

四川外国语大学票据粘贴单

注意事项（此表仅做展示，无需打印，请直接用A4白纸粘贴票据）：

Notes (This is just to show you how to organize the receipts, please paste them directly onto a blank A4 paper):

- 1 票据靠左侧使用胶水固定粘贴，票据左右两边都需要粘贴；
Fully paste the receipts into the paper against the dotted line on the left side.
- 2 粘贴时从左到右，平铺粘贴票据，做到不折叠、不粘页、不倒置、不覆盖；
Paste from left to right, up to down, and do not fold, cover or upside down the receipts.
- 3 A4纸张大小的报账资料，不粘贴；
Do not paste the receipt that is the same size of a A4 paper.
- 4 票据应分类粘贴，差旅费票据按行程顺序分类粘贴，出租车票按时间顺序粘贴；
Organize and classify the receipts according to the timeline.
- 5 清单、公务卡支付记录等与发票配对粘贴；
Payment record or other material should be matched with it's invoice.
- 6 请勿使用订书钉装订；
Do not staple the papers.
- 7 使用黑色钢笔或中性笔填写，字迹清晰。
Sign your name at any blank place of every page with black pen with clear hand writing.
- 8 如票据非中文，请将重要信息翻译为中文。
If the receipts are not in Chinese, translate the important information into Chinese.

装

订

线

Please do not paste over the dotted line

单据共 张
金额 元
报销人: