

Expense Claims					
Employee	Rachel Ke		Reference	Rachel Aug. Reimbursement 1	
Date	2019-08-08		Due date	2019-08-16	
Expected Date			Currency	CNY Chinese yuan	
Expense Item	Description	Quantity	Unit Price	Tax Amount	Amount
EXP-037 Hotels	7/31-8/2 Shanghai trip hotel	1	718.00		718.00
EXP-028 Taxi - local	7/31-8/2 Home Xiamen airport taxi fee	1	300.00		300.00
				Total	1,018.00
Reimbursement by			Auditor		