

**Management System of Shenzhen Institute of Advanced Technology,  
Chinese Academy of Sciences on Official Reception Expenses  
Expenses (Revised in 2022)**

**Chapter 1 General**

**Article 1** In order to implement the Central Committee's "Eight Regulations," effectively control and standardize the official reception of visits at Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), and ensure the smooth conduct of official activities, this System is formulated in accordance with the relevant requirements of the *Regulations on Thrift and Opposition to Waste in Party and Government Organs* (ZF [2013] No. 13), the *Regulations on Domestic Official Reception Management of Party and Government Organs* (ZFB [2013] No. 22), and the *Notice of the Ministry of Finance on Thoroughly Implementing the Central Committee's Eight Regulations and Implementation Rules and Spirit Regulations and Strengthening the Budget Management of Central Departments* (CY [2018] No. 7), as well as relevant documents, and in reference to the relevant regulations of the Chinese Academy of Sciences and Shenzhen City, combined with the actual situation of SIAT.

**Article 2** This System applies to all research institutes, department of public service for science and technology, and management departments affiliated to SIAT (hereinafter referred to as "each unit").

**Chapter 2 Scope of Official Reception**

**Article 3** Official reception refers to the reception matters arising from official activities such as attending meetings, inspections, research, task execution, learning exchanges, inspections, guidance, consultations, etc., including accommodation, transportation arrangements, etc., undertaken. Official reception shall adhere to the principles of benefiting official duties, being pragmatic and thrifty, and simplifying etiquette. Welcome banners shall not be displayed, and items such as flowers and fruits shall not be arranged.

Transportation and accommodation expenses incurred for official receptions are implemented in accordance with the Reimbursement System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Travel Expenses.

**Article 4** All activities conducted by superior departments, units, or cooperative units at SIAT, or events held outside the Institute due to needs, shall be arranged by the corresponding unit in accordance with the regulations.

**Article 5** The scope of visiting shall be strictly controlled. Activities such as vacations, family visits, and tourism of visiting personnel shall not be included in the entertainment scope. Visits, inspections, or activities unrelated to official duties shall not be organized. Activities at commercial entertainment venues or fitness venues shall not be arranged. Entertainment at private clubs or high-consumption venues, and giving gifts such as cash, securities, souvenirs, or local products for any reason, are prohibited.

### **Chapter 3 Standards and Approval of Expenses**

**Article 6** Visiting expenses are subject to budget control and quota management. Each year, the finance department proposes a budget plan based on the budget control figures for the three public expenses issued by the Chinese Academy of Sciences. After approval by the Director Office Meeting, it is decomposed and implemented. Units exceeding the budget indicators shall cease reimbursement of expenses.

**Article 7** Visiting Expenses included in public operating expenses shall be strictly controlled in accordance with the approved quota from higher authorities. Visiting Expenses included in project funds shall be controlled according to project budgets and relevant national regulations.

**Article 8** Visiting shall generally be arranged for dining at the Institute's dining room. If dining arrangements outside the Institute are necessary, generally only one event per batch is allowed. Meals must be selected from ordinary hotels, with regular home-cooked dishes. High-end dishes such as shark fins, bird's nest, and wild animals shall not be provided, and cigarettes and alcoholic beverages shall not be provided. For external banquets, the per capita cost per meal shall generally not exceed 200 yuan. If accompanied by institute leaders, the per capita cost per meal generally shall not exceed 300 yuan. If the meal cost exceeds the standard, a written explanation is required, and reimbursement can only be made after approval by the relevant deputy director in charge.

**Article 9** The number of accompanying guests for visiting shall be strictly controlled. For entertaining fewer than 10 guests, the number of accompanying guests shall not exceed 3. For entertaining more than 10 guests, the number of accompanying guests shall not exceed one-third of the number of guests being entertained.

**Article 10** For dining at the Institute's dining room, the per capita cost per meal shall generally not exceed 150 yuan, and if accompanied by institute leaders, the per capita cost per meal generally shall not exceed 200 yuan. If the cost exceeds the standard, a written explanation is required, and reimbursement can only be made after approval by the principal leaders of the Institute.

**Article 11** For dining outside the Institute, a pre-approval system shall be implemented.

(I) Before each visit, the *Approval Form* must be truthfully filled out, and hierarchical approval must be obtained based on the budget amount. Expenses incurred without prior approval are generally not reimbursable.

(II) Expenditures from non-project funds: For amounts  $\leq 2,000$  yuan, approval is given by the unit leader and reimbursement is reviewed by the Department of Finance and Assets; for  $2,000 \text{ yuan} < \text{amounts} \leq 10,000 \text{ yuan}$ , approval is given by the unit leader, reimbursement is reviewed by the Department of Finance and Assets, and approval is given by the deputy director in charge; for amounts  $> 10,000 \text{ yuan}$ , approval is given sequentially by the deputy director and the director.

(III) Expenditures from project funds: For amounts  $\leq 5,000$  yuan, approval is given by the unit leader and reimbursement is reviewed by the Department of Finance and Assets; for  $5,000 \text{ yuan} < \text{amounts} \leq 10,000 \text{ yuan}$ , approval is given by the unit leader, reimbursement is reviewed by the Department of Finance and Assets, and approval is given by the deputy director in charge; for amounts  $> 10,000 \text{ yuan}$ , approval is given sequentially by the deputy director and the director.

All the above expenses require budget review by the Department of Finance and Assets, and expenses that are not included in the annual budget or exceed the budget will not be reimbursed.

**Article 12** Payments for receptions must strictly adhere to the relevant regulations of the centralized payment system of the national treasury and the official card management system. Settlement shall be made through bank transfer or official card, and cash payments are not allowed. When reimbursing receptions expenses, the *Approval Form for Receiving Visits Expenses* must be submitted, along with expense invoices, official letters, and other relevant business proofs. In cases where it is impossible to submit business proofs, a written explanation must be provided for approval by the deputy director in charge.

**Article 13** The reimbursement of expenses is prohibited under the following circumstances:

(I) Entertainment expenses incurred for personal reasons or affairs are not reimbursable;

(II) Falsified entertainment expenses under fictitious entertainment names or objects are not reimbursable;

(IV) Entertainment expenses without annotations or unable to explain the purpose and recipients of the entertainment are not reimbursable.

#### **Chapter 4 Miscellaneous**

**Article 14** Entertaining foreign guests follows the guidelines outlined in the *Notice of the Ministry of Finance on Issuing the 'Management Measures for Reception Expenses for Foreign Guests by Central and State Organs'* (KFTCH ZI [2014] No. 28) forwarded by Bureau of Support and Finance of the Chinese Academy of Sciences.

**Article 15** The work is included in the scope of disciplinary inspection and accountability. A system of public disclosure of expenses is implemented, and reports on the use of expenses are made to employee representatives, who supervise the use of such expenses.

## Chapter 5 Bylaw

**Article 16** These Measures are interpreted by the finance department of the SIAT and is effective immediately upon promulgation. The original *Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Receiving Visits Expenses* (SYC ZI [2016] No. 10) shall be repealed simultaneously. Matters not covered in these Measures should be implemented according to national laws, regulations, rules and normative documents, and relevant rules and regulations of the SIAT (Shenzhen Institute of Advanced Technology should apply these Measures).

## Approval Form for Visits Expenses

Date of reception/entertainment:    YYYY   MM    DD

	Name	Post	Unit name			
Recipient						
Accompanying personnel						
Location of reception						
Reason for reception						
Estimated expenses	Total amount (yuan)		Dining expenses		Per capita (yuan/person)	
			Accommodation expenses			
			Transportation expenses			
Source of funds	Operating expenses () Project No.:		Project expenses () Project No.:			

Attachment: Reception Schedule