



### **FA PIAO Missing Declaration**

I confirm that the expense listed below is genuine, reasonable, and incurred for approved school business. However, the original IFA PIAO is unavailable, due to

\_\_\_\_\_ and  
cannot be provided for reimbursement purposes.

#### **Expense Information**

<b>Item</b>	<b>Details</b>
Expense Description	
Supplier / Vendor	
Expense Date	
Amount (RMB)	

I understand that any related tax arising from the absence of the Invoice / FA PIAO may be borne by myself in accordance with applicable tax regulations.

I also confirm that supporting documents, such as payment records, receipts, or itineraries (if applicable), are attached for review.

Employee's Signature: \_\_\_\_\_

Budget Head's Confirmation Signature: \_\_\_\_\_

Date: \_\_\_\_\_

