



Expense Report

费用报告

24.06.2019

Checklist for completion :

完成检查清单

- ☐ Uploaded scanned supporting documents
已上传支持性凭据扫描件
- ☐ Attached original receipts or invoices
已附原始收据或发票
- ☐ Marked item number on receipts or invoices
收据或发票已标注费用项目编号
- ☐ Checked that expense items have same approver
各项费用由同一批准人批准

Expense Claim No:

4761003494

费用报销编码

Total Amount:

14,280.00

金额合计

Approved / Rejected by:

Sun Le Cheng Louis

批准/拒绝人

To Finance 送交财务部

Name 姓名: Sun Ming Sean (86625374)
Cost Centre 部门: NJK KDI T3 DEL (24792811)
Date 日期: 23.05.2019 - 20.06.2019
Description 描述: Expenses for 23.05.2019 to 20.06.2019
Status 状态: Approved

Item	Date	Expense Type	GL Acct	GL Acct Desc	Source Curr	Amount	Local Curr	Amount	No.of Days
项目	日期	费用类别	总账科目	总账科目描	原币种	金额	本位币	金额	天数
	From/To	Item description	Eng./IC	Eng./ IC Description	Responsible Person	Tax		Tax	
	自/至	项目描述	项目/内部代码	项目/内部代码描述	负责人	税额		税额	
001	24.05.2019	01 Per diem	71110020	Expense-Meal/PDeim	CNY	5,880.00	CNY	5,880.00	28
	23.05.2019	出差补贴	828835	Taiping Group IFRS16	He Rongke Jason	0.00		0.00	
	20.06.2019			Service_KDi NJ					
002	24.05.2019	03 Hotel & accommodation	71110070	Expense-Lodging	CNY	8,400.00	CNY	8,400.00	
	23.05.2019	酒店住宿费用	828835	Taiping Group IFRS16	He Rongke Jason	0.00		0.00	
	20.06.2019			Service_KDi NJ					
						Total 总计		14,280.00	



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