**EXPENSE REIMBURSEMENT**

**Name Date**

**Period**



**kk**

|  |  |
| --- | --- |
| **Final Estimate** | |
| **Total Advanced Funds** |  |
| **Reimbursement Amount** |  |
| **Refunding Amount** |  |
| **Reissue Amount** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPENSE DETAIL** | | | | | | | | | | | |
| **Date** | **Locations** | **Receipt**  **No.** | **Business Purpose** | **Travel** | **Meal** | **Lodging** | **Other** | **Currency** | **Rate** | **Amount** | **Exchange for RMB** |
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|  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** | | | | 0 | 0 | 0 | 0 | **Total Expense** | | 0 | 0 |

|  |  |  |
| --- | --- | --- |
| Employee: | Sales  Director: |  |
|  | Cashier: | Recheck: |