**费 用 报 销 单**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **报销部门：** | | | **{{date}} 填** | | | | **单据及附件共{{page\_count}}页** | | | | |
| **用 途** | | | | **金 额（元）** | | | **备**  **注** | {{details[0].description}}  {{details[1].description}}  {{details[2].description}}  {{details[3].description}}  {{details[4].description}} | | | |
| {{details[0].desc}} | | | | {{details[0].amount}} | | |
| {{details[1].desc}} | | | | {{details[1].amount}} | | |
| {{details[2].desc}} | | | | {{details[2].amount}} | | |
| {{details[3].desc}} | | | | {{details[3].amount}} | | | **部门审核** |  | **领导审批** | |  |
| {{details[4].desc}} | | | | {{details[4].amount}} | | |
| **合 计** | | | | **￥{{total}}** | | |
| **金额大写：** | **{{amount\_upper}}** | | | | | | **原借款： 元** | | **应退余款： 元** | | |
| **会计主管：** | | **会计：** | | | **出纳：** | **报销人：{{name}}** | | | | **领款人：** | |