**中新国际联合研究院报销表**

**Sino-Singapore International Joint Research Institute**

**Reimbursement Form**

基本信息 GeneralInformation

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | 项目编号Project No. |  |
| 项目名称Project Title |  |
| 申请人Applicant |  | 职位/职称Designation |  |

费用明细ExpensesDetails1

|  |  |  |  |
| --- | --- | --- | --- |
| 日期/时间段DateorPeriod | 报销类别Category 2 | 说明Description | 金额Cost (RMB) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | 总计TOTAL (RMB) |  |

银行账户信息Bank Account Details3

|  |
| --- |
| 银行名称Bank Name:  |
| 支行名称 Bank Branch: |
| 账户所有人姓名Bank Account Holder : |
| 银行账号 Bank Account No: |

审批 Approval

|  |  |
| --- | --- |
| 负责人ApprovedBy |  |
| 签名Signature |  |
| 日期 Date (YYYYMMDD) |  |

注释Remarks

1: 凭据报销Original bills and receipts are required

2: 包括交通，住宿，会议费用等. 如有多项交通费用需要报销，请于此表中填写交通费用报销总数目，具体交通费用详情请额外填写“交通费用报销表”，Categoryincludes transportation, lodging, conference fee etc. For transportation reimbursement, please fill in the “transportation reimbursement form” if there are multiple transportation items, and only list the total transportation amount to be reimbursed in this form.

3: 如已向研究院提供过银行信息，将无需再次填写You can leave it blank if JRI already has your bank information