

Global Direct CPG Ltd

Other Expenses Reimbursement Form

Name: Wendy **Date :** 6-May-25
Period: From 16-Apr-25 To 15-May-25 **Place:** JINGJIANG
Purpose: _____

Fill in dates and places at the head of each column, and the amount spent below. ATTACH ALL RECEIPTS

Date >							
EXPENSE Place >	JINGJIANG						
marking pen							
pen holder							
file folder							
broom							
tissue							
key ring							
signet							
water							
floor mop							
strap							
tagging gun							
microwave							
oven							
marking pen							
coffee beans							
disposable tableware							
power strip							
seal							
recruitment cost							
telepone cost							
stamp carving	RMB100.00						
Sub-total :	RMB100.00	RMB0.00	RMB0.00	RMB0.00	RMB0.00	RMB0.00	RMB0.00
Total :	RMB100.00						
Signed : _____ Wendy _____							
Approved by: _____ Management _____							



Global Direct CPG Ltd

Travel Expenses Invoice

DATE: 22-Apr-25

BB NO.:

PLACE: JINGJIANG

PURPOSE: stamp carving

TOTAL EXPENSE(RMB):RMB100

FACTORY:



22-Apr-25

Huansheng stamp carving:RMB100



扫描全能王 创建