

Voucher for Reimbursement 墊款請償單

District number: 67

Paid By 支付方式: ☐ Cash 現金☒ Wire Transfer 電匯

Date of request 申請日期: _____

Requestor/Position held 申請人/ 職稱: _____ Signature 簽字: _____

Cell Phone Number: _____

Email: _____

Beneficiary name 戶名: _____

Bank name 銀行名稱: _____

Branch name 分行名稱: _____

Bank account 銀行帳號: _____

1. Complete this form. 請填寫此表格。

2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below. 請黏貼好收據/發票在別張白紙上。清楚標示出欲申請之金額及其位於下列表格中之對應品項編號。

3. Return to the District Director (address below). 請郵寄給總會長 (地址如下)。

4. The District Director reviews, approves, and forwards to the treasurer for payment. 總會長核准後，再遞交財務長支付。

5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable. 費用發生的收據/發票日期，若超過60天可能無法請償。

					Treasurer's Use Only 財務長填寫
Line 品項	Month of Expense 費用月份	Currency 幣別	Amount 金額	Expense Description 費用明細 (If travel, indicate mileage and rate used in calculation.)	Budget Account Number 預算科目
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total 合計:				= 台幣 元	

Approvals

District Director's name (print): Caroline Kiang 張可芸

220新北市板橋區

Address 地址: 文化路一段366號

22-1樓

District Director's signature: _____

Date: _____

If a single expenditure is more than US\$500 or a check is payable to the District Director or treasurer, a Lieutenant Director's approval is required.

Lieutenant Director's name (print): _____

Lieutenant Director's signature: _____ LGET or LGM (circle one)

Treasurer's name (Print): Bishop Hsu

Treasurer's signature: _____

Document number: _____

Date: _____

Date cleared: _____