

OAKLAND CHINESE CHURCH EXPENSE REIMBURSEMENT FORM

奧克蘭華人教會費用申報單

Explanation of Expense (in English) : _____
(事項，請以英文填寫)

1. Pre-Approval

(預先審批)

Expense over \$100 needs approval signature, over \$250 needs treasurer's signature.

(報銷金額超過\$100，需經批准簽名。報銷金額超過\$250需經財務同工簽名)

Estimated Amount : _____

(預計款項)

Claimant's Signature : _____ Date: _____

(申報者簽名)

Approval Signature : _____ Date: _____

(批准簽名)

Treasurer Signature : _____ Date: _____

(財務同工簽名)

2. Expense Reimbursement Request

(費用申報)

Date of Expense: _____

(購物日期)

Amount of Expense: _____

(款數)

Issue check payable to: _____

(請以正楷英文填寫收款人姓名)

Claimant's Signature: _____

(申報人簽名)

Receipt (yes/no): _____ (expense over \$25 requires receipts, if not please provide explanation)

(收據，有/否) (報銷金額超過 25 元需附收據，若無收據請註明理由)

Budget category to be charged : _____

(預算編號)

Approval Signature: _____

(批准)

3. For Treasurer use only

(本欄由財務同工填寫)

Check Number: _____ Amount of check: _____

(支票號碼)

Date paid: _____

(付款日期)

