

Travel Expense Policy (English)

Policy Name:	Company Travel Expense Policy (English)
Currency:	CNY
Effective Date:	2024-01-01
Employee Levels:	L1, L2, L3, L4

Global Rules

- Airfare: Economy class required for all employees.
- Airfare exception: Business class allowed only with prior written approval; recommended for L4 only.
- Evidence: E-ticket invoice with flight numbers required.
- Receipt threshold: CNY 200 (receipt required above threshold)
- Client entertainment exception: up to 1.5x meals cap, Department manager pre-approval required

Destination-Specific Caps

New York, United States

Level	Accommodation (CNY/night)	Meals (CNY/day)
L1	1800	500
L2	2000	600
L3	2400	700
L4	3000	900

Local transport per day:	400 CNY/day
Communication per trip:	300 CNY/trip
Miscellaneous per trip:	2000 CNY/trip

Tokyo, Japan

Level	Accommodation (CNY/night)	Meals (CNY/day)
L1	1300	500
L2	1500	650
L3	1700	700
L4	2000	800

Local transport per day:	250 CNY/day
Communication per trip:	250 CNY/trip
Miscellaneous per trip:	1500 CNY/trip

London, United Kingdom

Level	Accommodation (CNY/night)	Meals (CNY/day)
L1	1600	600
L2	1700	700
L3	1900	900
L4	2000	1700

Local transport per day:	500 CNY/day
Communication per trip:	300 CNY/trip
Miscellaneous per trip:	2500 CNY/trip

Singapore, Singapore

Level	Accommodation (CNY/night)	Meals (CNY/day)
L1	1300	700
L2	1400	800
L3	1600	900
L4	1800	1000

Local transport per day:	300 CNY/day
Communication per trip:	200 CNY/trip
Miscellaneous per trip:	1800 CNY/trip

Note: All amounts are in CNY unless otherwise noted.