

# TRAVEL EXPENSES REPORT

Employee Name		Staff Code		Dept Name		Project Name		Application Date			
Purpose of Trip			Nature of Project Expense: Backlog (    ) / Newsell (    ) / Upsell (    ) / Backup (    )					Currency		RMB USD JYP	(    ) (    ) (    )
Duration of Trip	Itinerary of Trip	Accommodation	Transportation	Local Transportation	Meals		Communication	Allowance	Visa & Others	Total Amount	Project Code
From: To:	From: To:				Entertainment	Meals					
										-	
										-	
										-	
										-	
										-	
										-	
										-	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cash advance:							The actual amount	0.00			
							Bal Due to Staff/ Co.:				
Director/PM		VP			Business Unit BU GM			Finance Approval			
SVP/COO		CEO			AP Accountant check			Received by			