

**差旅费报销管理规定**  
**Management Regulation on Travel**  
**Expense Reimbursement**

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中电科柯林斯航空电子有限公司

**Rockwell Collins CETC Avionics Co., Ltd.**

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# 1 总则 General Provisions

## 1.1

为有效管理公司资金，明确差旅费支出标准及便于费用监控管理，依据《中电科柯林斯航空电子有限公司财务货币资金支出管理规定》，结合公司实际，特制定本规定。

This Regulation is formulated in accordance with the RCCAC Management Regulation on Monetary Capital Expenditure, and the actual conditions of RCCAC to effectively manage the funds of RCCAC, specify the expenditure criteria for travel expenses and facilitate the monitoring and management of expenses.

## 1.2

本规定适用于公司各部门。

This Regulation applies to all departments of RCCAC.

## 1.3

本规定所称差旅费是指因市内和市外出差而发生的交通费、住宿费、餐饮费、公杂费、生活补贴及其他相关支出，国（境）外出差参照《因公临时出国经费管理办法》执行。

The “travel expenses” herein refer to travel expenses, accommodation expenses, food and beverage expenses, miscellaneous expenses, living allowances, and other related expenses incurred due to business travel in the city and outside the city. The expenses for overseas business travel shall be subject to the Management Regulation on Temporary Funds for Overseas Business Travel.

## 1.4

公司所有员工均应熟悉本制度，充分理解本规定的各项标准，采取适当措施确保认真遵守。

All staffs of RCCAC shall be familiar with this Regulation, fully understand the criteria of this Regulation, and take appropriate measures to ensure that this Regulation is observed.

# 2 市内出差 Business Travel in Home City

## 2.1

市内出差发生的会议费、培训费等发票可据实报销。市内出差发生的住宿费一般情况下不予报销，如情况特殊必须经过公司分管领导签字同意后方可报销。

Invoices for conference fees and training fees incurred during business travel in home city may be reimbursed according to actual conditions. Accommodation expenses incurred during business travel in home city will not be reimbursed under normal circumstances. In case of exceptional circumstances, they must be signed and approved by the concerned leaders of RCCAC before reimbursement.

## 2.2

市内出差不享受出差补助。

Business travel in a city is not eligible for travel subsidy.

## 3 市外出差 Business Travel outside Home City

### 3.1

市外出差分类：技术出差、参加会议以及学习和培训。

Categories for business travel outside home city: Technical travel, participating in meetings, and learning and training.

### 3.2

员工出差应事前申请，填写《出差申请单》，报销时应将其附在费用报销单据后。《出差申请单》应填写完整、详细，注明出差事由、时间、地点（县、市）和各项费用预计额度，并取得部门分管领导批准。部门分管领导应严格控制人员出差费用，并对下属员工出差的必要性、出差后的效果、达成的目标、出差费用等负责。

Staffs should apply in advance and fill in the Business Travel Application, which should be attached to the Expense Reimbursement Application at the time of reimbursement. The Business Travel Application should be completed in details, indicating the reason for business travel, time, place (county, city) and estimated amount of various expenses, for which approval of the concerned leaders of concerned departments shall be obtained. The concerned leaders of departments shall strictly control the costs of personnel on business travel, and be responsible for the necessity of the business travel of staff, the effect after the business travel, the goals reached, and the business travel expenses.

各部门要严格控制出差和乘坐飞机的人次，明确出差的任务、时间和地点，超出规定的出差时间，原则上对超出时间不报销任何差旅补贴。

All departments must strictly control the number of business travel and the number of staffs traveling by air, clarify the mission, time and place of business travel. In principle, no travel subsidies will be reimbursed for any excess travel time.

市外出差需要借款的，填写《借款申请单》，《借款申请单》的审批根据《财务货币资金支出管理规定》执行。

If any cash advance is required for business travel outside the city, it is necessary to fill out the Cash Advance Application. The Cash Advance Application shall be approved in accordance with the RCCAC Management Regulation on Monetary Capital Expenditure.

### 3.3

国内住宿标准参照《国内酒店标准（最高标准）》执行。凡超出规定的标准，报销时须提交审签至公司分管领导的情况说明，才能报销。

The criteria for travel accommodation standard are set out in the Criteria for Hotels in China (the highest criteria). Where accommodation expense of business travel exceeds the amount specified in the Criteria for Hotels in China (the highest criteria), it is required to submit a statement that is reviewed and signed by the concerned leader of RCCAC before reimbursement.

### **3.4**

公司员工可乘坐飞机普通舱、火车硬卧（座）、轮船二等舱和长途汽车等。

The staffs of RCCAC may travel on business by plane (economy class), train (semi-cushioned berth or hard-cushion seat), ship (second class), and long-distance bus.

- 乘坐火车或长途汽车可在6小时之内到达的，一般不得坐飞机，如特殊情况需要乘坐飞机的，需要事先取得公司主管领导的同意，报销时提供公司主管领导的签字。

For any travel on business, where the destination can be reached within 6 hours by train or long-distance bus, it is not allowed to take a plane. For any need to take a plane under special circumstance, it is required to obtain the consent of the chief leader of RCCAC in advance and provide the signature of chief leader when applying for reimbursement.

- 乘坐火车的（含高铁、动车、软席列车），公司高管及相当职务人员可乘坐火车软卧、一等座和软席列车一等软卧，其余人员只能乘坐硬卧、二等座和软席列车二等软卧。乘坐火车超过6小时以上的按自然（日历）天数计算，每人每天补助60元。

In the case of traveling by train (including high-speed train, bullet train and soft-seat train), executives and equivalent staffs of RCCAC can take the soft-cushion berth, first-class seat and first-class soft-cushion berth, and the other staffs can take only the semi-cushioned berth, second-class seat and second-class soft-cushion berth. For traveling by train for more than 6 hours, it shall be calculated by the number of calendar days, and a subsidy of RMB 60 will be given to every person in each day.

- 乘坐轮船的（不含旅游船），公司高管及相当职务人员可乘坐二等舱，其余人员只能乘坐三等舱。

In the case of traveling by ship (excluding tourist boat), executives and equivalent personnel of RCCAC can take second-class cabin, and the rest can only take third-class cabins.

- 乘坐火车或长途汽车到目的地时间超过6小时以上的，可双程乘坐飞机经济舱。

For any travel on business, where the destination can be reached by over 6 hours via train or long-distance bus, the plane (economy class) can be taken for in-round trip.

- 乘坐长途汽车应注明起止地点、乘坐时间，凭票据实报销。

For traveling by the long-distance bus, it is required indicate the departure and destination places and the time of travel, and reimbursement is made on bill.

- 凡公司统一购买人身意外保险的员工，不再报销人身意外保险费。

All staffs, for whom RCCAC purchase personal accident insurance, are not required to reimburse personal accident insurance premiums.

- 由于特殊原因，员工出差期间需中途回家的，须事先征得公司分管领导批准，其报销的往返路费不得超过正常出差往返实际路费总额，路费票据应真实合理，且报销时附全程车票。员工往返家与工作地之间不视为出差。

If any staff needs to return home during a business travel due to special reasons, such staff must obtain the approval of concerned leader of RCCAC, and the round-trip fee reimbursed must not exceed the total amount of the actual round-trip traveling expenses arising from the normal business travel. The fare ticket should be true and reasonable and the fare ticker of whole journey shall be attached at the time of reimbursement. Any staff, who travels between home and work site, shall not be considered to be on business travel.

- 凡不按规定乘坐交通工具的，超过应乘坐最高标准的全价部分由个人承担。确因情况特殊提高乘坐标准的，须提交审签至公司分管领导的说明。

Any staff, who does not take the transport means in accordance with the regulations, shall

undertake on its own the full amount in excess of the maximum standard. In case of raising the traveling criteria due to special situation, it is required to submit a statement that is reviewed and signed by the concerned leader of RCCAC.

### **3.5**

住宿费：住宿费仅指住宿费用，住宿费发票中不应包含其它餐费、电话费、上网费、超市购物等费用，原则上住宿票据和出差人员一一对应，不得打包开具住宿票据。

Accommodation expense: The accommodation expense refers only to the costs of accommodation. The invoice for accommodation expense should not include other fees of meals, telephone charges, internet fees, and supermarket shopping fees. In principle, the accommodation invoice must be corresponding to the staff on business trip, and no packaged invoicing of accommodation is allowed separately.

公司员工出差期间住宿费在标准内凭票据实报销，住宿费节约部分公司按照50%的标准返还给个人。The accommodation expenses of staffs during the business travel shall be reimbursed on the basis of invoice within the specified criteria, and the saving portion of accommodation expenses will be returned to individuals by RCCAC in accordance with 50% of the criteria.

本着节约原则，公司无协议价的宾馆，员工可以使用股东方协议价预定住宿。

In accordance with the principle of reducing expenses, for any hotel, which doesn't offer a contracted price to RCCAC, the staff can book accommodation by using the contractual price of shareholders. When the entity name of accommodation memo is inconsistent with that of the accommodation invoice, the name in the accommodation invoice shall prevail.

出差期间没有产生住宿费的，不享受住宿费返还。

If no accommodation expense is generated during business travel of any staff, such staff will not be refunded for such accommodation expense.

超过一个月以上的长期出差，住宿费返还按照超过30天以上(不含)的部分减半计算的原则发放。

In the case of long-term business travel that lasts more than one month, the return of accommodation expenses shall made in accordance with the principle of halving the portion over 30 days (exclusive).

因参加学习、培训、会议以及外事谈判等收取费用统一安排住宿的，住宿费凭票据实报销，住宿费用低于住宿标准的参照技术出差给予节约补贴。

If accommodation is arranged uniformly for participation in the study, training, conference, and negotiation of foreign affairs, the accommodation expense shall be reimbursed on the basis of the actual receipts and invoices, and if accommodation expense is lower than the accommodation criteria, a subsidy for saving shall be given by reference to technical travel.

公司员工出差可选择单间或标准间，商务套间一律不予报销。

The staff may choose single room or standard room for business travel, and the business suite will not be reimbursed.

### **3.6**

生活补贴：生活补贴是对员工市外出差期间给予的伙食补助，按标准包干使用，标准为200元/天。

Living subsidy: It refers to meal allowance given to staffs during business travel outside the city and is lump-sum according to the criteria of 200RMB per day.

- 员工出差可享受生活补贴，但不得再以任何名义报销出差期间因私餐饮费用；  
The staff, who is on business travel, may enjoy the living, but shall, in no case, reimburse food and beverage expenses for personal reasons during the business travel;
- 员工参加统一组织的支付一定费用的各类学习、会议或者培训，应出示相关证明资料，会务费、培训费支出等根据通知中的收费标准凭票据实报销。  
When the staff participates in various learning, conferences, or trainings that are organized uniformly, for which certain fee is paid, such staff shall provide relevant certificates for proof. The expenditure of conference expenses and training fees shall be reimbursed according to the charging standards in the notice.
- 若通知中明确收费包括食宿费用的，不得享受生活补贴。  
If it is clearly stated in the notice that the charge includes accommodation and food expenses, it shall not be entitled to subsistence allowance.
- 超过一个月以上的长期出差，生活补贴按照超过30天以上（不含）的部分减半计算的原则发放。  
For long-term business travel that lasts more than one month, the living allowances shall be distributed in accordance with the principle of halving the portion over 30 days (exclusive).

### **3.7**

其他情况差旅费报销按照如下规定处理：

The reimbursement of travel expenses in other cases shall be dealt with in accordance with the following provisions:

- 员工外出办理因公需要的出国签证根据正常差旅费的标准报销。  
The costs of visa that is required by the staff who goes abroad for corporate affairs shall be reimbursed according to the standard of normal travel expenses.
- 自驾车市外出差的，按出差天数和出差标准给予生活补贴，过路过桥费、油费等票据由个人自行承担。  
Any staff, who is on business travel by car outside the city, shall be given with a living allowance according to the number of travel days and travel criteria. The toll charges and fuel costs, etc. shall be personally borne by the staff.

### **3.8**

差旅费报销的其他规定：

Other requirements on reimbursement of travel expenses:

- 出差尽可能选择直线路线，如确需经非出差地点转乘飞机、火车，应根据就近中转的原则，在中转地逗留时间不得超过一天，超过时间不报销任何费用。  
A straight line must be chosen for business travel if possible. In case that anyone really needs to transfer by plane and train at non-travel locations, he/she shall follow the principle of transit in the nearest place, and never stay in the transit place for more than one day, and no fees will be reimbursed in the event of exceeding time limit.



- 报销的各类发票，必须是合法的、真实的，票据须完整无损，内容填列齐全，不得涂改，如住宿票应有住宿人姓名、起止日期、开票时间、住宿费单价及总金额、开票单位签章，否则不予报销。

All kinds of invoices for reimbursement must be legal and authentic. The documents must be intact and complete. The contents must be completely filled and cannot be altered. For example, the name, date of start and end, invoicing date, unit price and total sum of accommodation expense, and signature of invoicing entity must be included in the accommodation invoice, otherwise, it will not be reimbursed.

- 出差人员应认真填写有关单据，所附原始单据要分类粘贴，分类计算报销金额，出差期间发生的各类费用一并报销，否则过期不予报销。

The staff on business travel should fill in the relevant documents carefully, classify and paste the original documents, calculate the reimbursement amount, and reimburse all types of expenses incurred during the business travel. Otherwise, they will not be reimbursed upon expiration.

- 员工出差返回后，需自出差返回后30个工作日内报销，否则不给予生活补贴，超过30个工作日没有报销的，财务部有权从个人工资中直接扣除机票款。如有特殊情况30个工作日不能报销的，需书面或邮件向财务部备案，有特殊情况但无备案的不享受生活补贴。

Travel expenses of staff must apply for reimbursement within 30 working days after returning from a business travel. Otherwise, no living allowance will be given. If anyone fails to apply for reimbursement for more than 30 working days, the Finance Department has the right to directly deduct the flight fees from the individual's salary. If any staff cannot be reimbursed within 30 working day due to special circumstances, he/she need to file with the Finance Department in writing or by e-mail. Those who have special circumstances but do not apply for records are not entitled to living allowance.

- 参加会议、学习和培训的，必须将长途交通费等相应票据和会务费培训费等收费票据一并报销，否则不予报销。

The staff, who participates in meetings, studies, and training, must be reimbursed against the corresponding bills of long-distance transportation fees, training fees and conference expenses, etc. Otherwise, reimbursement will not be made.

- 对于差旅费报销中发现有虚报、伪造票据等弄虚作假行为的按公司的《货币资金支出管理规定》的规定进行处罚。

In the event of false claims and fraudulent bills found during the reimbursement of travel expenses, RCCAC will make punishment according to the provisions of the RCCAC Management Regulation on Monetary Capital Expenditure.

## **4 外场试验 Field Test**

### **4.1**

外场试验应成立工程队。工程队统一安排伙食的，伙食费用按照不超过150元/人·天的标准进行安排，同时给予外场试验人员50元/人·天的额外补贴。工程队不统一安排伙食的，外场试验人员按照150元/人·天的标准给予生活补贴，报销差旅费时外场试验人员不得再以任何名义报销出差期间因私餐饮费用。

An engineering team shall be established for field test. Where the meals are arranged for field test engineering team uniformly, the food expenses shall be given according to a standard of no more than RMB 150/person/day, and an extra allowance of RMB 50/person/day shall be given to the field

test personnel. Where the meals are not arranged for engineering brigade uniformly, the field test personnel shall be provided with living subsidy according to the standard of RMB 150/person/day. When reimbursing the travel expenses, the field test personnel shall not reimburse the private dining expenses during the business travel in any case.

享受外场试验出差补贴的需提供对方单位出具的相关证明、成立外场试验工程队的通知、工程队人员有变化的需提供专项报告（工程队组长确认）、部门外场试验台账(至少应包括人员信息、项目信息、试验周期、是否统一安排伙食)和派工单等。

Any staff, who enjoy travel subsidy for field test, need to provide the relevant certificates issued by the other party, notice on establishment of field test engineering brigade, and special report (in the case of changes to members of engineering brigade, to be confirmed by the team leader), departmental ledger for field test (at least including personnel information, project information, test cycle and uniform meal arrangement or not) and Dispatch List.

## **4.2**

外场实验人员按要求上飞机执行试飞任务的，上机期间按照150元/小时给予额外补贴。外场实验人员按要求执行出海和高原出差（海拔3000及以上）任务的，出海期间和高原出差期间按照300元/人·天的标准给予生活补贴。外场试验人员享受出海期间、高原出差期间、上机期间等补贴的需提供对方单位出具的出海证明、高原出差证明或上机证明（至少应包括出海、高原以及上机周期）等材料。

When carrying out a test flight mission as required, the field test personnel shall be provided with an additional subsidy of RMB150/hour during the flight. When performing maritime mission and plateau mission (at an altitude of 3,000m and above) as required, the field test personnel will be given with living subsidy at a rate of RMB 300/person/day during the business travel for maritime mission and plateau mission. The field test personnel, who enjoys subsidy during performing maritime and high-level business travel, and during the in-flight period, etc., must provide proof for performing maritime and high-level business travel, issued by the other party, or certification of in-flight operation (at least including the period of performing maritime, plateau, and flight mission).

## **4.3**

其他外场试验生活补贴按照技术出差标准执行。

The living subsidy of other field tests shall be implemented in accordance with the technical travel standards.

# **5 附则 Supplementary Provisions**

## **5.1**

本规定由中电科柯林斯航空电子有限公司财务部负责解释。

This Regulation shall be interpreted by the Finance Department of RCCAC.

## **5.2**

本规定自下发之日起施行，以前相关文件与本规定冲突地方以本制度为准。

This Regulation shall come into effect as of the date of issuance. In the case of any conflict between the previous documents and this Regulation, this Regulation shall prevail.

## 附表 1：国内酒店标准（最高标准）

## Form 1: Criteria for Hotels in China (Highest Criteria)

Level等级 Item项目		职员 staff	经理 Manager	高级管理人员 Senior Management Member
房费（人民币/晚） Hotel fee （RMB/Night）	一级城市 Tier-1 City	¥ 600	¥ 700	¥ 800
	二级城市 Tier-2 City	¥ 500	¥ 600	¥ 700
	其他城市 Others	¥ 400	¥ 500	¥ 600

注:

Note:

员工级别信息由公司人事部门提供

Staff information shall be provided by Human Resources Department of RCCAC

城市分类:

Category of City:

一级城市: 上海, 北京, 广州, 深圳

Tier-1 cities: Shanghai, Beijing, Guangzhou and Shenzhen

二级城市: 省会城市, 天津, 重庆, 青岛, 大连, 苏州, 无锡, 宁波、厦门

Tier-2 cities: Capital cities, Tianjin, Chongqing, Qingdao, Dalian, Suzhou, Wuxi, Ningbo, Xiamen

其他城市: 上述类别以外的其他所有城市

Other cities: All other cities except the above categories.