

SYCF [2023] No. 27 Attachment 2:

**Management System of Shenzhen Institute of Advanced Technology,
Chinese Academy of Sciences on Conference Expense (Revised in
2022)**

Chapter 1 General

Article 1 To strengthen and standardize the management of conference expenses at Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), strictly control conference expenses, ensure the smooth conduct of scientific research and operational management, and in accordance with the *Notice of the General Office of the CPC Central Committee and the General Office of the State Council on 'Opinions on Further Improving the Management of Central Financial Research Project Funds'* (ZBF [2016] No. 50), and referring to the *Notice of Ministry of Finance, the National Government Offices Administration, and the Offices Administration of Central and State Organs of the CPC Central Committee on Issuing the 'Management Measures for Conference Expenses of Central and State Organs'* (CX [2016] No. 214), and the *Notice of the Chinese Academy of Sciences on Issuing the 'Management Measures of the Chinese Academy of Sciences on Conference Expenses (Trial)'* (KFTC ZI [2016] No. 103), combined with the actual situation of SIAT, this System is formulated.

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

Article 3 The conference expenses in this System refer to those incurred by SIAT when it hosts or undertakes conferences domestically, which include expenses related to scientific research, work discussions, decision-making consultations, academic exchanges, achievements transfer and transformation, project reviews and justifications, project initiation, conclusion, acceptance, party affairs, administrative management, etc. The conferences encompass academic conferences, seminars, symposiums, defense meetings, theory-discussing meetings, mobilization and deployment meetings, summary and commendation meetings, various representative meetings at all levels, as well as participation in exhibitions, showcases, and trade fairs.

Conferences attended by participants from three or more countries and regions (excluding Hong Kong, Macao, and Taiwan) such as annual meetings, regular meetings, seminars, forums, are referred to as "international conferences held in China". Implemented in accordance with the *Management Measures on Expenses of International Conferences Held in China* (CX [2015] No. 371), and the *Management Measures of Chinese Academy of Sciences on Expenses of International Conferences Held in China (Interim)* (KFJ ZI [2017] No. 47).

Chapter 2 Conference Expense Management

Article 4 Strictly implement the principles of seeking truth from facts, streamlining efficiency, and practicing thrift in conference organization. For business-oriented conferences, the number of conferences, days, and participants shall be determined according to business needs, and it is strictly prohibited to hold meetings beyond the scope or scale of business.

Administrative conferences convened for public affairs shall determine the number of conferences, days, and participants based on the nature of the meeting, procedural requirements, and the needs of special and specialized nature, and strictly control the number and scale of administrative conferences.

Article 5 Conferences shall prioritize being held within the Institute, and conferences with similar business and related content shall be combined whenever possible. It is encouraged to improve the format of conferences, make full use of existing technologies such as teleconferencing and video conferencing to reduce conference costs and improve efficiency. If it is not possible to hold the conference within the Institute due to reasons such as the scale of the conference or venue space, necessary approvals must be obtained in advance.

Article 6 It is strictly forbidden to hold conferences in scenic spots expressly prohibited by the Party Central Committee and the State Council. For off-site conferences arranged due to work needs, the standards for catering and accommodation shall be controlled according to the requirements of thrift.

Article 7 Conference expenses are subject to budget control and quota management. Each year, the finance department formulates a conference expense budget plan based on the budget control amount of "three public funds" allocated by the Chinese Academy of Sciences and the total project budget, which is submitted for approval by the Director Office Meeting and then decomposed and implemented.

Strictly control the budget scale, and units that exceed the budget plan or indicators shall stop reimbursing conference expenses.

Article 8 Conference expenses included in public operating expenses shall be strictly controlled based on the approved quotas from higher authorities, conference expenses included in vertical project funds shall be controlled based on project budgets and relevant national regulations, and conference expenses included in horizontal fund expenditures shall be controlled according to contract agreements.

Article 9 Conduct strict conference expense management in accordance with relevant requirements, and implement a management mechanism of planning, reporting, and special approval conference disclosure. When filling out the conference plan, detailed reporting is required for conferences and international conferences with budgets of $\geq 100,000$ yuan, while conferences with budgets of $< 100,000$ yuan are summarized and reported by category.

The conference plan and budget are prepared annually by the finance department in conjunction with each department, and after approval, the conference fee budget and conference plan (including conference name, purpose, main content, required funds, and payment channels) are implemented. Starting from actual needs, the scale of conference expense budget expenditure shall be controlled, and conferences not included in the budget shall not be held in principle.

Establish a special approval system for conferences. All types of conferences must fill out the *Conference Expense Budget Approval Form* for approval in advance, specifying the conference name, main content, time and place, list of participants, reasons for holding the conference, funding sources, and payment channels, etc. After being approved through the process, it can be implemented. For conferences not included in the annual plan and budget, if it is necessary to hold them due to work needs, the organizing department shall submit a written application at least 7 working days before the conference, which shall be reviewed by the leaders in charge of specific areas of the Institute and approved by the director before being submitted to the Department of Finance for record and inclusion in the annual conference plan.

(I) For conferences organized by SIAT with a duration of one day and total expenses of $< 10,000$ yuan, the application shall be submitted by the bidding center (office). After approval by the unit and review by the finance department to ensure that there are sources of funds and compliance with budget control indicators, it can be implemented;

(II) For conferences organized by SIAT with a duration of two days or more, or $10,000 \text{ yuan} \leq \text{total expenses} < 50,000 \text{ yuan}$ (exclusive), the application shall be submitted by the bidding center (office). After approval by the unit and review by the finance department to ensure that there are sources of funds and compliance with budget control indicators, it shall be submitted to the deputy director in charge for approval before implementation;

(III) For conferences organized by SIAT with a duration of two days or more, or total expenses of $\geq 50,000$ yuan, the application shall be submitted by the bidding center (office). After approval by the unit and review by the finance department to ensure that there are sources of funds and compliance with budget control indicators, it shall be submitted sequentially to the deputy director and director for approval before implementation.

The management of conference disclosure is carried out by the Department of Finance in conjunction with the Department of General Affairs, and by the end of May of the following year, the names, main contents, number of participants, and financial situation of non-classified conferences are disclosed on the office platform of SIAT.

Article 10 Strictly control the scale and duration of conferences. For conferences with more than 100 representatives or lasting more than 2 days, funding approval shall be strictly scrutinized.

Chapter 3 Scope, Standards, and Reimbursement Management of Conference Expenses

Article 11 The conference expense scope includes accommodation, meals, and other expenses. Other expenses include venue rental expenses, document printing expenses, transportation expenses, office supplies, medical expenses, conference service fees, etc.

Article 12 Conference expenses are controlled according to comprehensive fixed quotas, but adjustments between various expenses are permissible. The comprehensive fixed quota standards for conference expenses are as follows:

Unit:
yuan/person/day

Accommodation expenses	Meal expenses	Other expenses	Total
340	130	80	550

The comprehensive fixed quota standard is the upper limit of conference expense expenditure and shall be settled and reimbursed within the comprehensive fixed quota standard. For conferences held in other cities, the travel expenses can be adjusted according to seasonal fluctuation standards. For conferences held in Shenzhen, a 20% upward adjustment standard can be applied between May and September each year.

If the number of foreign experts (from no more than two countries) and academicians attending the conference reaches three and accounts for more than one-third of the total attendees, the comprehensive fixed quota standard can be increased by 20%.

Article 13 For conferences held locally in Shenzhen, accommodation for employees of the Institute is generally not arranged. For internal conferences held within SIAT and without representatives from other cities, accommodation and meals are generally not arranged unless special circumstances require prior approval.

Article 14 Inter-city transportation expenses incurred by conference delegates are generally not included in conference expense reimbursements. However, if it is necessary to invite experts, scholars, and relevant personnel to participate in the conference and bear the inter-city transportation expenses or international travel expenses, they can be included in the conference expense reimbursement according to the standards specified in the *Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Travel Expenses*.

Article 15 Conference expenses shall be paid strictly following the relevant provisions 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 settlement is prohibited. If conditions permit, the finance department shall prioritize direct settlement.

After the conference, the conference officer in charge shall promptly handle financial reimbursement procedures with actual, valid, and related receipts.

Conference expense reimbursement shall be processed according to the *Financial Expenditure Approval System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences*. In principle, the following documents shall be submitted: conference notices, conference agendas, attendance sheets, conference expense budget approval forms, conference final accounts, invoices, accommodation expense lists, on-site conference photos, and original detailed bills provided by the conference service unit, electronic settlement vouchers, etc.

Article 16 The finance department shall strictly review conference expense expenditures. Large-scale conferences not included in the annual plan, or conferences held without approval, as well as expenses exceeding the scope or standards, shall not be reimbursed.

Article 17 Registration fees, conference affair fees, sponsorship fees, etc., collected for conferences, shall follow the principle of "separating revenue from expenditure" and be included in the unified financial management of the Institute. For larger-scale conferences, qualified conference companies can be commissioned to undertake and collect registration fees and conference affairs fees. However, contracts shall be signed, and conference revenue and expenses shall be settled according to the

contract. The finance department shall use the conference revenue and expenditure settlement form as the basis for conference expense reimbursement.

Article 18 All types of conferences shall be held at designated hotels, and fees shall be settled at agreed-upon prices. For units where are not included in designated places, such as internal meetings, auditorium, hotels, guesthouses, and training centers, which have prices lower than the comprehensive fixed quota standard for conferences, can be prioritized as conference venues.

Article 19 Conferences that meet the standards for international conferences held in China, as approved by the Chinese Academy of Sciences, shall be executed according to the *Management Measures of Chinese Academy of Sciences on Expenses of International Conferences Held in China (Interim)* (KFJ ZI [2017] No. 47).

Chapter 4 Supervision and Inspection

Article 20 Conference expense expenditures are subject to disciplinary inspection and accountability. The conference expense disclosure system shall be implemented, whereby the finance department shall publicly disclose conference information once every quarter and report conference expense expenditures to the employee representatives at the annual Workers Congress Meeting, accepting their supervision.

Article 21 Actions that are prohibited and not eligible for reimbursement of conference expenses include:

- (I) Organizing banquets or arranging banquets in the name of the conference;
- (II) Including official reception fees in conference expenses;
- (III) Organizing conference delegates for tourism or unrelated visits during the conference;
- (IV) Organizing high-consumption entertainment, fitness activities, and providing backgrounds, tobacco and alcohol, flowers, fruits;
- (V) Distributing souvenirs or items unrelated to conference business under any pretext.

Article 22 If there are violations of these Measures, the responsible persons of conference hosting units and relevant personnel will be held accountable for the following behaviors:

- (I) Holding conferences without approval;
- (II) Misappropriating conference expenses through false reporting or other means;
- (III) Falsifying conference attendance numbers or days, arbitrarily expanding the scope of conference expense expenditure, or raising the standards of conference expense expenditure without authorization;
- (IV) Reimbursing expenses unrelated to the conference;
- (V) Other violations of these Measures.

Depending on the severity of the above violations, corresponding penalties will be imposed, including rectification orders, recovery of irregular funds, public criticism, administrative sanctions, dismissal, cancellation of project application qualifications for a certain period; if suspected of illegal behavior, it will be reported to judicial authorities.

Chapter 5 Bylaw

Article 23 This system is 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 Conference Expenses* (SYC ZI [2019] No. 13) 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).

**Shenzhen Institute of Advanced Technology, Chinese Academy
of Sciences**

_____ conference Attendance Sheet

YYYY MM DD

SN	Name	Unit/Department	Individual (Signature)
1			
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3			
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