

IELTS Test Expenses Claim (on monthly basis)

Name in Print: _____

Month/Year: _____

Examiner Initial: _____

TDP Number: _____

(Examiner use only)

(TDP use only)

Test 1		Item No.	Description	Date	From	To	Amount
Test Date:		1					
Test Venue:		2					
Role:		3					
Invigilator <input type="checkbox"/>		4					
Written S <input type="checkbox"/>		5					
Speaking S <input type="checkbox"/>		6					
Written AS/SAS <input type="checkbox"/>		7					
Speaking AS/SAS <input type="checkbox"/>		8					
Examiner <input type="checkbox"/>		9					
Others (pls.specify)		10					
Sub-Total							
Test 2		Item No.	Description	Date	From	To	Amount
Test Date:		1					
Test Venue:		2					
Role:		3					
Invigilator <input type="checkbox"/>		4					
Written S <input type="checkbox"/>		5					
Speaking S <input type="checkbox"/>		6					
Written AS/SAS <input type="checkbox"/>		7					
Speaking AS/SAS <input type="checkbox"/>		8					
Examiner <input type="checkbox"/>		9					
Others (pls.specify)		10					
Sub-Total							
Test 3		Item No.	Description	Date	From	To	Amount
Test Date:		1					
Test Venue:		2					
Role:		3					
Invigilator <input type="checkbox"/>		4					
Written S <input type="checkbox"/>		5					
Speaking S <input type="checkbox"/>		6					
Written AS/SAS <input type="checkbox"/>		7					
Speaking AS/SAS <input type="checkbox"/>		8					
Examiner <input type="checkbox"/>		9					
Others (pls.specify)		10					
Sub-Total							
Test 4		Item No.	Description	Date	From	To	Amount
Test Date:		1					
Test Venue:		2					
Role:		3					
Invigilator <input type="checkbox"/>		4					
Written S <input type="checkbox"/>		5					
Speaking S <input type="checkbox"/>		6					
Written AS/SAS <input type="checkbox"/>		7					
Speaking AS/SAS <input type="checkbox"/>		8					
Examiner <input type="checkbox"/>		9					
Others (pls.specify)		10					
Sub-Total							
Grand Total							

Signature:		Date	
Checked by:		Date	

Note:

1. Please fill in claim form in Pen
2. Please attach all original fapiao, state the purpose of the journey and sign the claim form.
3. The corresponding WBS will be provided by local finance team as per internal charging instruction.
4. The corresponding WBS will be provided by local finance team as per internal charging instruction.

Expenses Claim Instruction 报销说明

1. Complete this IELTS Venue Staff Expenses Claim Form **in Pen**. Sign and Date at the bottom of the form.
请用钢笔/圆珠笔/签字笔填写报销单，并在最下方签字处签写您的姓名和日期。

2. Gather all **original official fapiao** and **spread out** all fapiao **firmly** on the paper and attach them to the claim form.
将所有原始正规发票**平铺**订/粘在纸上（确保牢固），并附在报销单后。

Please follow the below rules for each type of fapiao: 请遵守如下关于发票的规定

Flight - If your flights are booked and paid by yourself, you are required to provide **original official airfare fapiao** from the Airline/Agent. Online booking/payment certificate/credit card statements are not acceptable forms of fapiao.

机票 - 如果是经批准需自行购买飞机票，您需要从航空公司或代理获取原始正规发票。网上打印的任何凭证和任何信用卡支付凭证将不予报销。

Train - Train ticket are only acceptable form of fapiao, so please attach **train tickets** to claim form, no matter it's booked/paid by BC or yourself. You do not need to claim train tickets if they are booked/paid by BC.

火车票-火车纸质票是唯一的报销凭证，所以请您妥善保管。无论您是自行购买的火车票还是单位给您购买的，您都需要把原始火车票附到报销单中。

Taxi - Please **take licensed taxi** and get **original official taxi receipts**.

为了您的人身安全和避免报销损失，请务必使用正规出租车并获取正规发票。

Hotel & any other costs if it has- If you are allowed by BC to pay accommodate or any other costs, you must get the original official fapiao from the hotel/supplier, with the title of **BC教育咨询（北京）有限公司**

住宿和其他采购-如果您被批准需自己支付酒店费用或和考试相关的临时采购，请您务必获取原始正规发票。发票抬头必须为：

3. **Missing fapiao/receipts** are not reimbursable.

丢失的发票/票据不予报销

4. Please give a short statement next to each fapiao of the purpose for fapiao. Please **do not write anything on the front of fapiao**. Note all fapiao information (Date/Time) must be in accordance with test arrangement.

请在每张发票旁注明发票用途。请不要在发票正面写字。所提供的发票信息（日期/时间等）必须和考试安排一致。

5. Reimbursement will be made based on fapiao value or the value you claim, **which is lower**.

报销按发票金额和填写金额孰低的原则给付。

6. Please submit your claim **within 3 months** after the test day; We won't check and reimburse your claim if it is submitted beyond 3 months

请在考试日期的3个月之内提交报销单；逾期不予审核支付。

7. The deadline for submission of claim form is **the last working day every month**. Payment will be made by **20th** of the following month.

每月提交报销单的截止日是每月最后一个工作日。报销将于下月20日前支付。