

差旅费报销手册

(先申请借款再进行报销-报销金额小于借款金额)

1、软件登录地址: <http://jdzczx.imwork.net/k3cloud/html5>

2、第一步—出差申请单编制

根据页面提醒录入必填区域的信息,选填区域会根据各自公司显示各公司工程项目,如果是项目上的出差借款,必须选择相对应的工程项目,申请金额可按照明细项填写,也可只填申请金额

The screenshot shows the '出差申请单' (Business Trip Application Form) interface. It is divided into three main sections: '主信息' (Main Information), '借款信息' (Loan Information), and '明细信息' (Detail Information).

- 主信息 (Main Information):** Contains fields for '单据编号' (Document Number), '申请日期' (Application Date), '申请人' (Applicant), '申请部门' (Applying Department), '申请组织' (Applying Organization), '单据类型' (Document Type), '币种' (Currency), '申请金额汇总' (Total Application Amount), '联系电话' (Contact Number), '费用承担组织' (Cost-bearing Organization), '费用承担部门' (Cost-bearing Department), and '事由' (Reason). A red box highlights the '申请组织', '单据类型', '币种', '申请金额汇总', '联系电话', '费用承担组织', and '费用承担部门' fields, with a red arrow pointing to it and the text '不建议修改区域' (Do not recommend modifying this area).
- 借款信息 (Loan Information):** Contains fields for '付款方式' (Payment Method), '付款组织' (Payment Organization), '预计还款日期' (Estimated Repayment Date), '往来单位类型' (Counterparty Unit Type), '往来单位' (Counterparty Unit), '银行网点' (Bank Branch), '通过网上银行支付' (Pay via online bank transfer), '查询历史交易帐号' (Query historical transaction account), '开户银行' (Opening Bank), '账户名称' (Account Name), '银行帐号' (Bank Account Number), '银行地址' (Bank Address), and '联行号' (Inter-branch Number). A yellow box highlights the '付款方式', '付款组织', '预计还款日期', '往来单位类型', '往来单位', '银行网点', '通过网上银行支付', '查询历史交易帐号', '开户银行', '账户名称', '银行帐号', '银行地址', and '联行号' fields, with a yellow arrow pointing to it and the text '必填区域' (Required area).
- 明细信息 (Detail Information):** Contains a table for '费用项目' (Expense Item), '开始日期' (Start Date), '结束日期' (End Date), '出发地' (Origin), '目的地' (Destination), '机票' (Airfare), '市内交通费' (City transportation fee), '其他长途交通费' (Other long-distance transportation fee), '住宿费' (Accommodation fee), '出差补助' (Business trip allowance), '其他费用' (Other expenses), '申请金额' (Application amount), '费用承担部门' (Cost-bearing Department), '备注' (Remarks), and '大房工程项目' (Large room engineering project). A blue box highlights the '费用项目', '开始日期', '结束日期', '出发地', '目的地', '机票', '市内交通费', '其他长途交通费', '住宿费', '出差补助', '其他费用', '申请金额', '费用承担部门', '备注', and '大房工程项目' fields, with a blue arrow pointing to it and the text '选填区域' (Optional area).

单据信息录入完后,对单据整体信息进行检查核对,无误后点击左上角保存、提交按钮,启用审批流程,等待审批结束后付款

3、第二步—差旅费报销单编制

点击页面左上角选单，选择之前借款信息(如果是 2020 年 12 月 31 号后申请的借款选择费用申请单，如果是 2021 年 1 月 1 号前申请的借款选择历史借款余额)

选择相对应的借款信息-双击

单据编号	申请日期	事由	申请人	申请部门	申请组织	申请借款	单据状态	实际借款金额	冲销金额	匹配核销金额	借款余额
ETR20201218000001	2020/12/18	123	王述军	经营部	北京建大京精...	是	已审核				

选单后对单据必填区域进行维护，该修改的地方修改为正确信息，其

中必填区域的“计划内/外”为大房信息，其他公司可不填写，
退款信息为退款金额途径

The screenshot shows the '差旅费报销单 (2019新政)' form. A red box labeled '不建议修改区域' (Area not recommended for modification) highlights the '单据编号' (Document Number), '申请日期' (Application Date), '申请组织' (Applying Organization), '申请人' (Applicant), '申请部门' (Applying Department), and '联系电话' (Contact Number) fields. Yellow arrows point from the text '必填信息' (Required Information) to the '费用承担组织' (Expense-bearing Organization), '费用承担部门' (Expense-bearing Department), '往来单位' (Counterparty), '计划内/外' (In/Out of Plan), '原付款组织' (Original Payment Organization), and '结算方式' (Settlement Method) fields.

此处勾选退款

The screenshot shows the '差旅费报销单 (2019新政)' form. A red arrow points from the text '此处勾选退款' (Select refund here) to the '退款' (Refund) checkbox, which is currently checked. Other visible fields include '单据编号', '申请日期', '申请组织', '申请人', '申请部门', '联系电话', '事由', '往来单位类型', '往来单位', '币种', '费用承担组织', '费用承担部门', '同行人员', '附件数', '费用外部承担', '外部往来单位类型', and '外部往来单位'.

行程信息核实

The screenshot shows the '行程信息' (Travel Information) table. The table has columns for '序号' (Serial Number), '开始日期' (Start Date), '结束日期' (End Date), '出发地' (Origin), '目的地' (Destination), '天数' (Days), and '金额' (Amount). The first row shows a trip from Beijing to Taiyuan for 2 days with an amount of ¥20,000.00. A red arrow points from the text '核实行程信息的准确性' (Verify the accuracy of travel information) to the first row. Another red arrow points from the text '金额为明细信息的合计，可维护明细信息进行金额修改' (Amount is the total of detailed information, can maintain detailed information for amount modification) to the '金额' column.

序号	开始日期	结束日期	出发地	目的地	天数	金额
1	2020/12/18	2020/12/19	北京	太原	2	¥20,000.00

明细信息录入差旅费类型与对应差旅费金额，核对申请报销金额与申
请退款金额的准确性，

