



【借款报销单】

团号：HMB-240312-QDH884

会议日期：3.12-3.17

| 序号 | 项目 | 借款 | | | 还款 | | | | 还发票要求 |
|----|-----------|------|------|------|-----------|------|-----------|------|---|
| | | 金额 | 数量 | 借款金额 | 发票金额 | 其他金额 | 还款金额 | 项目明细 | |
| 1 | 活动交通 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 可用项目：租车费、大交通、过路费、过桥费。 加油费（仅试驾活动可用，且只可使用活动当时当地的加油票） |
| | 活动交通合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 2 | 媒体费用 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 仅可使用公司规定项目的发票，其余均不可用。需提供签到表及收条。 |
| | 媒体费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 3 | 客户使用费用 | 0 00 | | 0 00 | | 0 00 | 0 00 | | 需有客户邮件确认，并抄送合规部。 |
| | 客户使用费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 4 | 活动餐费 | 0 00 | | 0 00 | 17 060 00 | 0 00 | 17 060 00 | | 需提供刷卡联、菜单（小票） |
| | 活动餐费合计 | 0 00 | 0 00 | 0 00 | 17 060 00 | 0 00 | 17 060 00 | | |
| 5 | 现地采买费用 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 尽量提供可用的原始发票，发票项目不可用的，且开票需要加收税点的可以不提供原始发票。网上交易均需提供交易截图。 |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | 现地采买费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 6 | 第三方人工工资 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 司机、导游不得直接付款，要使用地接间接付款 身份证复印件，收条，签字即可，每人超过800元/人，需要补票或交个人所得税。 |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | 第三方人工工资合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 7 | 制作费 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | |
| | 制作费合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 8 | 安全相关 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 药品500元/团以下可用 |
| | 安全相关费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 9 | 境外 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | 离境税、落地签签证、小费，写清名单，提供收据并补票或交税 |
| | 境外费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| 10 | 其他 | 0 00 | | 0 00 | 0 00 | 0 00 | 0 00 | | |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | | | | | 0 00 | 0 00 | 0 00 | | |
| | 其他费用合计 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | | |
| | 合计 | 0 00 | 0 00 | 0 00 | 17 060 00 | 0 00 | 17 060 00 | | |

| 借款金额合计 | 报帐金额 | 发票报帐金额 | 其他发票报帐金额 | 差额 |
|--------|-----------|-----------|----------|-----------|
| 0 00 | 17 060 00 | 17 060 00 | 0 00 | -17060 00 |

报销人

总监：

合规：

财务：