

Appendix: Instructions for Staff Expenses Report

附件：填写指南

网上费用报销流程 Expenses claim on-line procedure	1、填写《报销单》，并点击“文件//另存为”在本机。 Complete the expenses report and save using "File-Save as" in your local drive. 2、将《报销单》上载到Lotus Notes里的员工报销系统。 Submit your expenses report electronically to staff expe claim system in Lotus Notes. 3、打印出《报销单》附在原始发票上，经理审核后送达或寄给财务部。 Print out the staff expe report and attach it as the cover of invoices. Send it to accounting dept. after reviewed by line manager. 4、《报销单》里的任何单元格均不允许“剪切(Ctrl+X)”! Do not cut/paste any information in the expenses report template. 5、出现任何红色错误提示不允许提交，请根据提示所述相应修改您输入的数据。 If any RED error notice, please correct your report based on that.	
Items	Content	
Staff Name	输入姓名（汉字或拼音） Input name include chinese characters or pinyin	
Staff No.	输入六/八位员工号 Input 6/8 digit staff code	
Cost Center	输入所属部门的成本中心代码 Input cost center of department	
Location	选择工作地区（办公室所在地） Select work location (Office location)	
Acct_Region	选择所属的财务区域 Select financial region	
Telephone	输入电话号码。经常不在办公室的员工请输入手机号码，以便单据发生问题时能及时与您联系。 Input telephone number. Employee who travel often need to input mobile number to facilitate timely contact if any problem with expense report.	
Paid Currency	选择要付款的币种，只能选RMB或USD. Choose the paid currency, USD or RMB.	
Advance to deduct	如有预借款要从报销金额中扣除，请在此指明。 If you have advance to be deducted from the payment, please indicate here.	
Type of Expenses	选择报销费用的类别： Select type of expense claimed: (1) 国内一般费用 Normal-Domestic Allowance：出差津贴 Hotel：酒店住宿费。 Travel & OT Meal：差旅个人餐费或加班餐费 External Meal & Activity：招待客户餐费、交际应酬费 Air Ticket：机票（自行购买的机票） Train：国内火车费 Other Public Transport：国内其他公共交通费 Telephone：手机费 Gift：礼品费 Seminar：外部会议费 Training：培训费（需部门经理审批的培训费） Office Tel Charge：办公室电话费 R & D Expense：研发费用（只有SH研发部门可用） Internal Confer.：公司内部会议费 Other Allowance:艰苦地区出差补贴（Hardship travel allowance） Stationary：办公用品费（办公耗材、水、工具书、花卉等） Postage：邮资 Visa：签证费用 Maintenance：资产维修维护费 Taxi：国内出租车费 New staff Body Exam：体检费（新员工入职体检，需人事部确认） Car Daily：汽油费、停车费 Utility Fee：水电费 Newspaper book：书报订阅费 Other promotion fee：促销费 Other Service：其他费用（如不可归属于上述项目） Domestic travel others：酒店洗衣费 Internal Meal：公司内部团队用餐（包含会议或者团队活动等） (2) 国外一般费用 Normal-Oversea Intl. Allowance：国际出差津贴 Intl. Hotel：国际出差住宿费 Intl. Staff Meal：国际出差员工餐费 Intl.Other Allowance:艰苦地区出差补贴(Hardship travel allowance) Seminar：外部会议费 Training：培训费（需部门经理审批的培训费）	

	Intl. Travel others: 国际出差洗衣费 Intl. Air Ticket: 国际出差机票费 Intl. Transport.: 国际出差交通费 Telephone: 国际出差电话费 Gift : 礼品费 Other Service : 其他费用 ( 如不可归属于上述项目 )	Postage: 邮资 Visa: 签证费用 External Meal & Activity: 招待客户餐费、交际应酬费 R & D Expense: 研发费用 ( 只有SH研发部门可用 ) Internal Confer.: 内部会议费
(3) 客户费用 <b>Customer Expense</b>	External Meal & Activity: 招待客户餐费、交际应酬费	Others: 其他客户费用 ( 交通费、住宿费等 )
(4) 员工福利费用 <b>Staff Welfare</b>	Sports fee: 健身费 Baby born: 生育礼金 EA fee: 教育费 Expa.BNF other: 工资费用 - 外籍其他 ( 安家费、教育费等 ) BNF Others: 福利费其它 Expa.Rental house: 外籍人房租 Expa.rental car: 外籍人租车费 Union Sundry: 工会其它 员工福利费用说明: 以上所列员工福利费用类型不一定适用所有公司, 报销时请以人事部发布的福利政策为准。	Wedding gift: 结婚礼金 Outing fee: 旅游费 Housing Allowance: 住房补助 Loc.staff BNF other: 工资费用 - 中方其他 ( 探亲费, 需HR签字 ) Gift for staff: 员工礼金 Loc.staff rental house: 中方员工房租 Celebration: 节日礼金 Union Admin: 工会行政费
Expenses Summary	此表不需输入, 自动汇总校验。 This form need not be input, it will automatically generated and checked.	
Date	输入费用发生日期, 请按先后顺序逐笔填写。 Please input date of expense occuremce with time sequence.	
Description	输入相关费用项目及业务描述, 必须详细明确。 Input description of expense as detailed as possible.	
CS/IO number	CS: Sales order number For CS Project expenses. CS项目报销需要在此栏填写相应的CS项目号。 IO: Internal order.If applicable please select correct internal order. 和IO有关费用请将IO号填写在此栏。	
Expense Nature	选择相应费用类别。 Please select expense nature.	
Hotel/Taxi Type	请根据入住的酒店以及打车费的实际情况选择不同的类型。 Hotel type should be selected " Contract hotel " "City without Contract hotel" or "Non-Contract hotel " Taxi type should be selected "VAT electronic general invoice" or "Other invoice" by employee based on actual situation.	
Days/Persons	如申请出差津贴, 必须填写出差天数。If travel allowance is claimed, days of travel need to be provided. 如报销酒店费用, 必须填写住宿天数。If hotel fee is claimed, days of room night need to be input. 如报销娱乐宴请费用, 必须填写参与人数。If cust. Meal & enter. is claimed, number of participant need to be provided.	
Inv_Currency	选择所报销的发票上的币种。如果Paid currency 和Inv_Currency 一致, 系统会自动显示汇率和计算付款金额。 Choose the currency on the invoice.If "Paid currency" is equal to "Inv_currency",the "exchange rate"and "Amount" will be automatically calculated by system.	
Inv_Amount	输入发票上的金额。 Input the total amount on the invoice.	
Tax Rate	从下拉框中选择增值税专用发票上的税率 Choose the tax rate according to VAT specific invoice	
Tax Amount	如填写了税率, 必须填写增值税专用发票上的税额 If filled tax rate, tax amount should be input base on VAT specific invoice.	
Exchange Rate	无需输入, 系统将自动根据已输入的发票金额和报销金额计算出来。 No need to input, automaticly calculated by system based on the Inv_Amount and the payment amount.	
Amount	输入需支付的RMB或USD金额。 Input payment amount (RMB or USD amount).	
Invoice Number	如果报销增值税专用发票, 必须填写发票号码。 If VAT specific invoice is claimed, invoice number need to be input.	
Attention: PST Project Expenses	PST 项目费用报销, 在报销单上传到网上报销系统时输入项目号 ( WBS number). For PST project expenses, please input WBS project number when expenses template upload to on-line system.	



## Foreign currency list

Desc.	Currency	Desc.	Currency	Desc.	Currency
人民币	RMB	港币	HKD	新西兰元	NZD
美元	USD	越南盾	IND	新加坡元	SGD
澳大利亚元	AUD	印度卢比	INR	泰铢	THB
欧元	EUR	日元	JPY	澳门元	MOP
英镑	GBP	韩国元	KRW	其它	Other

Type of Expense: **Normal\_Domestic** ( To be selected )

**Expense Summary** ( *not fill in* by applicant, link with the details form below )

Allowance tax free	-	Allowance	-	Other Allowance	-	Hotel	-	
Travel & OT Meal	-	Internal Meal	-	External Meal & Activity	2,276.00	Air Ticket	-	
Train	-	Taxi	321.83	Other Public Transport	120.00	Telephone	-	
Gift	985.00	Seminar	-	Training	-	Internal Confer.	-	
Postage	-	Visa	-	Maintenance	-	New staff Body Exam.	-	
Car Daily	-	Utility Fee	-	Newspaper book	-	Other promotion fee	-	
Other Service	-	Office Tel Charge	-	Dom.travel others	-	R & D Expense	-	
Stationary	-		-		-		-	
	-		-		-		-	
						<b>TOTAL</b>	<b>3,702.83</b>	<b>-</b>

**Detail of Expense ( fill in by applicant )**

Count Line 19

[illegible]

**Sign.:**

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Sign.:                      Applicant                      Manager                      Director

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Sign.:

Applicant

Manager

Director

Date: