**报销单**

**报销单号：**

**申请人：** **申请日期：**

|  |  |  |  |
| --- | --- | --- | --- |
| **申请部门：** |  | **付款单位：** |  |
| **报销事由：** |  | | |
| **报销金额：** |  | **应付金额：** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **费用类型** | **发生日期** | **费用说明** | **报销人** | **报销金额** |
|  |  |  |  |  |  |
|  |  |  | **报销金额（合计）：** | |  |

|  |  |
| --- | --- |
| **冲借款：** |  |
| **应付金额：** |  |
| **大写：** |  |

**收款信息：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **收款人** | **收款银行** | **银行卡号** | **收款金额** |
|  |  |  |  |  |

**分摊信息：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **费用承担主体** | **分摊科目** | **业务归属日期** | **分摊金额** |
|  |  |  |  |  |

**审批信息：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **审批步骤** | **审批人** | **审批时间** | **审批信息** |
|  |  |  |  |  |