



底特律中文学学校报销单 ACSGD Expense Reimbursement Form

申报人 Name of Applicant: _____

申报费用简要说明 General Description: _____

(请附上所有报销单据 Please attach all expense receipts)

	报销金额用途覆盖时间 Expense coverage dates 从 from : __/__/__ 至 to: __/__/__	用途说明 Description	金额数 Amount (USD)	由财务管理人员填写 Fill by accounting staff	
				开支账号 Account	预算支出 Budget Amount
1					
2					
3					
4					

总金额 (USD) Subtotal Amount	预算内金额 Budget Amount	预算外金额 Other Amount

申报人签字 Applicant Signature: _____ 日期 Date: _____

批准人签字 Approver Signature: _____ 日期 Date: _____

财务管理人员签字 Accounting Staff Signature: _____ 日期 Date: _____

批准程序说明 Approval Process Instructions:

1 预算内开支: \$200以内由主管副校长或校长审批, \$200以上必须由校长审批。

Purchase Order within the budget: Any purchase order under \$200 must be signed by the principal or the vice principal who is in charge of the area of the expense. Any purchase order above \$200 must be signed by the principal.

2 预算内开支报销: \$200以内由校长签字, \$200至\$1000由校长和一名主管副校长共同签字, \$1000以上须由校长和两名主管副校长共同签字。

Expense within the budget: Any expense under \$200 within the school budget must be signed by the principal. Expenses between \$200 and \$1000 must be signed by both the principal and the vice principal who is in charge of the area of the expenses. Expenses above \$1000 must be signed by the principle and two vice principals.

3 校舍租金, 教师工资, 复印机租金等固定费用只需负责副校长签字。

Rent of school facilities, salaries or wages, and other repetitive expenses such as the rent of printers can be signed by the vice principal who is in charge of the area of the expenses.