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阅读原文

https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462870.htm 日常办公室用语加班

(2) 1. Overtime meals 加班就餐 A: How about overtime meals, can we expense them? B: Yes, submit the expense report to me. A: 加班就餐怎么办? 我们能报销吗? B: 可以, 把报销单交给我。

2. Overtime pay 加班费 A: How much is the overtime pay? B: Its 1.5 times for workday overtime, and 2 times for weekends. A: 加班费怎么算? B: 工作日加班是正常的1.5倍, 周末是2倍。

3. Report expenses 报销 A: Did you report the expenses for the overtime? B: Not yet. Ill report the taxi and meal expenses later today. A: 你加班的费用报销了吗? B: 还没有, 我今天晚些时候连打车和吃饭一起报销。

4. Request for overtime 加班申请 A: I just submitted a request for overtime. B: I will take a look and see if it is necessary. A: 我刚刚交了一份加班申请。 B: 我一会儿看看有没有必要加班。

5. Take off later 补休 A: I have worked overtime for the entire week. B: You can take some time off later. A: 为了完成工作, 我一整周都在加班。 B: 你可以以后补休。

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