



DELAWARE STATE UNIVERSITY

OFFICE OF BUSINESS & FINANCE

Travel Request & Authorization Form

(This form is to be used for all DSU Personnel traveling on behalf of the University)

~ This form needs to be submitted at least 10 Business days prior to travel & requestor's account must be cleared (i.e. NO OUTSTANDING credit card charges) prior to issuance ~

Approved Requisition#: R0181428

Date Submitted: 4/22/2023

Name of Traveler: Zhongyan Lin

Traveler's D#: D10059906

Date of Departure: 5/5/2023

Dept ORG Code: 2690

Date of Return: 6/30/2023

Description of Trip: Meeting students at CUST and NBUT, work on new program (Institute) at Huaian, explore new potential programs in Hainan

SECTION I (For Card Load Purposes)

A. Transportation Arrangements

Vendor Name	Mode of Transportation	Amount
American Airlines	Airfare/plan	2000
China South Airline	Airfare/plane	200
Taxi	Ground transportation	100

\$2300

B. Lodging Arrangements

Location Name – City, State	# of Rooms	# of Stays	Nightly Rate	Amount
Hotel	1	1	100	100

\$100

C. Meals

Meals for . . .	# of Days	Meal Rate	* Amount
DSU Employee	56		2280

\$ 2280

* Meal Allowance Rates for DSU Personnel are based on the GSA Rate by destination location (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) & Students Per Diem rate based DSU policy - Undergrads (\$28/ day) vs Graduates (\$45/ day). Both rates include tips. Meals covered by registration packages are NOT to be included in the Meal calculation.

D. Other Travel Needs for card use

Description # of items Price/ Person Amount

\$ 0

\$4680

TOTAL CARD LOAD EXPENSES (SECTION I)

SECTION II (Non-Card Load Purposes)

A. Cash Advance Request (separate form)

Description # of items Price/ Person Amount

SECTION II (Non-Card Load Purposes)**A. Cash Advance Request (separate form)**

Description	# of Items	Price/ Person	Amount
			\$ 0.00

B. Personal Mileage

Trip	NET Miles Traveled **	Amount
		\$ 0.00

* Personal mileage rates are based on the time of travel & established by the Internal Revenue Service ([chrome-extension://efaidnbmnnnibpccojoggiclefinaidmkaj/https://www.irs.gov/pub/irs-droptn-23-03.pdf](https://www.irs.gov/pub/irs-droptn-23-03.pdf))

** NET miles traveled is the distance between your normal commuter to DSU minus your home to destination.

C. Miscellaneous

Description	Amount
Meal allowance \$100/day for 22 days	0

TOTAL NON-CARD LOAD EXPENSE (SECTION II)

0

TOTAL ESTIMATED EXPENSE FOR ENTIRE TRIP

4680

I understand that a purchase requisition signed by the Department Head and appropriate Budget Analyst must be executed within 72 hours upon my return. I certify that I have accounted to the Business Office for all expenses. I also understand that all travel requisitions must be approved prior to departure for the proceeding trip.

Requests completed & signed should be sent to corporatecards@desu.edu for processing

Zhongyan Lin

Requestor's Signature

4/23/2023

Date

Angela K.

Immediate Supervisor Approval

10/31/2023

Date

Antonio Boyle

Grant Supervisor/ Approval, if needed

12/4/2023

Date



SHOT ON MI CC 96
AI TRIPLE CAMERA

Effective April 2023

DELAWARE STATE UNIVERSITY

PERSONAL EXPENSES REIMBURSEMENT

INSTRUCTIONS

** Please complete this form if you are requesting reimbursement from any approved out of pocket expenses as a DSU Employee. Below are the instructions on how to complete this form accurately. Please reach out to Accounts Payable Department (accountspayable@desu.edu) for questions. **

ALL RECEIPTS OF THE EXPENSES MUST BE SUBMITTED TO OBTAIN REIMBURSEMENT!!!!!!

SECTION 1 – Basic Information

EMPLOYEE INFO: The D# & Name of the DSU Employee seeking the reimbursement.

REASON FOR REQUEST: The name of the event related to the reimbursement.

MEHTOD OF PAYMENT: Select whether you would like a check or WIRE/ ACH to your bank account. If you choose WIRE/ ACH, please attach wiring information.

SECTION 2 – Expense Details

DATE: Date the transaction occurred. Items that are over 60-calendar days will not be reimbursed.

TRANSACTION DESCRIPTION: Describe the transaction you are requesting reimbursement (Ex. Trip to A/CAP Conference in Harrisburg, PA).

TRANSACTION TYPES:

AIRFARE: All expenses related to traveling by air, such as baggage fees.

MEALS: Consist of breakfast, lunch, & dinner. If meals are held with others, please include their names in this area. Tips on meals are included for reimbursement within reason.

REGISTRATION: Includes the amount to attend conferences or training related to daily employment duties.

LODGING: Includes the cost of staying overnight with hotel taxes. Do not include any meals charged to the room; they should be included under the "Meals" section.

TRANSPPO: Includes the cost of getting to & from the destination on the ground, such as tolls, rental car, private vehicles, public transportation, etc. The usage of your personal vehicle will only be reimbursed based on the IRS business standards (\$0.625/ mile in 2022). Normal commute to & from work & gas purchases does not get reimbursed.

MISC/ OTHER: Includes all other areas not mentioned previous. Provide an explicit description is needed for

reimbursement.

SECTION 3 – Signatures/ Approvals

~ All necessary signatures must be provided before reimbursement can be processed. No individual can sign/ approve on more than one line (**NO DOUBLE SIGNATURES**).

~ By signing this form, you certify the expense incurred as a necessary expenditure in conducting Delaware State University business, and reviewed that the expenses are reasonable & conform to Delaware State University policies.

Requests completed & signed should be sent to accountspayable@desu.edu for processing

Effective July 2022



DELAWARE STATE UNIVERSITY

OFFICE OF BUSINESS & FINANCE

(This form is to be used for DSU Personnel seeking reimbursement for actual expenses incurred in accordance with DSU Policy)

Employee D#: D10059906 Employee Name: Zhongyan Lin Date: August 22, 2023

Reimbursement for traveling to Ningbo, China, to teach for the DESU oversee program

Reason for Request:

FUND ORG PRGM

1100 2690 12

☐ Check
☒ Wire/
ACH

Accounting Info:

Method of Payment:

Expense Details

Date	Transaction Description	Transaction Type	ACCOUNT	Amount
5/5/2023-6/30/2023	Ningbo, China	Airfare	8010	2300
5/5/2023-6/30/2023	Tax and Buse	Transpo - Public	8030	114
5/7/2023	Hotel	Lodging	8040	70
5/5/2023-6/30/2023	Meals on 57 days	Meals	8035	2280

Zhongyan Lin

TOTAL: \$ 4764.00

0

8/22/2023

Requester/

Employee

Date

Fayshadi

Oct 25, 2023

Immediate Supervisor/ Dept Head

Approval

Date

Antonio Boyle

12/4/2023

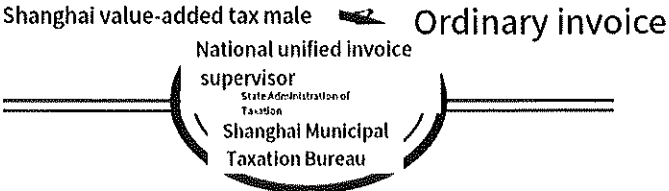
*OSP/ RFA Approval, if
needed*

Date

*Requests completed & signed should be sent to accountspayable@desu.edu for processing
Effective July 2022*



Machine number: 499098986327



Invoice code: 031002200411
The invoice number is 17202940
Date of issue: August 05, 2023
Verification code: 17495 59351 34050 94366

pin	The name	称: Delaware state university	The secret					
buy	Taxpayer identification		code	0307-53>></>072+0*88585404485*63+4/62>/				
party	Number: Address,		area	<40547/*/>-<593>>8607-53>></>072+0*35*				
	telephone: Bank and			88+09<1-2570></>*6601-+4-19>/<5//915				
	account number:							
Name of goods or taxable services *		Specification Model	Units	Quantity	Unit price	Amount	Tax rate	Tax amount
Brokerage service * Booking airline				1	754.716981	754.72	6%	45.28
tickets * Brokerage service * Booking				1	45.283019	45.28	6%	2.72
additional products								
Total						¥800.00		Selections of 48.00
Total value tax (in caps)		⊗ Eight hundred four hundred eight round (lowercase) ¥848.00						
pin	The name	Claim: Shanghai Huacheng Southwest International Travel Service Co., LTD			Ctrip Order: 23867598830,			
The sale	Taxpayer Identification Number: 91310105134638405A				备			
方	Add/Tel: Lingkong SOHO, 968 Jinzhong Road, Changning District, Shanghai 021-34064880				note			
	Opening bank and Account number: ICBC Shanghai Caohejing Development Zone Sub-Branch 1001266309200016953							

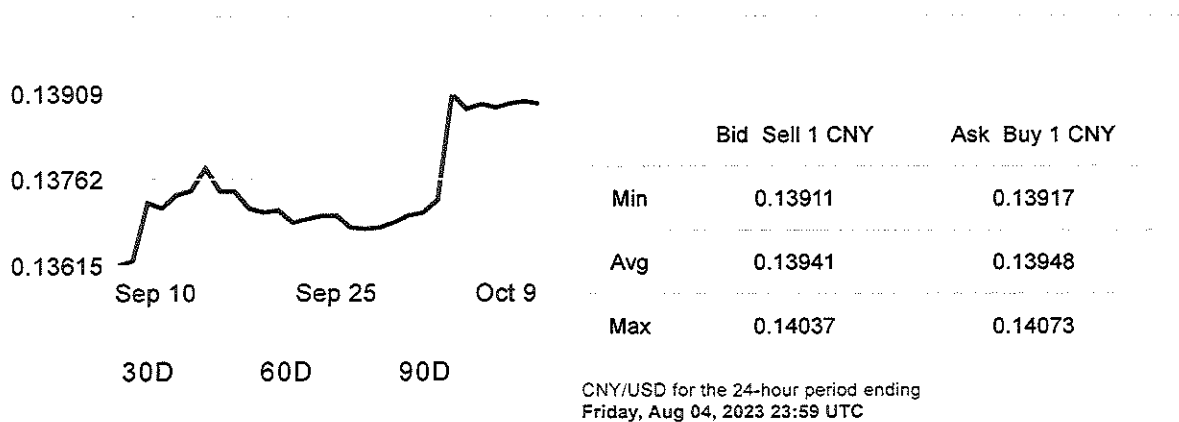


OANDA CURRENCY CONVERTER

848 Chinese Yuan Renminbi to US Dollar

CNY Chinese Y...	USD US Dollar
848	118.221
CNY EUR GBP BTC	USD GBP ETH
Date < 05 August 2023 >	Preview interbank rate +/- 0%

OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

**Convert Chinese Yuan
Renminbi to US Dollar**

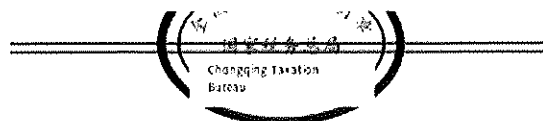
**Convert US Dollar to
Chinese Yuan Renminbi**

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Chongqing value-added on a man ordinary invoice



Invoice code: 050002200211

The invoice number is 89177885

Invoice date: August 5th, 2023

Verification code: 06695 88618 00312 51921

Machine number: 499098725451

The name: 称: Delaware state university Taxpayer identification number: Address, phone: Opening bank and account number:		The amount: 3 + 4 * 77695 > > 8 89271 * > < 70 > 6161-44 > < 6 * 1415 + 082 / + 02 0902 > 0737 + ** / 77695 > 4 > 8 < < 4/0 - + 9 > 8927/73-61-1405601-3371931 > 2 > - / 8 > 5					
Goods or taxable services, service name * Brokerage service * Booking air tickets products	Specification Model	Units	Quantity	Unit price	Amount	Tax rate	Tax amount
			1	537.735,849	537.74	6%	32.26
Total				Selections of 537.74		¥32.26	
Total value tax (In caps)		五 Five hundred dye ten round (lowercase) ¥570.00					
Said: Chongqing branch of Chengdu Ctrip Travel Agency Co LTD Taxpayer Identification Number: 9150010556346428XD Address, Tel: No. 2.3.4.5.6, 31 / F, Ping An Financial Center, Unit 1, No. 99, Wuyi Road, Yuzhong District, Chongqing 023-88374485 Opening bank and account number: Bank of Communications Chongqing Jiangbei Sub-Branch 500111013018010058160				Ctrip order: 24927532974		Gao Yongcheng Travel Agency Co., LTD. Chongqing branch 9150010556346428XD	

Payee: Guan Wenlong

Review: Kang Min

Drawer: Lou Zongkai

Seller:

Invoice stamp



OANDA CURRENCY CONVERTER

60 Chinese Yuan Renminbi to US Dollar

CNYChinese Y...▼

USDUS Dollar▼

60

↔

8.36472

CNYEURGBPBTC

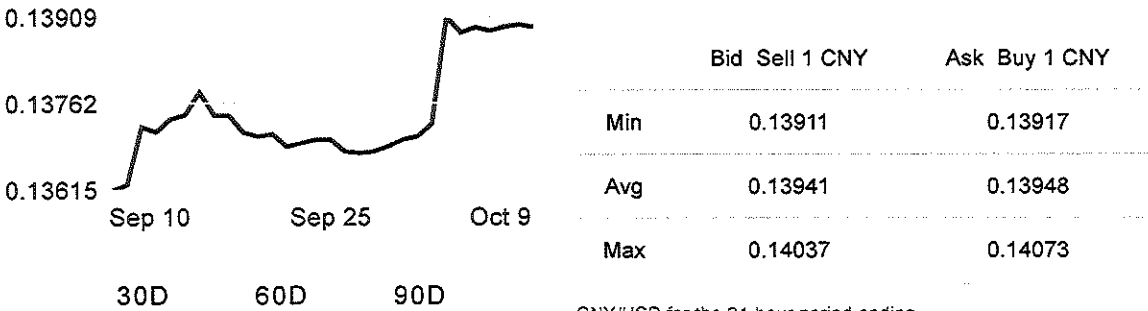
USDGBPETH

Date< 05 August 2023 > 📅

Preview interbank rate

+/- 0% ▼ ?

OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Convert Chinese Yuan
Renminbi to US Dollar

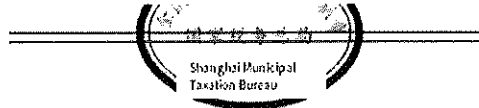
Convert US Dollar to
Chinese Yuan Renminbi

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Shanghai VAT electronic ordinary invoice



Invoice code: 031002200411

The invoice number is 56934444

Invoice date: August 5th, 2023

Verification Code: 02947817731068869565

Machine number: 499098444325

Name: UN/ZHONGYAN		Taxpayer Identification number:		Address & Phone:		Opening bank and account number:		03701 + 99 + > < ^ - 922/600 + 71 + / 658	
buy		party		code		area		564884-68 * 4 > < 04/84 + 4158 / + 4 >	
Amount		Tax rate		Tax amount		29701 + 99 + 922/66 + 0757 / > / > ^ 8 /		35 + 130 + 51 + 91 < < < 68 > 01-591198 2	
Names of goods or taxable services or services		Specification and model		Units		quantity		Unit price	
* Insurance Services * Air Passenger Personal Accident Injury Insurance (interconnect)		**				1.000000		56.60	
net								5660 6% 340	
Combined total								Selections of 5660 Selections of 340	
Total value tax (in caps)		@ Lu ten Yuan whole						(lowercase) ¥60.0	
pin		The sale		party		Policy number: ASHH52020S23FNO5TOGM			
Said: China Pacific Property Insurance Co., LTD. Shanghai		branch Taxpayer identification number: 913100007362379322		Address: 400 Wusong Road, Shanghai, China 021-66779900		Opening bank and account number: Bank of Communications Shanghai Branch Business Department 31066661018001746690			

Payee: Sun Liyan

Review: Lily Wu

Drawer: Tan Lok Yi





OANDA CURRENCY CONVERTER

570 Chinese Yuan Renminbi to US Dollar

CNYChinese Y...▼

570

CNYEURGBPBTC

↕

USDUS Dollar▼

79.4648

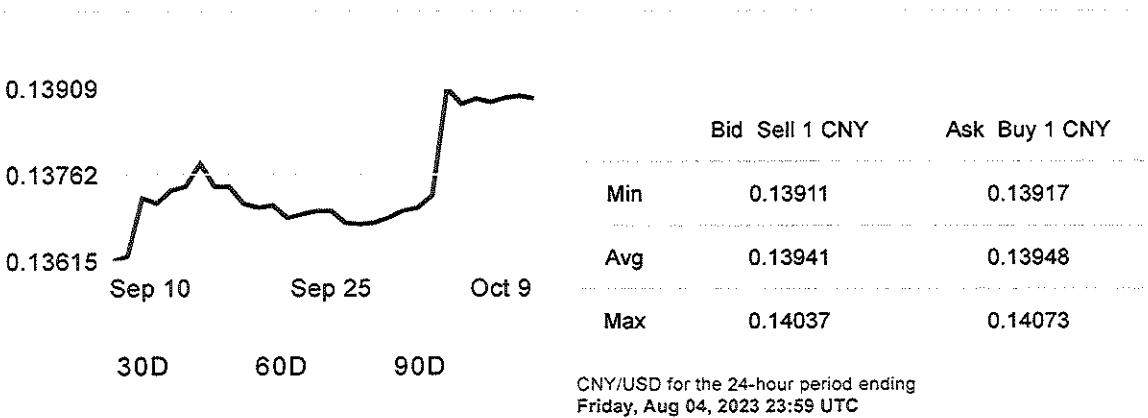
USDGBPETH

Date< 05 August 2023 >📅

Preview interbank rate

+/- 0%▼?

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Convert Chinese Yuan
Renminbi to US Dollar

Convert US Dollar to
Chinese Yuan Renminbi

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Receipt

Orbitz itinerary: 72511210485036

Purchase date: Mar 14, 2023

Booking details

Philadelphia (PHL) to Hong Kong (HKG)

American Airlines 1418

Economy / Coach (V)

Hong Kong (HKG) to New York (JFK)

American Airlines 8935

Economy / Coach (H)

Depart: May 5, 2023

Return: Jun 30, 2023

Traveler 1: Adult

Zhongyan Lin

Ticket Number: 0018002101029

Payment details

Flight price

Traveler 1: Adult	\$998.00
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Taxes and fees	\$609.55
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Total	\$1,607.55
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Paid	\$1,607.55
	[Visa 2106]

Print 

22.24%

The transaction fee for balance transfers is 3%.

Learn more »


Cash Back Deals

Cash back deals on top of rewards you already earn.

See how deals work



10%

10%

Icon Legend

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