

Y u n T e c h Club Expense Reimbursement Record Form

Club Name								Date Received							
Subsidy Amount		hundred thousand	Ten thousand	thousand	hundred	ten	NT dollar	Reimbursed Amount	hundred thousand	Ten thousand	thousand	hundred	ten	NT dollar	
Purpose Description		Event Date: Event Name:						Purchase Request Number							
Club Self-Check (Please tick if confirmed correct)															
General Affairs	Audit	Form					General Affairs	Audit	Receipt						
		The receipt and reimbursement record form date must match the actual reimbursement date.							Receipt header, date, and store stamp are all correct, with general affairs seal affixed.						
		Club seal and personal seal have been stamped on the receipt.													
		Department and student ID have been filled in on the receipt.							All required attachments are complete.						
		The responsible person (club president) and the payee (general affairs officer) are correctly identified.							Receipt purpose is clearly filled in, with unclear item names clarified.						
		Receipt is pasted correctly without covering the date.							Quantity and unit price are provided, and their multiplication equals the total amount.						
		Any corrections on the form or attachments have been stamped with the general affairs seal.							A sample copy is attached for photocopying fees, regardless of amount.						
		The pasted voucher form's year and month match the reimbursement month.							Accommodation fee includes activity name, time, location, accommodation address, and list of attendees.						
		A copy of the approved activity application form is attached.							A sample copy is attached for stamp fees, regardless of amount.						
		The amount in both words and figures on the receipt is accurate.							Meal expenses during the event include event name, date and time, location, and list of attendees.						
		Lecturer fees indicate course name, time, and location.							Meal expenses for event preparation meetings include meeting name, date and time, location, list of attendees, and meeting minutes.						
		The itemized list of consumables has been completed.													
General Affairs	Audit	Uniform Invoice					General Affairs	Audit	Others						
		Store invoice stamp and general affairs seal have been affixed.							Reimbursement must be completed within two weeks after the event.						
		All invoices include the National YunTech Tax ID number.							Total from the same store does not exceed NT\$10,000.						
		Invoice purpose is fully filled out; unclear item names are also clarified.							All receipt/invoice items are eligible for reimbursement and are original copies.						
		Membership cards with point accumulation/cash discount features were not used.							Errors on receipts/invoices are corrected and stamped with the advisor's seal.						
		Prize items are accompanied by the winner list and prize details.							Bottled water purchase includes event name, time, location, and list of attendees.						
									Meal count exceeds 30 ; priority purchase form is attached.						
		Original electronic invoice and purchase list are attached together with store stamp affixed.							Transportation fee includes event name, time, location, list of riders, departure and arrival points, and ride times.						
		Two copies of the triplicate invoice stub are attached with store stamp affixed.							Reimbursement items match the budget items listed in the activity application.						
									Final report submitted and signed for:_____						
Submitting Staff															
General Affairs Staff								Club President							
Remarks															
Receiving Staff															
Preliminary Review					Secondary Review					Acceptance					