

货币资金支出管理规定 Management Regulation on Monetary Capital Expenditure Tracking

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审批 Approval

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1 总则 General Provisions

1.1

为加强公司资金使用的监督和管理，保证资金安全，严格控制成本费用支出，提高资金使用效率，特制定本规定。

This Regulation is formulated to enhance the supervision and management on the funds of RCCAC, ensure the safety of funds, strictly control the costs and expenses, and to achieve higher efficiency of the funds.

1.2

本管理规定适用于在公司董事会及管理层签发的公司各级预算范围内的所有财务货币资金支出管理。公司对于某类货币资金支出另行有专门管理制度的，结合其专门管理制度执行，若同本管理规定发生冲突的，以本管理规定为准。

This Regulation applies to the management of all financial monetary capital expenditures within the scope of the budget issued by the Board of Directors and the Management of RCCAC. Where RCCAC has other special management rules for expenditures of certain monetary capital, this Regulation shall be implemented in line with these special rules. If any conflict exists, this Regulation shall prevail.

1.3

本规定条款在没有特指的情况下适用于全公司。

The provisions hereof shall apply to the whole company unless otherwise specified.

1.4

制定本规定的目的是规范公司授权审批程序，明确业务经办人、部门负责人及签批人的责任，确保公司各项经济业务支出的报销、审批等流程在公司的内部控制之下，有效避免财务风险，杜绝违规支出。

This Regulation is to standardize the authorization and approval procedures of RCCAC, clarify the duties and responsibilities of the business handlers, department heads, and approval signatories, and ensure that the reimbursement, approval and other processes with respect to economic business expenditures are within the internal control of RCCAC, effectively avoid financial risks and eliminate illegal expenditures.

1.5

各部门资金支出实行全面预算管理，部门负责人为部门预算控制的第一责任人。为确保公司所有开支纳入年度预算，各部门负责人须严格控制预算外支出。

All departments shall carry out comprehensive budgetary management for the monetary expenditure. The department head shall be the first person responsible for departmental budget control. In order to ensure that all expenses of RCCAC are included in the annual budget, the department head must strictly control extra-budgetary expenditures.

1.6

本规定主要包括授权审批规定和资金支出管理规定两部分。

This Regulation mainly involves two parts: authorization and approval, and management on monetary capital expenditures.

2 授权审批规定 Authorization and Approval

2.1

货币资金支出分为资产类支出和费用类支出两大类。

Monetary capital expenditures fall into two categories: asset expenditure and expenses.

- 资产类支出主要是指在可预见的时期内将使公司资产增加的支出；其支付时点应不早于合同或协议约定的时点，且至少在最后的一个付款时点取得资产入账的合法单据。申请支付时必须出具合同或协议原件和财务部要求提供的其他单据。按分类管理原则，公司资产分为生产性资产和非生产性资产。生产性资产主要指物料、外协外包费用；非生产性资产主要是指低值易耗品，在建工程、软件、专有技术等。

Assets expenditure mainly refers to the expenditure that will increase the assets of RCCAC during the foreseeable period, payment time of which should not be earlier than the time stipulated in the contract or agreement, and the legal documents for accounting of assets should at least be obtained at the last time point of payment. When applying for payment, it is required to present the original contract or agreement and other documents requested by the Finance Department. According to the principle of classified management, corporate assets fall into productive assets and non-productive assets. The productive assets mainly refer to the materials and outsourcing expenses; the non-productive assets mainly refer to low-value consumables, construction in progress, software, and proprietary technologies.

- 不属于以上资产类支出的定义为费用类支出。

The expenses beyond the aforesaid asset category are defined as expenses expenditure.

归口费用：归口费用是公司费用管理方面的概念，是由归口部门管理，在报销时根据“谁受益，谁承担”的原则，分解到受益部门、项目承担。

Centralized expenses: Centralized expenses refer to the expense management of RCCAC and are managed by the corresponding department. They shall be reimbursed in accordance with the “beneficiary for payment” principle and be borne by the beneficiary departments and projects.

2.2

权签人和权签范围约定：

Authorized signatories and their scope of power:

- 公司领导、部门经理，约定为权签人。

The leaders and department managers of RCCAC shall act as the authorized signatories.

- 权签范围：权签人在公司的授权额度范围内审签。

Scope of authorization: The authorized signatory shall review and sign within the scope of authorized amount of RCCAC.

2.3

授权委托审签和会签：

Authorized Review and Countersigning:

- 凡是进入科研生产项目成本的合同支出须项目管理部门领导审签或会签。

All contract expenditures included in the scientific research and production projects must be reviewed or countersigned by the Program Department Manager.

- 凡是货币资金预算支出不归属于本部门的，必须经预算支出归属部门权签人会签。
Where any budgetary expenditure of monetary funds does not belong to the department, it must be countersigned by the authorized signatory of the concerned department of budgetary expenditure.
- 职能部门预算支出进入科研生产项目的，由项目部经理(Program Department Manager)会签；科研生产部门预算支出直接进入科研生产项目的，由项目部经理 (Program Department Manager) 会签。
Where any budgetary expenditure of functional departments is used in the scientific research and production projects, it shall be countersigned by the Program Department Manager; where any budgetary expenditure of the engineering department is directly used in the scientific research and production projects, it shall be countersigned by the Program Department Manager.

2.4

货币资金支出的审批原则：

Principle of approval for monetary capital expenditure:

- 货币资金支出必须由经办人向上一级权签人审批，不得越级审批；
The monetary capital expenditure must be submitted by the handler to the authorized signatory at a higher level for approval. It shall not be approved by bypassing the immediate leadership;
- 任何权签人不得审批自身发生的货币资金支出；
Any authorized signatory must not approve the monetary capital expenses incurred by itself;
- 公司高管自身发生的货币资金支出可在授权范围内相互审批（外方高管费用支出经由中方高管审批，中方高管费用支出经由外方高管审批）。
The monetary capital expenditure incurred by the senior executives of RCCAC can be mutually approved within the scope of authorization (expenditures of foreign executive shall be approved by the Chinese executives, and expenditures of the Chinese executives shall be approved by foreign executives).

2.5

各项经济业务的审批包括业务线审批和财务线审批。其中业务线审批是指公司是否允许经济业务发生的审批，财务线审批是指公司是否安排货币资金支付的审批。

The approval of various economic businesses shall involve the approval of business lines and financial lines. The approval of the business line refers to the approval of RCCAC on the economic business. The approval of the financial line refers to the approval of RCCAC on payment arrangement of monetary capital.

2.6

业务线审批须根据业务内容及授权额度分别由部门经理、公司高管和董事长审批，具体标准参照《权签政策》。

The business line shall be inspected and approved by the department manager, executives, and board chairman of RCCAC according to the business content and the amount of authorization. The specific standards refer to <Signatory Authority Policy>.

2.7

财务线审批分别由公司财务总监和财务部稽核会计审核，其中涉及到合同类支出的必须经公司合同管理岗登记备案并会签(业务发起部门需提供财务合同的主要付款约定页面复印件)。

The financial line shall be approved by the CFO (Chief Financial Officer) and auditing accountant of the Finance Department of RCCAC. The expenditure related to the contract must be registered, filed, and countersigned by the contract management officer of RCCAC (the business initiating department must provide the copy of main payment page of the financial contract).

超期报销费用、非对公大额货币资金借款、单张大额票据以及不能作为报销凭据的收据等，按照有关制度规定按流程由首席财务官和总经理审批。

The expenses beyond the reimbursement period, large-sum cash advance for non-corporate purpose, single large-sum bill and receipts that cannot be used as evidence for reimbursement, shall be reviewed and approved by the chief financial officer and the general manager in accordance with relevant regulations.

签批的依据主要有：

The basis for approval is described as follows:

- 是否为预算内支出；
Whether it is the expenditure within budget;
- 审批手续是否齐全（业务经办人、审批人是否在各类付款凭单上签字、签批人是否为预算责任人和公司分管领导，决议及批复等是否完整）；经济业务是否合理、合法、合规；
Whether the approval formalities are complete (whether the business handler or the approver signs on the various payment vouchers; whether the approval signatory is the person responsible for the budget and the concerned leader of RCCAC, and whether the resolution and the approval are complete); whether the economic business is reasonable, legal and complied;
- 有关付款的票据、单据、合同、协议是否完整；
Whether the bills, documents, contracts and agreements related to payment are complete;
- 财务部认为其他有必要的。
Other things that the Finance Department believes necessary.

2.8

资产类支出必须签订合同，财务部按照合同节点付款，付款节点和合同节点不符的，须提交审签至公司分管领导的情况说明。

A contract must be concluded for asset expenditure. The Finance Department will make payment in accordance with the contract nodes. In case that the payment node does not match with a contract node, it is required to submit a statement that is reviewed and signed by the concerned leader of RCCAC.

单张发票超过1万元的、报销总额超过5万元的费用类支出（差旅费、业务费、会务费等除外）必须提供合同。没有合同的须提交审签至公司分管领导的情况说明。

For the expenditure with an invoice exceeding RMB 10,000 and a total reimbursement over RMB 50,000 (excluding the travel expenses, business expenses, conference expenses, etc.), a contract

must be provided. In the absence of a contract, it is required to submit a statement that is reviewed and signed by the concerned management personnel RCCAC.

合同没有法定代表人或者授权代表人签字的不予付款。

If the contract is not signed by the legal representative or authorized representative, no payment will be made.

3 资金支出管理规定

Management on Capital Expenditures

3.1

货币资金支出的管理原则

Principles for management on monetary capital expenditures:

- 业务线各级权签人的审批，是对货币资金支出所对应业务的真实性合理性进行审核和签批。财务线审批主要是审核原始凭证的真实性、合法性、完整性以及是否为预算内支出，主要目的是防范财务风险。

The review and approval by the authorized signatories at all levels of the business line is to verify and sign the authenticity of the business corresponding to the monetary capital expenditure. The approval of the financial line is used to verify the authenticity, legitimacy, and completeness of the original document and whether it is expenditure within the budget, for a main purpose of preventing financial risks.

- 各级权签人的审批权限为该事项的全部支出，严禁化整为零分期报销或者分次报销。

The approval authority of the authorized signatories at all levels shall be subject to the total expenditure for the matter. It is forbidden to make reimbursement by stages and times.

- 能直接支付给业务单位的货币资金支出原则上不支付给个人账户，直接支付至业务单位的对公账户。

The monetary capital expenditure that can be directly paid to business entity shall not be paid to individual accounts in principle, but paid directly to the corporate accounts of the business entity.

- 坚持“前账不清，后款不借”的原则。经办人办理的各种借款和付款，需在取得合法票据后的一个月内办理报销手续，冲销借款时须提供借款申请(附表1)复印件。未及时报账者，须提交审签至公司分管领导的情况说明，否则财务部有权扣发其工资，直到结清借款为止。

The principle that “no cash advance is permitted before previous accounts are settled” shall be followed. For the various types of cash advance and payments by the handler, reimbursement formalities must be processed within one month of the receipt of the legal bills. A copy of the Cash Advance Application (Form1) must be provided when the cash advance is written off. Anyone who fails to reimburse in time must submit a statement that is reviewed and signed by the concerned leader of RCCAC. Otherwise, the Finance Department is entitled to withhold the salary until the cash advance is settled.

- 因个人原因造成的罚款、滞纳金、违约金、赔偿金、事故费等非正常支出，由个人承担，公司不予报销。

Unusual expenditure, such as fines, late fees, liquidated damages, compensation payments,

and accident fees, caused by personal reasons, shall be borne by individuals, and shall not be reimbursed by RCCAC.

- 对于自动离职或准备离职且在公司有个人欠款的员工，部门预算责任人须督促其清账，以避免造成不必要的损失，如果给公司造成损失的，部门预算责任人负责追讨。

The manager of a department must urge the staff, who has voluntarily resigned from the job or intends to resign from the job and has personal debts in RCCAC, to settle the account to avoid unnecessary losses. If losses are caused to RCCAC, the budget officer of the department is responsible for recovering.

- 对丢失车票、船票、机票等票据的，需尽量提供存根联等复印件或扫描件并加盖发票开具单位发票专用章，同时提供报销申请报告，其内容包括票据丢失原因、经过及丢失票据记载的起止时间、交通方式、金额等，申请报告须逐级审批至分管领导；对于丢失增值税发票和运输发票（抵扣联和发票联次）的，必须提供开票单位发票记账联复印件并加盖对方发票专用章，同时提供报销申请，报总经理（董事长）终审。

In case any bus tickets, ship tickets and air tickets are lost, it is necessary to provide a copy or scanned copy of the stubs, etc., and stamp with a special invoice of the entity who issues the invoice. At the same time, the report of expense reimbursement application shall be provided, which describes the reasons for the loss, process, starting and ending times, transportation methods, and amount recorded in the lost bill. Such report shall be reviewed and approved by the concerned leaders at different levels step by step; for lost VAT invoices and transportation invoices (deduction form and invoice form), it is required to provide the copy of invoice accounting form of invoice issuing entity, stamped with the special invoice seal of the other party, and expense reimbursement application shall be provided for final review by the Chairman of the Board if the expense application is filed by the General Manager.

3.2

货币资金支出严禁弄虚作假。对下列事项之一者，除追收违规所得资金外，将视情节轻重处以虚开虚报金额3-5倍的罚款并通报批评且对以前报销的各种费用实施追溯审查；对于虚假发票业务的，财务部门以业务部门退还的报销资金为基数处以20%的罚款。当事人同时负有对实际发生的支出金额进行举证的责任，凡不能取得合理举证的，其罚款基数将按照虚开虚报所对应票据的全额计算，是否为“合理举证”的最终认定权在财务部。

It is forbidden to resort to falsification of monetary capital expenditure. For anyone who commits any of the following acts, in addition to collecting illegal proceeds, this staff will be imposed a fine of 3-5 times the amount of false claims according to the severity of the case, and be given with criticism, and a retrospective review will be implemented on various expenses previously reimbursed by this staff. The Finance Department shall impose a 20% fine on the base of the reimbursement funds returned by the Business Department. Moreover, the parties involved shall undertake the burden of proofing the amount of expenses actually incurred. Where no reasonable proof can be obtained, the base of penalty shall be calculated in accordance with the total amount of the bills corresponding to the false claims. The Finance Department shall have the right to determine if it is a “reasonable proof”.

- 虚开、虚报、多报费用的；
Falsely make out invoice, falsify the accounts and claim for overstated reimbursement;
- 一项支出重复报销的及化整为零分期报销或者分次报销的；
Make repetitive reimbursement for expenditure and conduct reimbursement by stages or times;

- 以因公名义报销因私费用的；

Reimburse private expenses on behalf of the company affair

3.3

货币资金支出借款：货币资金支出借款包括备用金借款、差旅借款和其它借款。

Cash advance of monetary capital fund: Cash advance of monetary capital fund includes cash advance of reserves, cash advance of travel expenses, and cash advance for other purposes.

差旅费借款是指公司员工凭审批完毕的出差申请单、会议邀请函、会议通知和经过签署的学习培训通知借支差旅支出，原则上国内技术出差、会议邀请出差不得借款。出国差旅费借款的要求详见《差旅费报销管理规定》。

Cash advance of travel expenses means that the staff applies for cash advance of travel expenses from RCCAC by virtue of the approved Business Travel Application, Conference Invitation, Conference Notice, and signed notice for training. In principle, no cash advance is permitted with regard to travels for technology and invitations for conference at home. The requirements for cash advance of travel expenses at abroad are detailed in the RCCAC Management Regulation on Travel Expense Reimbursement.

其它借款是指在办理货币资金支出申请时或合同签订后，需要借款的，需填写《借款申请单》（见附表1）。借款原则上均以银行转账方式支付至借款人个人账户或供应商对公账户，不以现金支付。

Cash advance for other purposes refer to the cash advance that is needed when dealing with monetary capital expenditure or after the signing of a contract. In this case, the Cash Advance Application needs to be filled (see Form 1). Cash advance is, in principle, paid by bank transfer to the personal account of borrower or public account of the supplier, and is not paid in cash.

3.4

支付凭证的取得：

Acquisition of payment voucher:

- 用于报销的支出应该有真实、合法、合规的支付凭证，在国内主要体现为发票或者行政性事业单位专用收据，在国外主要体现为INVOICE.

The expenditures for reimbursement should be provided with true, legal, and compliance payment vouchers, which are mainly represented as invoices or special receipts of administrative institutions in China and are mainly represented as INVOICE in foreign countries.

- 合法的票据主要包括财政局监制的收据和税务总局监制的发票，前者主要由行政事业单位开具，后者主要由企业或个体工商户开具。

Legal bills mainly include receipts produced by the Finance Bureau and invoices produced by the General Administration of Taxation. The former are mainly issued by administrative institutions, and the latter are mainly issued by enterprises or privately or individually-owned business.

- 合格的支付凭证应当做到：项目填写完整，包括支出内容、开票时间、顾客名称或单位、开票人、数量、单价、金额、大小写齐全等；加盖了发票专用章；票据属报销联。

Qualified payment vouchers should meet the following requirements. That is, the items should be complete, including the contents of expenditure, time of billing, name or entity of the

customer, drawer, quantity, unit price, amount, and capitalization; the bill should be stamped with special seal of invoice, and it is reimbursement form.

- 支付凭证的真实性要求消费内容与发票使用范围一致，发票要素无涂改；发票开具内容符合经济业务的报销范围。

The authenticity of the payment voucher requires that the items for consumption are consistent with the application of the invoice, and the invoicing element has not been altered. The content of invoice shall be in line with the reimbursement scope of economic business.

- 购入固定资产、原材料、低值易耗品应提供增值税专用发票，杜绝供应商提供的从第三方（税务局代开除外）取得的增值税专用发票。

Special VAT invoice shall be provided for purchase of fixed assets, raw materials, low-value consumables. The special VAT invoice should be provided by the suppliers, and the special VAT invoice are obtained from the third party (except for those issued by the tax bureau) shall be prevented.

- 开展业务活动一律不得提供香烟，凡购买香烟的票据一律不予报销；

Cigarettes shall not be allowed in all business activities, and all invoices for purchases of cigarettes will not be reimbursed;

- 除行政部外，各部门不允许单独报销酒水费用，业务活动发生的酒水费用应在当次业务活动中进行报销。业务活动中在行政部领用酒水的，须进行酒水领用登记。

All departments, other than the Administrative Department, shall not be allowed to reimburse individually the drinks and beverage expenses. The drinks and beverage expenses incurred during the business activities shall be reimbursed in the current business activities. If anyone gets the drinks and beverage from the Administrative Department in the course of business activities, it is necessary to register on the Beverage Requisition sheet.

- 除行政事业单位票据、财政性收据、军队票据、关联方票据、国外票据、机打出租车费用（含网约车）、员工交通补助费用、通讯费用、过路过桥费、停车费、洗车费、邮寄和快递运输费用、邮政报刊费用、公共交通费用以及出差公杂费用外，业务经办人员应对所有票据进行自查（自查发票包括不限于增值税专用发票、增值税普通发票、通用定额发票）并将票据查询结果截屏打印附在报销凭证后面。Except for bills of administrative institutions, fiscal receipt, military bill, related-party bill, foreign bill, taxi fare (including online car-hailing), transportation subsidy of staff, communication fee, toll charge, and parking fee, car washing fees, postal and courier transportation expense, postal newspaper and periodicals expenses, public transport expenses, and miscellaneous expenses of business travel, the business handler should self-check all the bills （the bills include but not limited to VAT Special invoice , VAT Normal invoice and General quota invoice）, print and attach the inquiry results of bills to the reimbursement certificate as well.

财务部票据稽核人员对票据进行二次核查，一经发现虚假发票和虚假业务，财务部将根据《绩效考核制度》相关规定进行处理。对于查实的虚假发票财务部将予以没收，同时将虚假业务和虚假发票报销事项进行全公司通报。

The auditors of the Finance Department shall check the bills twice. Once false invoices and false business are discovered, the Finance Department will handle the relevant provisions of the performance management procedure. The false invoices verified will be confiscated by the Finance Department. The Finance Department will also make company-wide announcement about the false business and false invoice reimbursement.

3.5

各项支出报销时应准备好有关支付凭证，且能够在合理性、合规性、合法性的角度支撑货币资金支出。原则上费用报销应当在事项结束或取得票据后30个工作日完成报销，超过3个月（最长期限）的不予报销。个别费用有明确报销期限和审批要求的按具体制度要求执行。费用类支出须填写《费用报销单》（附表2）并附上相关支付凭证；对公付款须填写《付款申请单》（附表3）；差旅费须提供《出差申请单》（附表4）、《差旅费报销单》（附表5）并附上相关支付凭证，业务招待费须提供《费用报销单》、《业务招待费审批单》（附表6）、《业务招待费报告》（附表7）并附上相关支付凭证；会议费用报销须提供《费用报销单》、《会议申请审批备案表》（附表8）、《会议费用报告》（附表9）并附上相关支付凭证；

For reimbursement of various expenses, the relevant payment vouchers shall be prepared, and they shall be able to support monetary capital expenditures in terms of rationality, compliance, and legitimacy. In principle, expense shall be reimbursed within 30 days after the completion of the concerned matter or the receipt of the bills, and reimbursement is not allowed for more than 3 months (longest term). Where there are defined requirements on reimbursement period and approval with regard to individual expenses, these requirements shall be followed. Expense expenditure are required to fill in the Expense Reimbursement Application (Form 2) and attached with the relevant payment vouchers, corporate payments shall be provided with the Payment Application (Form 3) ; travel expenses shall be provided with the Business Travel Application (Form 4), Business Travel Expense Reimbursement Form (Form 5) and related payment vouchers. The business entertainment expenses must be provided with Expense Reimbursement Application, Business Entertainment Expense Approval Form (Form 6), Business Entertainment Expense Breakdown (Form 7) and the relevant payment vouchers; for reimbursement of conference expenses, it is required to provide Expense Reimbursement Form, Conference Application and Approval Registration Form (Form 8), Meeting expense report (Form 9) and attached with relevant payment vouchers;

公司业务费用有标准的，按照标准执行，超出标准的不予报销。

If criteria are available for business expenses of RCCAC, reimbursement shall be performed in accordance with such criteria. Any item in excess of the criteria will not be reimbursed.

公司各部门现金支出金额在1万元（含）以上的，须提前两天通知财务部。各部门不按规定提前通知财务部而影响其用款的，由申报部门自行负责。

If cash expenditures of various departments of RCCAC are more than RMB 10,000 (inclusive), the Finance Department must be notified two days in advance. If the departments fail to notify the Finance Department in advance as required, affecting the application of money, the reporting department shall be responsible for it.

3.6

付款业务的处理：

Processing of payment business:

- 支付审核。公司有关部门或个人支取货币资金时，应当提前将原始凭证分类，平整地粘贴在纸上，交财务部主办人员审核：

Payment review: When relevant departments or individuals of RCCAC draw monetary funds, they shall classify the original vouchers in advance, paste vouchers on paper smoothly, and submit vouchers to the handler of the Finance Department for review:

- 借款：经过审批的借款单；
Cash advance: approved Cash Advance Application;
 - 工资性支出：相应管理部门经过签批的工资表、有关报告、票据和文件等原始凭证；
Wages expenditure: original vouchers, such as, payrolls, related reports, bills, and documents signed by the competent management department;
 - 成本费用支出：有关的发票、合同（协议）主要支付条款部分复印件、账单和有关报告、文件等原始凭证；
Cost expenditure: original invoices, such as the relevant invoices, copy of main payment conditions of the relevant contracts (agreements), bills, and related reports and documents;
 - 资本性支出：有关的发票、计划、投资建议书、合同（协议）等，涉及重大金额的还须按照《权签政策》相关要求提交董事会决议等批准性文件。
Capital expenditure: related invoices, plans, investment proposals, contracts (agreements), some approved documents such as BOD resolution should be submitted if the amount is large in accordance with the relevant requirements of the "Signatory Authority Policy".
 - 采购实物资产：提供管理部门的入库单（附表10）、验收单或验收证明；
Procurement of physical assets: Provide the Warehousing Entry (Form 10), acceptance form or acceptance certificate of the management department;
 - 其他与货币资金支出相关的原始资料。
Other original data related to monetary capital expenditures.
- 经办人员对有关货币资金支付的原始凭证的合法性、真实性、金额计算的正确性以及票据粘贴的平整性进行负责；财务部主办人员有权将粘贴不平整和不符合支付规定的原始凭证退回，有权将假票据没收销毁。
The handler is responsible for the legality and authenticity of the original vouchers for payment of monetary capital, calculation correctness of the amounts, and smoothness of bills attached; responsible staffs of the Finance Department has the right to reject the bills that are pasted unevenly and does not meet the payment requirements, and destroy the fake bills.

4 附则 Supplementary Provisions

4.1

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.

4.2

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规定为准。

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 Form 1

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co., Ltd.		文件编号: RCCAC-FIN-T-007 Document No.: RCCAC-FIN-T-007													
借款申请单 Cash Advance Application															
申请日期 (Application Date): 年 (Year) 月 (Month) 日 (Day)															
1. Payee name and department: 借款人姓名及所属部门: _____															
2. Reason for the advance: 借款人借款事由: _____															
3. Currency amount for the Advance: Currency <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">借款币种及金额</td> <td style="width: 30%;">币种</td> <td style="width: 20%; text-align: right;">(大写)</td> <td style="width: 20%; text-align: right;">(In words)</td> </tr> <tr> <td colspan="2">_____</td> <td style="text-align: right;">(小写)</td> <td style="text-align: right;">(In number)</td> </tr> <tr> <td colspan="2">_____</td> <td></td> <td></td> </tr> </table>				借款币种及金额	币种	(大写)	(In words)	_____		(小写)	(In number)	_____			
借款币种及金额	币种	(大写)	(In words)												
_____		(小写)	(In number)												

4. Any previous advance not cleared? No Yes 之前的借款是否尚未还清? <input type="checkbox"/> 否 <input type="checkbox"/> 是 If yes, please specify the amount outstanding as follows: 如有, 请列明明细及还款计划: _____															
5. Payee declaration: I sincerely declare that I will finish all the necessary reimbursement procedure and reimburse the rest of the advance I applied here within 1 month from the day I receive the advance. In case of reimbursement failure, I now authorize the Finance Department to recoup it in my next month salary. 借款申请人: 本人承诺自借款日起1个月之内完成必要报销手续并还清未报销余款。如未完成报销手续, 本人授权财务处可在本人下月工资中足额扣除。															
6. Other statement (其他说明) : _____															
Applicant: _____		Department Mgr. _____													
借款申请人: _____		部门经理: _____													
CTO _____		DGM _____													
首席技术官: _____		副总经理: _____													
GM _____		CFO _____													
总经理: _____		首席财务官: _____													

附表 2 Form 2

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co.,LTD				文件编号 : RCCAC-FIN-T-006 Document No.:RCCAC-FIN-T-006				
General Expense Report 费用报销单 (详细填写)								
Applicant : 申请人					Exchange Rate : 汇率		Date of Exchange Rate: 汇率日期	
Date 日期	Business 业务明细、事由及费用说明	Expense 费用类别	Project Code 项目编码	Department Code 部门编码	Expense List费用类别明细			Sub-total (RMB) 小计(RMB)
					Receipt Number 票据数量	Amount in Original Currency 原币价	Amount in RMB 人民币价	
								-
								-
								-
								-
								-
								-
								-
								-
					Total Amount (合计金额)			-
					Cash Advance (预支款项)			-
					Total Due to Employee/Balance (实际报销/应还款金额)			-
By signing, I warrant that this is an accurate accounting of business expenses incurred by me. 我保证上述发生的费用是正确、真实并为公司业务之用。					Signature of the Applicant with Date 申请人签名			
Review & Approval: 审核及批准								
Immediate Superior :		CTO:		DGM:		GM :		
直接主管 :		技术总监 :		副总经理 :		总经理 :		
Financeial review:		CFO :		Cashier :		Received by (if applicable):		
财务审核 :		财务总监 :		出纳 :		领款人 (如适用):		

附表 3 Form 3

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co.,LTD						文件编号:RCCAC-FIN-T-003 Document No.:RCCAC-FIN-T-003																																																	
PAYMENT REQUISITION																																																							
付款申请单																																																							
Payment With Invoices 发票付款						Prepayment amount 预付款金额	PO / Contract 订单号/合同	Department 部门	Project No. 项目号	Description / 描述 :																																													
Invoice No. 发票号码	Invoice Date 发票日期 (yyyy mm dd)	Cur. 币种	Invoice Value 发票金额	Paid amount 已付金额	Payable amount 应付金额																																																		
Total 总计 ==>			-	-	-																																																		
For invoice payment, Net to pay is the amount to be paid; For payment without invoices, Prepayment is the amount to be paid.																																																							
对于已开具发票的付款, 应付金额为本次付款金额; 对于未开发票的付款, 预付款金额为本次付款金额。																																																							
Supplier 供应商	A/c Code	供应商代码	<table border="1" style="width: 100%;"> <tr> <td colspan="4">Payment Authorization / 授权签字 *</td> </tr> <tr> <td colspan="2">Signature / 签字</td> <td colspan="2">Date / 日期</td> <td colspan="2">Signature / 签字</td> <td colspan="2">Date / 日期</td> </tr> <tr> <td>Applicant 申请人</td> <td> </td> <td> </td> <td> </td> <td>Accountant 会计</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Dept Manager 部门经理</td> <td> </td> <td> </td> <td> </td> <td>CFO 首席财务官</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Head of Program 项目负责人</td> <td> </td> <td> </td> <td> </td> <td>DGM 副总经理</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>C T O 首席技术官</td> <td> </td> <td> </td> <td> </td> <td>GM 总经理</td> <td> </td> <td> </td> <td> </td> </tr> </table>									Payment Authorization / 授权签字 *				Signature / 签字		Date / 日期		Signature / 签字		Date / 日期		Applicant 申请人				Accountant 会计				Dept Manager 部门经理				CFO 首席财务官				Head of Program 项目负责人				DGM 副总经理				C T O 首席技术官				GM 总经理			
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C T O 首席技术官				GM 总经理																																																			
Payee Name	收款方名称																																																						
VAT#	税号																																																						
Bank a/c#	银行账号																																																						
Bank name	银行名称																																																						
Bank address	银行地址																																																						
Payment Way 付款方式	Cash	现金																																																					
	Cheque	支票/转账																																																					
	T/T	电汇																																																					
	Offset	冲销																																																					
	Others	其它																																																					
Remark / 备注 :			* Signature as per signature authorization 根据签字授权结构规定签字																																																				

附表 4 Form 4

中电科柯林斯航空电子有限公司
Rockwell Collins CETC Avionics Co.,
Ltd.

文件编号: RCCAC-FIN-T-002
Document No.: RCCAC-FIN-T-002

Business Travel Authorization Form

出差申请单

To be prepared, approved and the trip booked no less than 3 work days prior to departure date.

This form must be included with your expense report to obtain reimbursement.

需在出差离开前至少3个工作日填写此表，并获得批准在报销差旅费必须附上此表

Name: 姓名		Tel: 联系电话		Dept. Name: 部门名称																																																																		
Purpose of Trip: 差旅事由																																																																						
Departure Place and Destination: 出发地及目的地:		Scheduled Business Trip Date 计划出差日期:		Air ticket type 机票类型																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Daily Rate 日住宿费</th> <th rowspan="2">Daily Est. Meal 预计每日餐费</th> <th rowspan="2">Est. Transport Cost 预计交通费用</th> <th rowspan="2">Total Daily Cost 预计每日总费用</th> <th rowspan="2">Departure Date 出发日期</th> <th rowspan="2">Return Date 返回日期</th> <th colspan="2">Others 其他</th> <th rowspan="2">Estimated Costs (RMB) 预计费用合计</th> </tr> <tr> <th>Amount 金额</th> <th>Explanation 说明</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Daily Rate 日住宿费	Daily Est. Meal 预计每日餐费	Est. Transport Cost 预计交通费用	Total Daily Cost 预计每日总费用	Departure Date 出发日期	Return Date 返回日期	Others 其他		Estimated Costs (RMB) 预计费用合计	Amount 金额	Explanation 说明																																																						
Daily Rate 日住宿费	Daily Est. Meal 预计每日餐费	Est. Transport Cost 预计交通费用	Total Daily Cost 预计每日总费用	Departure Date 出发日期	Return Date 返回日期							Others 其他			Estimated Costs (RMB) 预计费用合计																																																							
						Amount 金额	Explanation 说明																																																															
Total Estimated Costs (Airfare + Hotel + Meals + Transportation + others) 预计费用合计(酒店+餐费+交通费+其他)																																																																						
Employee Signature: 雇员签字																																																																						
Approvals 批准																																																																						
Department Manager Approval Approved by Dep. Manager				Signature 签字		Date 日期																																																																
Technical Director Approval Approved by CTO				Signature 签字		Date 日期																																																																
Deputy General Manager Approval Approved by DGM				Signature 签字		Date 日期																																																																
General Manager Approval Approved by GM				Signature 签字		Date 日期																																																																
Finance Director Approval (involving team building cost and procurement cost) Approved by CFO (if team building cost and procurement cost are involved)				Signature 签字		Date 日期																																																																
Chairman of Board Approval Approved by Chairman of Board				Signature 签字		Date 日期																																																																
<input type="checkbox"/> By Cash <input type="checkbox"/> By Debit Note <input type="checkbox"/> By Wire																																																																						

附表 5 Form 5

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co., Ltd.						文件编号: RCCAC-FIN-T-001 Document No.: RCCAC-FIN-T-001			
Travel Expenses Claim Form (In detail) 差旅费用报销单 (详细填写)									
Applicant : 申请人:					汇率: Exchange Rate :		汇率日期: Date of Exchange Rate:		
Commencement and Completion date 起止日期	Departure and destination 往返地点	Project No. 项目编码	Department 部门名称	Description of business details, reason and cost 业务明细、事由及费用说明	Expense type 费用类别	Receipt Number 票据数量	Original Amount 原币价	Amount (RMB) 人民币价	Sub-total 小计(RMB)
						Total Amount (合计金额)			
Travel date confirmed 出差日期确认						Cash Advance (预支款项)			
						Travel Allowance (差旅补贴总额)			
						Total Due to Employee/Balance (实际报销/应退)			
差旅补贴 Travel Allowance						By signing, I certify that this is an accurate accounting of business expenses incurred by me. 我保证上述发生的费用是正确、真实并为公司业务之用。			
Allowance 补助类别	Date 日期	Days 天数	Standard 标准	Original Amount unit day 原币单价	Amount (RMB) 人民币价	Signature of the Applicant with Date 申请人签名			
Subsidized Accommodation 住宿补贴									
Meal Allowance 伙食补贴									
						差旅补贴 Travel Allowance		¥	
Review & Approval: 审核及批准									
Immediate Superior : 直接主管 :		CTO: 技术总监 :		DGM: 副总经理 :		GM : 总经理 :			
Financeial Department : 财务审核 :		CFO : 财务总监 :		Cashier : 出纳 :		Received by (if applicable): 领款人 (如适用):			

附表 6 Form 6

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co., Ltd.		文件编号 : RCCAC-FIN-T-009 Document No.: RCCAC-FIN-T-009	
业务招待费审批单 Entertainment Expense Report			
Handled by: 经办人:		Department: 部门:	
Date of application 申请日期		Date of reception 招待日期	
Reception organization 招待单位		Number of guests 招待人数	
Dinning place 用餐地点		Estimated amount 预计金额	
Reason 事由		Reception type 业务类型	<input type="checkbox"/> 商务接待 Commercial business <input type="checkbox"/> 外事接待 Foreign affairs <input type="checkbox"/> 公务接待 Official business <input type="checkbox"/> 其他接待 Others
Manager : 部门经理 :		CTO : 技术总监 :	CFO: 财务总监
DGM : 副总经理 :		GM : 总经理 :	

附表 7 Form 7

中电科柯林斯航空电子有限公司
Rockwell Collins CETC Avionics Co.,LTD

文件编号：RCCAC-FIN-T-005
Document No.:RCCAC-FIN-T-005

Entertainment Expense Report

业 务 招 待 费 报 告

Applicant:

经办人:

Department:

部门:

Time 时间	Purpose 原因及目的	Location 消费地点	Expenditure item 消费项目	Guest and organization 客人及单位名称	Our personnel 我方人员	Amount 金额 (元)
Total Amount 金额合计						-
Manager : 部门经理 :			CTO : 技术总监 :			CFO : 财务总监 :
DGM : 副总经理 :			GM : 总经理 :			

附表 8 Form 8

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co., Ltd.		文件编号：RCCAC-FIN-T-010 Document No.: RCCAC-FIN-T-010	
Meeting Application and Approval Information 会议申请审批备案表			
To be prepared, approved and the meeting booked no less than 3 work days prior to departure date. This form must be included with your expense report to obtain reimbursement. 需在会议离开前至少3个工作日填写此表，并获得批准在报销会议费必须附上此表			
Name: 姓名		Contact No.: 联系电话	Dept. Name: 部门名称
Name of meeting 会议名称			
Time of meeting 会议时间			
Location of meeting 会议地点			
Theme of meeting 会议主题			
Participant 参加人			
Expense budget 经费预算	Total Yuan (Refer to Meeting Expense Budget and Actual Expenditure Statement) 总计 元 (详见《会议费预算和实际支出明细表》)		
Approvals 批准			
部门经理批准 Approved by Dep. Manager		Signature 签字	Date 日期
技术总监批准 (如涉及) Approved by CTO		Signature 签字	Date 日期
副总经理批准 Approved by DGM		Signature 签字	Date 日期
总经理批准 Approved by GM		Signature 签字	Date 日期
财务总监批准 (如涉及) Approved by CFO		Signature 签字	Date 日期
董事长批准 Approved by Chairman of Board		Signature 签字	Date 日期

附表 9 Form 9

中电科柯林斯航空电子有限公司 Rockwell Collins CETC				文件编号：RCCAC-FIN-T-004 Document No.: RCCAC-FIN-T-004	
Meeting Expense Report 会议费用报告					
Application Date (申请日期)				Year (年)	Month (月) Day (日)
Meeting Name 会议名称			Sponsor department 主办部门		
Meeting place 会议地点			Meeting time 会议时间		
organizer 承办单位			Expense budget 费用预算		
Main content of the meeting 会议主要内容					
Expenses breakdown 费用明细					
Expense item 费用项目	Unit 单位	Quantity 数量	Amount 金额	Remarks 备注	
Meeting meals 会议餐费					
Venue rental fee 会议场所租赁费					
File data printing 文件资料印刷费					
Equipment use fee 设备使用费					
Others 其他					
Applicant:			Department Mgr.		
申请人：			部门经理：		
CTO			DGM		
首席技术官：			副总经理：		
GM			CFO		
总经理：			首席财务官：		

附表 10 Form 10

中电科柯林斯航空电子有限公司 Rockwell Collins CETC Avionics Co., Ltd.						文件编号：RCCAC-FIN-T-011 Document No.: RCCAC-FIN-T-011		
Acceptance Sheet for Incoming Products 外购物资验收入库单								
Contract No. 合同号：			Supplier 供货单位：					
No. 序号	Material Name 物资名称	Specification and Type 规格型号	Unit 单位	Receivable Amount 应收数	Actual Amount 实收数	Unit Price 单价	Total 金额	Remark 备注
1								
2								
3								
Purchasing agent 采购		Receiver			入库			
						Year(年)	Month (月)	Day (日)

