



# Expense Report

## 费用报告

04.06.2019

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:

4761003282

费用报销编码

Total Amount:

11,259.00

金额合计

Approved / Rejected by:

He Rongke Jason

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:** 29.04.2019 - 23.05.2019  
**Description 描述:** Expenses for 29.04.2019 to 23.05.2019  
**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	总账科目描述	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	30.04.2019	01 Per diem	71110020	Expense-Meal/PDeim	CNY	2,310.00	CNY	2,310.00	11
	29.04.2019	出差补贴	785257	IFRS 16 Service Phase II_KDi sub	He Rongke Jason	0.00		0.00	
	10.05.2019								
002	30.04.2019	01 Per diem	71110020	Expense-Meal/PDeim	CNY	2,310.00	CNY	2,310.00	11
	12.05.2019	出差补贴	785257	IFRS 16 Service Phase II_KDi sub	He Rongke Jason	0.00		0.00	
	23.05.2019								
003	30.04.2019	03 Hotel & accommodation	71110070	Expense-Lodging	CNY	6,600.00	CNY	6,600.00	
	29.04.2019	酒店住宿费用	785257	IFRS 16 Service Phase II_KDi sub	He Rongke Jason	0.00		0.00	
	23.05.2019								
004	30.04.2019	04 Travel - non air fares	71111202	Exp-Tvl oth than air	CNY	39.00	CNY	39.00	
	29.04.2019	打车费用	785257	IFRS 16 Service Phase II_KDi sub	He Rongke Jason	0.00		0.00	
	23.05.2019								
						Total 总计		11,259.00	



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