

HR&ADM DEPARTMENT

人力资源与行政部

BUSINESS TRIP MANAGEMENT INSTRUCTION

商务旅管理指导书

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1. PURPOSE 目的

The purpose of this instruction is to standardize both business trip procedure and cost.

为使出差流程规范化，差旅费用标准化，特制定本制度。

2. SCOPE 范围

This instruction is for all CNBO.

本制度适用于庆达西全体员工。

3. ATTACHMENTS 附件

None 无

4. APPLICATION 流程

4.1. Employee needs to apply for business trip leave on OHR and get approval from upper level (for domestic business trip shall apply on "JOB TRACK" Module and get approval from 1st and 2nd supervisors, for abroad business trip shall apply on "BUSINESS TRIP ABROAD" Module and get approval from General Manager).
出差人员须在 ORACLE HR 填写出差申请单（国内出差需在 JOB TRACK 模块申请，国外出差需在 BUSINESS TRIP ABROAD 模块申请）呈上级领导核准。其中国内出差需上两级领导批准，国外出差需总经理批准。

4.2. After approval by management, employee shall book transportation and hotel for business trip. The reimbursement standard for transportation, hotel and meal as below. Employee shall strictly follow the standard, if the cost exceeds the standard the extra part shall be paid by employees themselves.
出差申请经领导核准后，员工可预订交通工具及到达地酒店。出差期间交通费、酒店及餐饮报销标准如下，出差员工需严格遵守公司报销标准。超出标准部分金额公司将不予报销，由个人承担。

4.2.1. Transportation Reimbursement Standard 交通报销标准

交通工具 Transportation Tools	报销标准 Reimbursement Standard (RMB)	
	副总及以上 Assist. GM and above	其他 Others
火车 Train	实报实销 According to actual expenditure	二等座 Second Class Seat
飞机 Airplane	实报实销 According to actual expenditure	经济舱 Economy Class
市内交通（出发地及目的地） Urban Transportation	实报实销 According to actual expenditure	地铁 + 出租车 Subway plus Taxi

Notes: All domestic train tickets would be booked by employees.

注：国内出差火车票由员工本人通过 12306 或相关网站进行预定。

4.2.2. Hotel Reimbursement Standard 酒店报销标准

区域 Area	报销标准 Reimbursement Standard (RMB)		
	副总及以上 Assist. GM and above	副经理及以上 Assist. Mgr and above	其他 Others
国内 Domestic	实报实销 According to actual expenditure	实报实销 According to actual expenditure 不超过 900 元/晚 Within 900yuan/per night	实报实销 According to actual expenditure 不超过 500 元/晚 Within 500yuan/per night
国外 Abroad	实报实销 According to actual expenditure	实报实销 According to actual expenditure 不超过 1200 元/晚 Within 1200yuan/per night	实报实销 According to actual expenditure 不超过 700 元/晚 Within 700yuan/per night

4.2.3. Meal Reimbursement Standard 餐饮报销标准

区域 Area	报销标准 Reimbursement Standard (RMB)		
	副总及以上 Assist. GM and above	白领 White Collar	蓝领 Blue Collar
国内 Domestic	实报实销 According to actual expenditure	实报实销 According to actual expenditure 中餐,晚餐不超过 150 元/餐 早餐不超过 50 元/餐 Within 150yuan / lunch, dinner Within 50yuan / Breakfast	实报实销 According to actual expenditure 不超过 50 元 / 餐 Within 50yuan / Meal
国外 Abroad	实报实销 According to actual expenditure	实报实销 According to actual expenditure 不超过 250 元/餐 Within 250yuan / Meal	实报实销 According to actual expenditure 不超过 150 元 / 餐 Within 150yuan / Meal

Notes:

注:

1. Invoice should be aligned with actual travel date and time. Fixed amount invoice and replacement invoice could be accepted only with supporting of food list of the restaurant. If employee provides fixed amount invoice or replacement invoice only, reimbursement will be 30yuan/meal domestic and 100yuan/meal abroad.

餐饮报销必须提供用餐当日正规机打发票进行实报实销；如使用定额发票或替代发票报销，需提供用餐水单，报销金额以水单实际消费为准；票据不全的报销，国内出差按照每餐 30 元标准，国外每餐 100 元。

2. If employees provide VAT invoice, should make sure the correct company name and tax accountant, if employee provide the wrong one, Company has the right to refuse.

如员工提供增值税普通/专用发票，需正确填写公司抬头和纳税人识别号，如员工提交信息有误的发票，公司有权拒绝。

Company Name: CIMTAS (NINGBO) STEEL PROCESSING CO., LTD

Tax Registration No.: 91330201739477405K

公司名称：庆达西（宁波）钢构制造有限公司

纳税人识别号：91330201739477405K

4.2.4. If travel with leaders, employees' transportation and hotel standard could be same as their leader's.

如员工随上级领导一起出差，交通及酒店预订享受领导标准进行预订。

- 4.3. Employees can get advance money from Finance Department after approval. When they go back, they shall reimburse and return the rest money on time. How to manage advance money employees can check <Instruction for Advance Money> from Edoc. System.

出差人员可在出差前至财务部进行差旅费预支款申请，出差归来后需及时报销及归还剩余款项。预支款管理办法可参考《财务预支款规定》。

本制度自颁布之日起开始实行。

This regulation will come into effect from the day it is issued.