Expense Report

　　　　　　　　　　　　　　　　　　　　　　　Date:

**1. Grant**

Grant No.:

Name of the grantee:

Name of University:

Grant amount received (US$):

**2. Breakdown of the expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items | Amount | Currency | Corresponding number in the list\* | |
| 1.Equipment, Tools |  |  |  | |
| 2.Consumables |  |  |  | |
| 3. Consignment Analyses |  |  |  | |
| 4. Travel Expenses |  |  |  | |
| 5.Overhead by University |  |  |  | |
| 6. Other (if any) |  |  |  | |
| Total |  |  | Exchange rate | Total in US$ |
| Remarks | | | | |

\*: List of items purchased and/or spent, and those receipts for payment must be attached.

Title, name and E-mail of the accounting personnel of University:

Date:

Signature of above personnel: