申请报销所需材料清单

Materials Needed for Reimbursement

一、机票报销 Air Ticket Reimbursement

1. 登机牌原件 Original Boarding Pass
2. 行程单 Itinerary

备注：正式的蓝色固定样式行程单可代替发票。

Note: If an official blue style itinerary is provided, there is no need to provide invoice.

3. 正式发票（发票抬头写川外）Formal Invoice (Please put SISU as invoice title.)
4. 付款凭证 Payment Record

二、医药费报销 Medical Reimbursement

1. 正式发票（发票抬头写川外） Formal Invoice (Please put SISU as invoice title.)

备注：如医院或药房告知您医疗费只能开具个人发票，则无需用川外作抬头。

Note: If the hospital or pharmacy requires you to leave your personal information for the invoice title, then there is no need to put SISU as invoice title.

2. 付款凭证 Payment Record

票据示例图

Example Pictures of Needed Materials

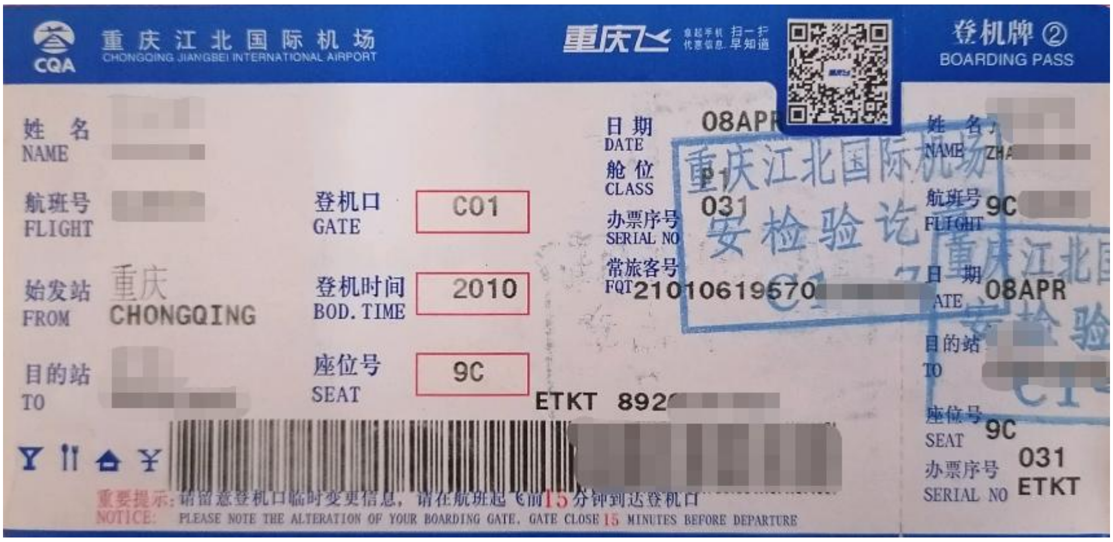
1. 川外纳税人识别号（仅供报销时开具发票使用）

Taxpayer's Identification Number of SISU (For reimbursement purposes only.)

单位发票抬头

名称	四川外国语大学
税号	125000004504017097
单位地址	重庆市沙坪坝区烈士墓壮志路33号

2. 登机牌原件 Original Boarding Pass



---

3. 行程单 Itinerary

● 普通行程单（还需提供发票） Common Itinerary（Invoice is also needed.）

IATA

电子客票行程单/ITINERARY

航空公司记录编号/AIRLINE PNR:[redacted]
旅客姓名/NAME:[redacted]
身份识别代码/ID NUMBER:[redacted]
出票航空公司/ISSUING AIRLINE: [redacted]
出票代理/ISSUING AGENT:

订座记录编号/1E PNR:[redacted]
电子票号/ETKT NBR:220-[redacted]
联票票号/CONJ NBR:
出票日期/DATE OF ISSUE:[redacted]
航协号/IATA CODE:[redacted]

ORIGIN/DES 起飞机场/抵达机场	FLIGHT 航班号	CLASS 舱位等级	DATE 出发日期	DEPARTURE TIME 起飞时间	ARRIVAL TIME 抵达时间	STATUS 状态	ALLOW 行李额	DEPARTURE TERMINAL 出发航站楼	ARRIVAL TERMINAL 抵达航站楼
[redacted]	[redacted]	Economy	2022-01-22 00:40:00	00:40	05:30	OK		T2	T1
[redacted]	[redacted]	Economy	2022-01-22 21:55:00	21:55	05:55+1	OK		T1	T3
[redacted]	[redacted]	Economy	2022-01-23 12:15:00	12:15	13:55	OK		T2	

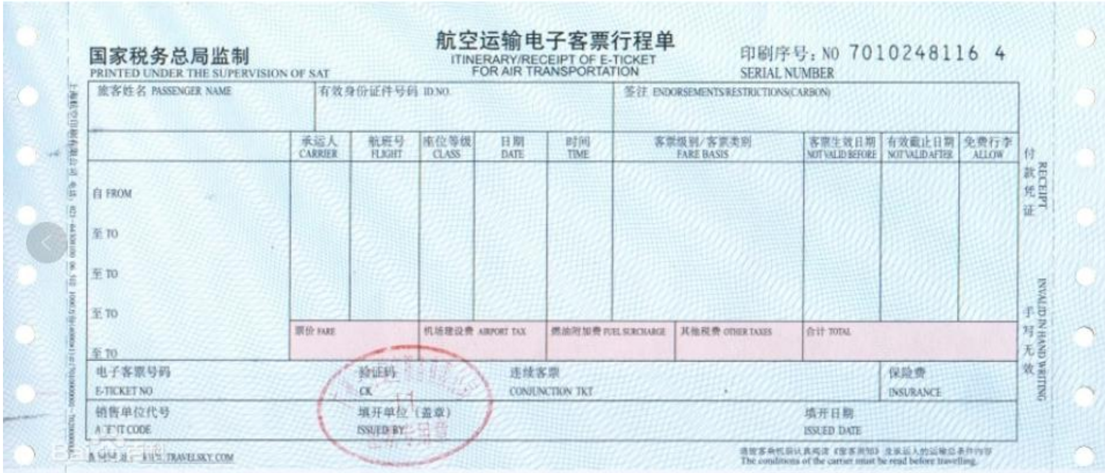
机票款/FARE : CNY[redacted]
税费/TAX : [redacted]
总计金额/TOTAL : [redacted]

NOTICE:
• PLEASE ARRIVE AT THE AIRPORT BEFORE THE CHECK-IN TIME SPECIFIED BY THE AIRLINE.
• DURING CHECK-IN, PLEASE PRODUCE YOUR VALID ID CARD USED WHEN YOU PURCHASE THE TICKET.
• TO FIND OUT MORE ABOUT THE REGULATIONS OF OTHER AIRLINES, PLEASE REFER TO THE RELEVANT AIRLINES OR AGENTS FOR MORE INFORMATION.

↑

无公章 without official seal

● 正式的蓝色固定样式行程单（可代替发票） Official Blue Style Itinerary（Invoice is not needed any more.）

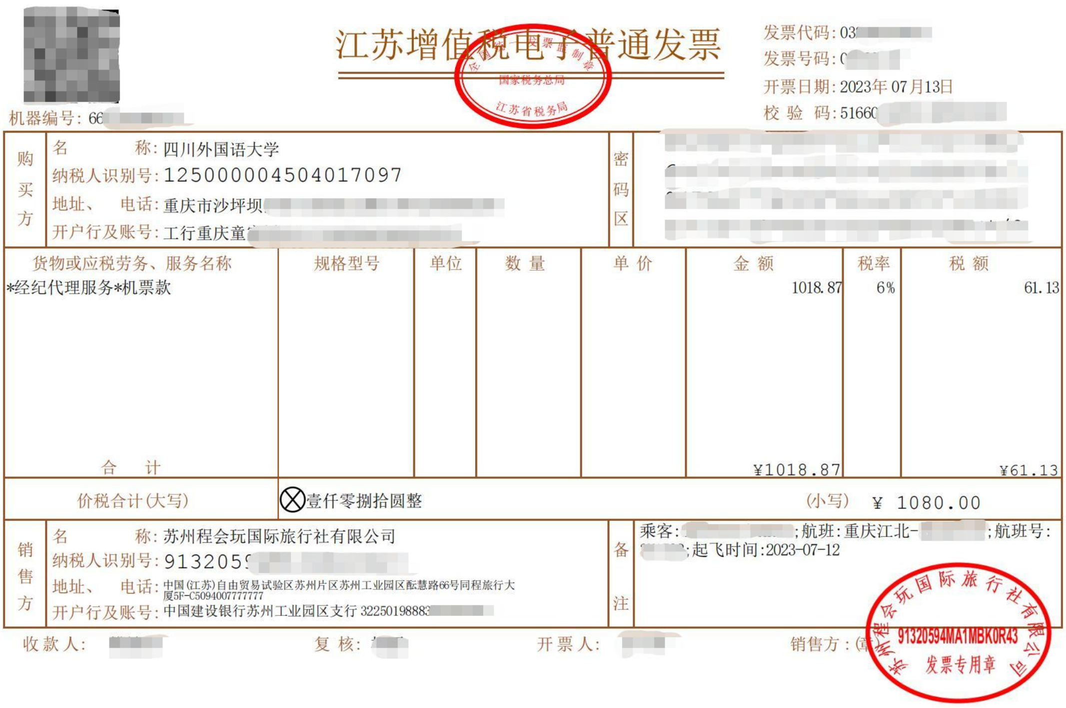

国家税务总局监制
PRINTED UNDER THE SUPERVISION OF SAT
航空运输电子客票行程单
ITINERARY/RECEIPT OF E-TICKET FOR AIR TRANSPORTATION
印刷序号：NO 7010248116 4
SERIAL NUMBER
旅客姓名 PASSENGER NAME | 有效身份证件号码 ID.NO. | 签注 ENDORSEMENTS/RESTRICTIONS(CARBON)
承运人 CARRIER | 航班号 FLIGHT | 座位等级 CLASS | 日期 DATE | 时间 TIME | 客票级别/客票类别 FARE BASIS | 客票生效日期 NOT VALID BEFORE | 有效截止日期 NOT VALID AFTER | 免费行李 ALLOW
自 FROM
至 TO
至 TO
至 TO
至 TO
票价 FARE | 机场建设费 AIRPORT TAX | 燃油附加费 FUEL SURCHARGE | 其他税费 OTHER TAXES | 合计 TOTAL
电子客票号码 E-TICKET NO | 验证码 CK | 连续客票 CONJUNCTION TKT | 保险费 INSURANCE
销售单位代号 AGENT CODE | 填开单位（盖章） ISSUED BY | 填开日期 ISSUED DATE
付款凭证 RECEIPT
手写无效 INVALID IN HAND WRITING

---

4. 正式发票（发票抬头写川外） Formal invoice (Please put SISU as invoice title.)

● 机票发票 Air Ticket Invoice

机票发票样式 1 Example No.1


江苏增值税电子普通发票
发票代码: 03
发票号码: 0
开票日期: 2023年07月13日
校 验 码: 51660
机器编号: 66

购买方		密码区
	名 称: 四川外国语大学 纳税人识别号: 125000004504017097 地址、电话: 重庆市沙坪坝 开户行及账号: 工行重庆童	

货物或应税劳务、服务名称	规格型号	单位	数量	单价	金额	税率	税额
*经纪代理服务*机票款					1018.87	6%	61.13
合 计					¥1018.87		¥61.13
价税合计(大写)	⊗壹仟零捌拾圆整				(小写) ¥ 1080.00		

销售方		备注
	名 称: 苏州程会玩国际旅行社有限公司 纳税人识别号: 913205 地址、电话: 中国(江苏)自由贸易试验区苏州片区苏州工业园区翫慧路66号同程旅行大厦5F-C509 4007777777 开户行及账号: 中国建设银行苏州工业园区支行 32250198883	乘客: ;航班: 重庆江北- ;航班号: ;起飞时间: 2023-07-12

收款人: 复核: 开票人: 销售方: (章)

苏州程会玩国际旅行社有限公司 91320594MA1MBK0R43 发票专用章

机票发票样式 2 Example No.2

Trip.com Group

ITINERARY/INVOICE

Booking Details

ORDER ID/訂單號:

PASSENGER/旅客:

TICKET NUMBER/票號:

ISSUING AIRLINE/出票航空公司:
Airlines

INVOICE DATE/開票日期:

ISSUE DATE/出票日期:

GDS PNR/預訂編號:

ISSUED AGENT/出票代理:

Flight Details

DATE 日期	AIRLINE PNR 航空公司預訂編號	FLIGHT 航班號	DEPARTURE/始發 TIME/時間 TERMINAL/航站樓	ARRIVAL/抵達 TIME/時間 TERMINAL/航站樓	CLASS 艙位等級	STATUS 狀態
9-JUL-23			12:20 9/JUL AIRPORT	19:40 9/JUL	Economy 經濟艙	OK
9-JUL-23		OPERATING	21:35 9/JUL	22:25 9/JUL	Economy 經濟艙	OK

Payment Details

FARE/機票款:

TAX/稅費: CNY

TOTAL/總計金額: CN

Notice

- YOU ARE REQUIRED TO GET TO THE INDICATED AIRPORT NO LATER THAN 2 HOURS BEFORE THE SCHEDULED DEPARTURE TIME FOR CHECK-IN AT THE COUNTER. YOU MUST PRESENT THE SAME VALID ID CARD AS WHICH YOU USED TO PURCHASE THE TICKET
- WHEN YOU GO THROUGH SECURITY CHECK, YOU MUST PRESENT YOUR VALID TRAVEL DOCUMENTS AND BOARDING PASS AS WELL AS THE RECEIPT
- FAILED TO USE FLIGHT COUPONS IN SEQUENCE WILL RESULT PENALTY AND ADDITIONAL FARE PAYMENT
- CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION. FURTHER INFORMATION MAY BE OBTAINED FROM THE CARRIER. WITH THIS TICKET YOU WILL RECEIVE A SET OF NOTICES WHICH FORMS PART OF THE TICKET AND CONTAINS THE "CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES".PLEASE MAKE SURE THAT YOU HAVE RECEIVED THESE NOTICES, AND IF NOT, CONTACT THE ISSUING AIRLINE OR TRAVEL AGENT TO OBTAIN COPIES PRIOR TO THE COMMENCEMENT OF YOUR TRIP.

Issued By

Ctrip.com (Hong Kong) Limited Tel: (852) 3069 9966 Mail: ia_rsv@Ctrip.com

Add: 3002,30/F,Paul Y.Centre,51 Hung To Road, Kwun Tong, Kow loon, Hong Kong

CHOP签章處 CTRIP.COM (HONG KONG) LIMITED 攜程 財務部專用 *

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有公章 with official seal

备注：如提供如样式 2 所示的自带行程信息的发票，则无需另外提供行程单。

If you provide an invoice with flight information as shown in example No.2, the itinerary is not needed any more.

● 医药费发票 Medical Invoice

重庆市医疗门诊收费票据（电子）

票据代码：[illegible]
交款人统一社会信用代码：125000004504017097
交款人：四川外国语大学

票据号码：01[illegible]
校验码：9[illegible]
开票日期：2023-09-05

项目名称	数量/单位	金额（元）	备注	项目名称	数量/单位	金额（元）	备注
化验费	1	124.00		一般诊疗费	1	36.50	
……明细清单……							
[illegible]	1	35.0000		[illegible]	1	3.0000	
[illegible]	1	1.5000		[illegible]	1	0.0000	
[illegible]	1	30.0000		[illegible]	1	20.0000	
[illegible]	1	24.0000		[illegible]	1	40.0000	
[illegible]	1	7.0000					

金额合计（大写）壹佰陆拾元伍角 （小写）160.50

其他信息

业务流水号：230001052309[illegible] izf[illegible]
门诊号：230001052309[illegible]
就诊日期：20230905

医疗机构类型：
医保类型：
医保编号：
性别：

医保统筹基金支付：0.00
其他支付：0.00
个人账户支付：0.00
个人现金支付：160.50

个人自付：0.00
个人自费：160.50
lizf-00016810

收款单位（章）重庆国际旅行卫生保健中心（重庆海关口岸门诊部） 复核人：dengt 收款人：lizf

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5. 付款凭证 Payment Record

● 手机软件确认支付页面截图 Payment Record from Mobile Phone Apps

同程旅行

同程旅行

-710.00

当前状态	Payment successful
支付时间	2023年8月30日 05:13:38
商品	[illegible]
商户全称	同程网络科技股份有限公司
收单机构	财付通支付科技有限公司
支付方式	[illegible] 由网联清算有限公司提供付款清算服务
交易单号	4200001900202[illegible]13
商户单号	DFW64UU5F[illegible]

● 银行短信扣款页面截图 Payment Record from Bank Message