

**邮件拥有者:** China GR Travel Finance Approval/China/Contr/IBM  
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**抄送:** Jin DL Xu/China/IBM@IBMCN, Ke Zheng Yu/China/IBM@IBMCN, Ling Fei LF Xu/China/IBM@IBMCN, Rong Hua Xing/China/IBM@IBMCN, China GR Travel Finance Approval/China/Contr/IBM@IBMCN, Wen Jiong Huang/China/IBM@IBMCN, Xin MX Ma/China/IBM@IBMCN, Angel Shen/China/IBM@IBMCN@IBMAU

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**日期:** 2020 年 10 月 09 日(周五) 下午02:05  
**主题:** Re: [Pre-approval]HCAM员工新冠疫情期间回国隔离费用和国内中转交通费(赵志钢)

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您好,  
您的Case已被批准, 请在报销时准确填写报销信息。建议在Report Name 和备注处注明是“新冠疫情期间海外差旅回国隔离费用”。  
谢谢!

Best Regards,

China GR Travel Finance Approval

CIC travel policy: <https://w3-connections.ibm.com/wikis/home?lang=en#!/wiki/China%20GD%20Site%20Operations/page/Travel%20Policy%20and%20Expenses%20Reimbursement>

▼ Angel Shen---2020/10/09 11:29:23---Xu Jin, I approve as long as Japan GBS funded.

From: Angel Shen/China/IBM@IBMCN  
To: Jin DL Xu/China/IBM@IBMCN  
Cc: Ke Zheng Yu/China/IBM@IBMCN, Ling Fei LF Xu/China/IBM@IBMCN, Rong Hua Xing/China/IBM@IBMCN, Zhigang Zhao/Japan/IBM@IBM, Zhi Gang DL Zhao/China/IBM@IBMCN, China GR Travel Finance Approval/China/Contr/IBM@IBMCN, Wen Jiong Huang/China/IBM@IBMCN, Xin MX Ma/China/IBM@IBMCN  
Date: 2020/10/09 11:29  
Subject: Re: [Pre-approval]HCAM员工新冠疫情期间回国隔离费用和国内中转交通费(赵志钢)

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Xu Jin,

I approve as long as Japan GBS funded.

Best Regards!

Angel Shen

First Line Leader, Services PI - China CIC

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No.477, Zheng Li Road, Shanghai China 200433

**All financial information in this note is IBM Confidential**

▼ Jin DL Xu---10/09/2020 11:15:43 AM---Angel, 于总, 保险Sector的HCAM员工赵志刚, 计划于10月20日返回大连。回国后, 预计隔离14天, 费用

From: Jin DL Xu/China/IBM  
To: Ke Zheng Yu/China/IBM@IBMCN, Angel Shen/China/IBM@IBMCN  
Cc: Ling Fei LF Xu/China/IBM@IBMCN, Rong Hua Xing/China/IBM@IBMCN, Zhigang Zhao/Japan/IBM@IBM, Zhi Gang DL Zhao/China/IBM@IBMCN, China GR Travel Finance Approval/China/Contr/IBM@IBMCN, Wen Jiong Huang/China/IBM@IBMCN, Xin MX Ma/China/IBM@IBMCN  
Date: 10/09/2020 11:15 AM  
Subject: Re: [Pre-approval]HCAM员工新冠疫情期间回国隔离费用和国内中转交通费(赵志钢)

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Angel, 于总,

保险Sector的HCAM员工赵志刚, 计划于10月20日返回大连。回国后, 预计隔离14天, 费用预估5240RMB。恳请批准。

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**徐進 (ジョ シン)**

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▼ Zhigang Zhao---10/08/2020 05:40:42 PM---徐san 您好。

From: Zhigang Zhao/Japan/IBM  
To: Jin DL Xu/China/IBM@IBMCN  
Cc: Rong Hua Xing/China/IBM@IBMCN, Ling Fei LF Xu/China/IBM@IBMCN  
Date: 10/08/2020 05:40 PM  
Subject: [Pre-approval]HCAM员工新冠疫情期间回国隔离费用和国内中转交通费(赵志钢)

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徐san

您好。

本人于2020年10月20日结束HCAM Program从日本返回中国, 回国后按规定被要求在指定地点集中隔离14天, 并进行了核酸检测。期间发生以下费用。

由于该费用都不是常规可报销费用，不能走正常的项目报销流程，因此特别提出走特殊申请流程。  
以下是详细信息，烦请确认并批准。

Fund	Charge Code	Name	NotesID	Base Location	1st line manager	Amout (RMB)	Expense incurred Date	Details
IBM-Japan(IJDS)  HCAM回国隔离，中转	M.16265	赵志钢	Zhi Gang DL Zhao/China /IBM@IBMCN	Dalian	Jin DL Xu/China /IBM@IBMCN	5240	11/3	隔离期间：10/20 - 11/3，共14天 地点：大连 住宿：3640元 餐费：1400元 核算检测费用：200元