

会议费报销管理规定

Management Regulation on Conference Expense Reimbursement

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1 总则 General Provisions

1.1

为了保证公司各项业务活动的正常开展，本着精简会议、提高会议效率、质量和节约会议经费开支的原则，根据《财务货币资金支出管理制度》，结合公司实际情况，特制定本管理规定。

This Regulation is formulated in accordance with the RCCAC Management Regulation on Monetary Capital Expenditure and the actual situation of RCCAC and on the basis of cutting down the quantity of conferences, improving the efficiency and quality of conferences, and saving conferences expenses, to ensure normal business activities of RCCAC.

1.2

各部门应当严格会议费预算管理，控制会议费预算规模。会议费预算要细化到具体会议项目，执行中不得突破。会议费应纳入公司部门预算，并单独列示。

All departments shall strictly manage the budget of conference expenses and control the budget of conference expenses. The budget of conference expenses should be detailed in terms of specific conference projects and must not be broken during implementation. Conference expenses should be included in department budgets and listed separately.

1.3

各部门召开会议必须事前审批备案。

All departments must apply for approval and recording before holding conferences.

1.4

本规定适用于公司各部门。

This Regulation applies to all departments of RCCAC.

2 会议费使用原则

Principles for the Use of Conference Expenses

2.1

本规定所指会议是指以公司名义或公司各部门名义在特定地点主持召开的各种形式的会议，含评审会、协调会、外事会议、培训会、总结会、股董监会议等，参会对象包括受邀单位或受邀代表。

The “conference” herein refers to all forms of conferences held in the name of RCCAC or in the name of various departments of RCCAC at the specific sites, including assessment conference, coordination conference, foreign matter conference, training conference, summing-up conference, and shareholder and supervisor conference, where participants include invited entities or invited representatives.

2.2

公司各部门受邀参加会议的，按照《差旅费报销管理规定》执行。

Where all departments of RCCAC are invited to attend the conference, the RCCAC Management Regulation on Travel Expense Reimbursement shall be implemented.

2.3

各部门经理为会议费预算控制的第一责任人。

The manager of each department is the first person responsible for budget control of conference expenses.

2.4

会议费报销总体要求：

General requirements on reimbursement of conference expenses:

- 公司对会议实行计划管理，行政部是会议计划的归口管理部门。
Conferences shall be planned by RCCAC, and conference plans shall be under the jurisdiction of the Administrative Department.
- 会议费报销时需按要求登记台账并报送财务部后方可报销。
When the conference expenses are reimbursed, a ledger must be registered as required and submitted to the Finance Department before reimbursement.
- 会议费使用采用事前审批制，经办人员填写《会议申请审批备案表》，审批完成后到财务部备案，没有审批备案的会议费支出一律不予报销。因特殊情况事前无法审批的，必须按流程电话请示同意后方可开展，但事后必须按规定补走流程。

The conference expenses shall be subject to the pre-approval system. The handler shall fill out the Conference Application and Approval Registration Form. After the approval is completed, it shall be filed with the Finance Department. Any conference expense without approval and filing shall not be reimbursed. If conference expense cannot be approved in advance due to special circumstances, consent must be obtained in accordance with the procedures for telephone consultation and then such conference can be implemented. However, the process must continue to be finished afterwards.

2.5

会议费使用原则

Principles for the Use of Conference Expenses

- 会议费支出要符合廉政建设的有关规定。
The expenditure of conference expenses must comply with the relevant provisions on the construction of a clean and honest administration.
- 各部门召开会议应当遵循“事前申报、逐级审批、预算管理、标准控制、限额报销、效果评估”原则。
The conference of all departments shall be convened in accordance with the principles of “pre-reporting, step-by-level approval, budget management, standard control, limit reimbursement, and effectiveness evaluation”.
- 会务费纳入预算管理，各部门按照公司要求编制年度和单次会议预算，没有会议预算或者超预算的会议费一律不予报销。
The conference expenses are included in the budget management. Each department shall prepare annual and single conference budgets according to the requirements of RCCAC. Conference expenses will not be reimbursed in the absence of budget or if beyond budgeting.
- 充分运用电视电话、网络视频等现代信息技术手段，降低会议成本，提高会议效率。传达、布置类会议优先采取电视电话、网络视频会议方式召开。电视电话、网络视频会议的主会场和分

会场应当控制规模，节约费用支出。

Modern information technologies, such as video-telephone and network video, shall be fully used to reduce conference costs and achieve higher conference efficiency. A priority will be given to video, telephony and online video conference in terms of communication and arrangement conferences. The size of main venues and sub-venues for video-telephone and online video conferences should be controlled, so as to save expenses.

- 公司组织召开的仅有内部人员参加的所有会议原则上在公司内部会议室召开，会议用餐原则上安排在内部食堂。

All conferences held by RCCAC, where only internal personnel attend, shall be held in principle in the internal conference room of RCCAC. The conference meals are in principle arranged in the internal canteen.

- 各部门不得组织到明令禁止的风景名胜区召开会议。

Each department is not allowed to organize a conference in a scenic spot that is prohibited by the order.

- 会议应当提供会议签到表，形成会议纪要。

The conference should provide a sign-up list for attendees, and generate minutes of a meeting.

- 禁止在会议费中列支应当由参会对象承担的差旅、会议、培训等费用，禁止以举办会议、培训为名列支、转移、隐匿其他费用开支。

It is forbidden to set aside expenses for travel, meetings, training and other expenses that should be borne by the participants in the conference expenses, and it is forbidden to list, transfer, and hide other expenses in the name of holding meetings and training.

3 会议费开支范围、标准和报销支付

Scope, Criteria and Reimbursement for Conference Expenses

3.1

会议费开支范围包括会议住宿费、伙食费、会议室租金、交通费、文件印刷费、医药费等。

The conference expenses involve accommodation, meals, meeting room rent, transportation expenses, document printing fees, and medical expenses.

不得借会议名义发放礼品，但印有公司LOGO的价值低于600元的宣传品除外。

No gifts may be issued in the name of the conference, except for promotional materials with a logo of RCCAC that is worth less than RMB 600.

贸易公司、商场和超市等购物类发票须提供消费水单，无法提供消费水单的，须提供审签至公司分管领导的情况说明；

It is necessary to provide itemize of shopping invoices of trading companies, shopping malls and supermarkets. If memo is unavailable, it is required to provide a statement that is reviewed and signed by the concerned leader of RCCAC.

禁止使用虚假会议签到表作为费用报销凭证。

It is prohibited to use false meeting attendance forms as expense reimbursement certificates.

严禁虚假消费套取公司资金，一经查实，按照公司《货币资金支出管理规定》的要求执行。

It is strictly forbidden to take fraudulent purchases to obtain funds of RCCAC. Once verified, it shall be carried out in accordance with the RCCAC Management Regulation on Monetary Capital Expenditure.

3.2

各部门要严格控制住宿费及餐饮费开支。

All departments shall strictly control the accommodation expenses and food and beverage expenses.

各部门在食堂产生的会务接待（含公务卡）需按要求建立台账并在财务部备案后方可报销。

Ledger must be established for conference reception expenses (including the business card) generated by each department in the cafeteria according to the requirements and be reimbursed only after being filed with Finance Department.

3.3

各部门应在会议费实际支出后30个工作日内到财务部报账。报销人在报账时，财务部将根据实际报账时间与会议费支出时间进行比对，对于预计超过规定日期不能报销的，需书面或邮件向财务部备案说明原因，否则须提供审签至公司分管领导的情况说明。

All departments shall apply for reimbursement at Finance Department within 30 working days after the actual expenditure of conference expenses. When the reimbursement applicant makes reimbursement, the Finance Department will compare the actual reimbursement time with the expenditure time of conference expense. If it is predicted that the reimbursement cannot be made within the prescribed date, it shall be submitted to the Finance Department in writing or by e-mail to explain the reason. Otherwise, it is required to provide a statement that is reviewed and signed by the concerned leader of RCCAC.

会议费报销时应当提供《会议申请审批备案表》、会议通知及参会人员签到表、会议纪要、《费用报销单》、《会议费用报告》。

For reimbursement of conference expenses, the Conference Application and Approval Registration Form, Notice of Conference, Sign-up List of Attendees, Minutes of Conference, Expense Reimbursement Application and Meeting expense report must be provided.

会议费报销原则上应当提供原始消费水单，消费水单、票据金额和《会议费用报告》应当一一对应，否则不予报销。

The reimbursement of conference expenses should, in principle, be provided with the original memo. The amount of memo and bill shall be corresponding to the Meeting expense report; otherwise, it will not be reimbursed.

财务部门要严格按照规定审核会议费开支，对未列入会议计划或计划外会议未审批以及超范围、超标准开支的经费一律不予报销。

The Finance Department shall strictly review the expenditure of conference expenses in accordance

with the regulations, and shall not reimburse expenses that have not been listed in the conference plan or expenses of unscheduled conference and unapproved conference, and expenses that are out of scope or exceed the standard.

3.4

严禁各部门借会议名义组织会餐或安排宴请；严禁套取会议费设立“小金库”；严禁在会议费中列支公务接待费。

It is forbidden for all departments to organize meals or arrange banquets in the name of the conference; it is strictly forbidden to use the conference expenses to set up a “private coffer”; it is forbidden to pay official reception fees in the conference expenses.

不得使用会议费购置电脑、复印机、打印机、传真机等固定资产以及开支与本次会议无关的其他费用；不得组织会议代表旅游和与会议无关的参观；严禁组织高消费娱乐、健身活动；严禁以任何名义发放纪念品；不准以开会之名赠送礼品；不得额外配发洗漱用品。

Conference expenses shall not be used to purchase fixed assets, such as computers, copiers, printers, and fax machines, and used as other expenses that are not related to this conference. It is forbidden to organize conference representatives to go on sightseeing tour and visit places that are not related to the conference. It is forbidden to organize high-consumption entertainment and fitness activities; it is forbidden to distribute souvenirs in any name; gifts are not allowed in the name of the conference; no additional toiletries may be dispensed.

3.5

发票要求：

Requirements on invoices:

- 发票必须是真实、合法、合规的。

The invoice must be true, legal and compliant.

- 真实的发票是指票据填开具体内容必须是实际发生的。

A true invoice means that the contents of the invoice must be incurred actually.

- 合法的发票是各部门取得的发票联次必须包含发票名称、发票代码和号码、我公司全称、具体项目、计量单位、数量、单价、大小写金额、开票人、开票日期、开票单位发票专用章、无涂改痕迹等。

The legal invoices means that the invoices obtained by each department must contain the invoice name, invoice code and number, full name of RCCAC, specific items, units of measurement, quantity, unit price, amount of capitalization, drawer, invoicing date, and special invoice seal of invoicing entity, without any trace of alteration.

- 合规的发票是发票内容应和《会议费预算和实际支出明细表》所列时间、地点、金额等内容一致，并在其预算范围内。

The compliant invoice means that the content of this invoice should be consistent with the time, place and amount, etc. as listed in the Conference Expense Budget and Actual Expenditure Breakdown and is within the scope of its budget.

- 不符合上述要求的发票，不予报销。

Invoices that do not meet the above requirements will not be reimbursed.

- 发票费用项目上注明为“会议费”、“会务费”、“餐费”、“住宿费”等，发票抬头必须为公司名称(全称)。礼品、旅游、卡拉OK、洗浴中心、KTV以及营业性的高档消费票据一律不予报销。

Expense items of invoice are marked as “conference expense”, “conference affair charges”, “meals fees”, “accommodation fees”, etc. The title of invoice must bear the name (full name) of RCCAC. Invoices for gifts, tours, karaoke, bathing centers, KTVs, and business-grade high-end consumer bills will not be reimbursed.

3.6

报销凭证不齐全、填写不规范或者粘贴不规范的，财务部有权驳回。

If the reimbursement vouchers are not complete, the filling or the pasting is not standardized, the Finance Department has the right to reject these vouchers.

3.7

未提交会议申请审批备案表、会议通知、会议签到表（如有）、会议纪要的一律不予报销。

Anyone, who fails to submit the Conference Application and Approval Registration Form, Notice of Conference, Sign-up List of Attendees (if any), and Minutes of Conference, shall not be reimbursed.

3.8

违反本规定，有下列行为之一的，依法依规追究会议举办部门和相关人员的责任：

In case of any breach of this Regulation and any of the following acts, the responsibility of conference holding department and related personnel shall be investigated and handled according to law:

- 计划外召开会议的；
Holding any unplanned conference;
- 以虚报、冒领手段骗取会议费的；
Obtaining any conference fees by means of false claims or impersonation;
- 虚报会议人数、天数等进行报销的；
Making reimbursement based on the false number of attendees and number of days, etc.;
- 违规扩大会议费开支范围，擅自提高会议费开支标准的；
Expanding the scope of conference expenses and arbitrarily increasing the expenditure standard of conference expenses;
- 违规报销与会议无关费用的；
Reimbursing any expense not involved in the conference;
- 其他违反本规定行为的。
Other violations of the provisions hereof.

有前款所列行为之一的，由财务部会同有关部门责令改正，追回资金，并根据实际情况报批后予以通报或处以适当的经济处罚。情节严重的，给予行政处分，如行为涉嫌违法的，移交司法机关处理。

Where there is any of acts listed in the preceding paragraph, Finance Department shall, in conjunction with the relevant departments, order it to make corrections, recover the funds, and circulate a notice of criticism or impose appropriate economic penalties upon approval of the actual situation. If the circumstances are serious, administrative sanctions shall be imposed. If the act is suspected of illegality, it shall be referred to the judicial authority for disposal.

4 附则 Supplementary Provisions

4.1

本规定自下发之日起执行。

This Regulation shall come into effect on the date of issuance.

4.2

本规定由财务部负责解释和修订，以前相关文件与本规定冲突地方以本规定为准。

This Regulation shall be interpreted and revised by the Finance Department. In the case of conflicts between the previous documents and this Regulation, this Regulation shall prevail.