Global Direct CPG Ltd

Oversea Travel Expenses Reimbursement Form

Name: Kyle **Date :** 14-May-25

Period: From 2025.3.14 to 2025.5.14 **Place:** Ningbo

Purpose: Insepceion products.

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

Date >	May. 14							
EXPENSE Place >	Ningbo							
Airfare								
Airport tax								
Trainfare								
Car rental (Taxi)								
Parking								
Tolls								
Gasoline								
Breakfast								
Lunch								
Dinner								
Drink								
Hotel								
Telephone (IDD)	RMB300.00	From3.14-5.14						
Subway (MTR)								
Bus								
Sub-total :	RMB300.00							

Total RMB300.00

Total expense (RMB) :	**RMB300.00**
Less advance (RMB) :	
Due to company (RMB) :	
Due to staff (RMB) :	

Signed : Kyle Date 2025/5/14

Approved by: ____________ Date ____________

Management

admin/from01/Jul06

Global Direct CPG Ltd

Travel Expenses Invoice

DATE:	2025.3.14-2025.5.14	**BB NO.:**	
PLACE:	Ningbo	**PURPOSE:**	Telephone
TOTAL EXPENSE(RMB):	300		

电子发票（普通发票）

发票号码：25937000000044756317
开票日期：2025年05月14日

购买方信息	名称：朱翊 统一社会信用代码/纳税人识别号：	销售方信息	名称：中国移动通信集团浙江有限公司宁波分公司 统一社会信用代码/纳税人识别号：91330000717612522B

项目名称	规格型号	单位	数量	单价	金额	税率/征收率	税额
*电信服务*通信服务费			1	300	300.00	*	*
合计					¥300.00		*
价税合计（大写）	⊗叁佰圆整				（小写）¥300.00		

备注	18758337515; 收款人：徐妍：　复核人：卓京京；

开票人：宁波移动

14-May-25
Telephone charge: RMB300
From 14-Mar-2025 to 14-May-2025