou Min	12/11/2018 2:21:00 PM	Approved	

Unrestricted

Account

PM	Zhou Jin Ming	12/11/2018 2:22:00 PM	Approved
CPM	Wang Hai Feng	12/11/2018 2:48:00 PM	Approved
10	Chen Yu Heng	12/12/2018 9:58:00 AM	Approved
1T	Gan Chong Si n	12/12/2018 12:46:00 PM	Approved
1F	Wang Dong Ye	12/11/2018 2:55:00 PM	Approved

Attachments

TAP: A1602058  
taxi-bill.pdf  
visa.pdf

Issued 制单	Approved 认可	Checked 审核	Released 同意付款	Received 签收	Posted 记帐
Date 日期	Date 日期	Date 日期	Date 日期	Date 日期	Date 日期