



聖地牙哥中華學苑報帳申請表

San Diego Chinese Academy Expense Reimbursement Request Form

Description	Activity/Event (If applicable)	Date	Amount	
教財、教具 Teaching Material				
印刷費 Printing				
班費 Class Fee				
文具費 Office Supplies				
郵費 Postage				
教師訓練、研討會 Teacher Training				
交通費 Travel/Mileage				
廣告費 Advertisement				
公共關係 Public Relation				
老師點心 Snacks – Teachers				
學生點心 Snacks – Students				
課外活動 Extra Curriculum				
獎盃、獎狀 Awards				
維修 Repair/Maintenance				
代勞費退費 Service Fee Refund				
其他 Others:				
合計 Total				

- 申請費用需填寫此表。
This form must be used when requesting reimbursement.
- 申請費用需附收據，並於收據上清楚標出日期及報帳項目。
Dated receipts must accompany the request. Clearly indicate expense items on receipts.
- 申請人姓名欄需填寫支票受款人之英文姓名。
Applicant's name should be the English name to which the check is written.
- 請表提出後一週應可領取支票。申請表填寫不全或未附收據均可能延誤支票之發放。
Reimbursement checks are usually available one week after application. The process may be delayed if the form is incomplete or receipts missing.

(最大的)學生姓名(英文)
(Oldest) Student's Name (English): _____ 班級 Class: _____

申請人 Applicant: _____ 電話 Telephone: _____

Approved by: _____ Date: _____

Internal Use Only	Check #	Paid Date
-------------------	---------	-----------