

SYCF [2023] No. 27 Attachment 1:

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

Chapter 1 General

Article 1 To strengthen and standardize the management of domestic travel expenses at Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), strictly control travel expenses, ensure the smooth conduct of scientific research and operational management, 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 relevant provisions of the *Notice of the Ministry of Finance on Issuing the 'Management Measures for Travel Expenses of Central and State Organs'* (CX [2013] No. 531), the *Notice of the Ministry of Finance on Issuing 'Relevant Issues on Adjusting the Standards for Travel and Accommodation Expenses of Central and State Organs'* (CX [2015] No. 497), and the *Notice of the Chinese Academy of Sciences on Issuing 'Management Measures of the Chinese Academy of Sciences on Travel Expenses (Trial)'* (KFTC ZI [2016] No. 102), 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 travel expenses referred to in this System refer to the inter-city transportation expenses, accommodation expenses, meal subsidies, and urban transportation expenses incurred by the in-service employees, students, dispatched personnel, in-station postdoctoral fellows, and experts or relevant personnel hired from external units of SIAT during business activities such as scientific research, technological innovation, consulting services, academic exchanges, achievements transfer and transformation, and party affairs and administrative management outside their permanent residence.

Chapter 2 Travel Expense Management

Article 4 The travel expense management adheres to the principles of "business relevance, truthfulness, frugality, convenience, and efficiency".

Article 5 To ensure the authenticity and relevance of business trips, the approval procedures for business trips shall be followed.

(1) Before in-serve employees (including students) go on a business trip, they must fill out a *Business Trip Application Form*. For employees (including students) of research units who need to travel due to project needs and have project funds, the *Business Trip Application Form* shall be signed and approved by the head of the center; for the head of the research unit who needs to travel due to work needs and for employees (including students) of the research unit who need to travel due to work needs and have operating funds, the *Business Trip Application Form* shall be signed and approved by the Director; for employees (including students) of functional (supporting) departments who need to travel on official business, the *Business Trip Application Form* shall be signed and approved by the department head; for the Director and department head of the functional department who need to travel on official business, the *Business Trip Application Form* shall be signed and approved by the leaders in charge of specific areas of the Institute;

(2) If the expected duration of the trip exceeds seven consecutive calendar days, after the department head signs and agrees, it shall be submitted to the leaders in charge of specific areas of the Institute for approval.

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

Article 6 The scope of travel expenses includes inter-city transportation expenses, accommodation expenses, meal subsidies, urban transportation expenses, or transportation subsidies. Except for the above expenses, other expenses are not reimbursed.

Article 7 Accommodation expenses are subject to quota control, and the standards are as follows:

(I) For business trips to Harbin, Dalian, and Qingdao, the accommodation standards are increased by 20% from July to September each year; for business trips to Lhasa and Xining, the accommodation standards are increased by 50% from June to September each year , and by 30% from December to February of the following year.

(II) For full-time employees with a single trip duration of within seven days (inclusive), the accommodation expenses are reimbursed on a lump sum basis according to the standard quota. For full-time employees with a trip duration exceeding seven days (exclusive) and other business travelers, the actual number of accommodation days is reimbursed based on the standard quota and actual receipts.

(III) Under the following circumstances, accommodation expenses for business travelers are not reimbursed on a lump sum basis: accommodation arranged by the organizers for those invited to attend conferences, conference expenses or training expenses; invited for exchanges and free accommodation provided by the host organizations; no proof of inter-city transportation and no formation of a business trip loop.

(IV) Accommodation expenses are calculated and reimbursed according to the actual number of accommodation days within the prescribed standard range or reimbursed based on formal accommodation invoices. The part exceeding the prescribed accommodation standard shall be borne by the individual (in case of special circumstances, relevant proof materials shall be provided for strict approval by the principal leaders of the Institute).

Table for Accommodation Expense Reimbursement Standards Unit:

yuan/person/day

SN	City (region)	President/Vice-president and equivalent rank personnel, Senior Professional and Technical Personnel	Other personnel
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1	Beijing	650	500
2	Shanghai	600	500
3	Guangzhou, Shenzhen	550	450
4	Lhasa, Xining, Hangzhou, Haikou, Nanjing, Xiamen, Qingdao, Tianjin, Dalian, Urumqi, Taiyuan, Shenyang, Fuzhou, Jinan, Zhengzhou, Wuhan, Kunming, Chongqing	500	380
5	Other cities	450	350

Article 8 Business traveler shall use transportation tools according to the prescribed level and submit inter-city transportation expenses with vouchers for reimbursement.

The transportation tool grade standards are as follows (other transportation tools do not include rental cars):

Transportation tools Level	Train	Ship	Airplane	Other transportation tools
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<p>Academicians, ministerial-level equivalent personnel</p> <p>and rank</p>	<p>Normal train soft seat, soft sleeper, high-speed rail/bullet train business class, and first-class soft seat on all soft seat trains</p>	<p>First-class cabin</p>	<p>First-class cabin/business class</p>	<p>Reimbursement based on receipts</p>
<p>President/Vice-president and equivalent rank personnel, Senior Professional and</p>	<p>Normal train soft seat, soft sleeper, high-speed</p>	<p>Second-class cabin</p>	<p>Economy class</p>	<p>Reimbursement based on receipts</p>

<p>Technical Personnel</p>	<p>rail/bullet train first-class seat, and first-class soft seat on all soft seat trains</p>			
<p>Other personnel (including students)</p>	<p>Normal train hard seat, hard sleeper, high-speed rail/bullet train second-class seat, and second-class soft seat on all soft seat trains</p>	<p>Third-class cabin</p>	<p>Economy class</p>	<p>Reimbursement based on receipts</p>

(I) If not urgent for official business, high-speed rail travel is recommended.

(II) The city transportation expenses of business travelers are generally calculated based on the natural (calendar) days of the trip, reimbursed at a fixed standard rate of 80 yuan/person/day (to improve the efficiency of business trips, the city public transportation expenses for the first and last 2 days of a single business destination can be reimbursed based on actual expenses or a fixed subsidy; for trips involving multiple destinations on the same day, city transportation expenses are reimbursed based on actual expenses according to the above standard). Transportation subsidies are provided on a fixed daily basis and do not require receipts or other reimbursement documents.

(III) For 3 or more people traveling to the same destination within the same province, a formal rental company can be chosen for car rental, and expenses can be reimbursed based on receipts; if renting a boat is necessary during the trip, follow this provision. When using official or rented vehicles, the standard for fixed city transportation expenses reimbursement is not applicable.

(IV) If traveling by normal train, bullet train, or high-speed train and the continuous travel time exceeds 8 hours, one can upgrade one class.

(V) To improve efficiency, associate researchers and equivalent rank personnel traveling by normal train, bullet train, or high-speed train may upgrade one class if there are no tickets of the same class available on the same day with approval and reimbursement shall be approved (provide proof of unavailability or information during reimbursement).

(VI) City transportation expenses are reimbursed based on the grade of transportation used, and booking fees, approved transfer or refund fees, and transportation accident insurance fees are reimbursed based on receipts.

(VII) Expenses incurred by exceeding the class of transportation without approval are to be borne by the individual.

(VIII) Department-level and equivalent rank personnel, those suffering from serious illnesses, or those over 70 years of age, can have one companion travel by the same class of transportation with approval.

(IX) Due to urgent scientific research tasks, carrying military equipment, confidentiality requirements, or other special reasons that require exceeding standard transportation, with approval from the deputy director, transportation expenses can be reimbursed based on actual expenses.

(X) When purchasing air tickets for business trips by business travelers, the *Notice of the Ministry of Finance on Strengthening the Management of Official Air Ticket Purchases* (CK [2014] No. 33) shall be followed. Business travel tickets purchased with an official card shall comply with the regulations for official card purchases, and those without an official card must purchase tickets from the government-designated ticket sales agency selected by SIAT. When reimbursing air ticket expenses, an electronic ticket itinerary and a boarding pass stamped with a security seal must be provided. Inter-city transportation expenses reimbursement may include civil aviation invoice fees, fuel surcharges, and one traffic accident insurance, based on receipts.

Article 9 Meal subsidies for business travelers are implemented as follows:

(I) Calculated based on the actual natural (calendar) days of the trip, with a fixed subsidy of 100 yuan/person/day, and 120 yuan/person/day for trips to Xizang, Qinghai, and Xinjiang. For business travelers whose meals are arranged by the host organizations, no meal subsidies will be provided.

(II) During the journey, the meal subsidies are based on the standard of the final destination on the day.

Article 10 Reimbursement procedures shall be completed promptly after the business trip ends.

When reimbursing travel expenses, vouchers such as travel approval forms, airline tickets (boarding passes, itineraries), train tickets, accommodation invoices, etc., as required by reimbursement regulations, must be provided.

Article 11 Expenses incurred while participating in conferences, training, or studying in Shenzhen shall be reimbursed based on actual expenses within the standard range upon submission of receipts.

Article 12 For business travelers participating in conferences (including study and training) with unified arrangements for accommodation by the host organizations, accommodation fees, meal subsidies, and city transportation subsidies during the conference period will not be reimbursed. However, meal subsidies during the journey will be reimbursed according to the prescribed standards.

Chapter 3 Miscellaneous

Article 13 All expenses incurred during official business trips for sightseeing or visits not related to work must be borne by the individual.

Article 14 Guest students admitted for more than three months can be reimbursed for one-way hard sleeper or second-class high-speed train tickets; domestic employees can be reimbursed for one-way hard sleeper tickets (if air travel is necessary, approval from the director is required, and without approval, reimbursement will be based on the corresponding hard sleeper standard or second-class high-speed train ticket); foreign employees (excluding members of overseas teams) can be reimbursed for one-way economy class air tickets from their location to Shenzhen, with a maximum limit of 5,000 yuan.

Article 15 Intermediate and junior candidates invited for interviews in Shenzhen can be reimbursed for their transportation expenses based on actual situations, with the maximum amount not exceeding the one-way hard sleeper ticket price for their trip to Shenzhen; candidates for deputy senior positions and above invited for interviews in Shenzhen can be reimbursed for their transportation and accommodation expenses based on actual situations, with the maximum amount generally not exceeding 2,000 yuan.

Overseas team members invited back to Shenzhen for interviews are generally approved for reimbursement of round-trip economy class air tickets (with a maximum limit of 5,000 yuan) and two days of hotel accommodation (with a maximum limit of 800 yuan), and once they start working full-time in Shenzhen, they can be reimbursed for the difference between the air ticket price for the interview and the actual air ticket price. Expenses such as travel expenses and phone bills incurred during domestic travel will not be reimbursed.

For exceptionally outstanding or urgently needed talents, with approval from the director, full reimbursement of economy class air tickets and accommodation expenses is allowed.

Article 16 Travel expenses incurred during domestic and international business exchanges shall be handled in accordance with prescribed standards and procedures.

(I) Domestic experts invited for exchange visits (excluding conference invitations) shall be approved and signed by the responsible person of the research topic, unit, or institute and department, with the finance department verifying the source of funds.

(II) Foreign experts invited for exchange visits (excluding conference invitations) shall be approved and signed by the responsible person of the research topic, unit, or institute and department, as well as the principal leaders of the Institute, and the finance department shall verify the source of funds.

(III) If the accommodation expenses of invited visiting experts are charged to the operating funds, the above standards shall apply; if charged to the project funds, the following standards can be applied:

1. Accommodation standards for invited domestic experts in Shenzhen:

(1) National academicians, maximum accommodation fee of 1,000 yuan/person/day;

(2) Senior Professor-level experts, maximum accommodation fee of 800 yuan/person/day;

(3) Other experts, maximum accommodation fee of 700 yuan/person/day.

2. Accommodation standards for invited foreign experts in Shenzhen:

(1) National academicians, maximum accommodation fee of 1,100 yuan/person/day;

(2) Overseas Senior Professor-level experts, maximum accommodation fee of 900 yuan/person/day;

(3) Other experts, maximum accommodation fee of 800 yuan/person/day.

Article 17 In accordance with the needs of scientific research, experts appointed by the Academic Committee of SIAT can be reimbursed for round-trip air ticket, city transportation expenses, accommodation expenses, and miscellaneous expenses related to international exchanges based on actual situations, with each invited expert eligible for reimbursement of up to 100,000 yuan/year.

Article 18 The actual travel route of business travelers must match the one filled out in the *Business Trip Application Form*. If there is a discrepancy between the actual travel route and the pre-filled application, the related expenses incurred will be borne by the business travelers. If business travelers, with prior approval from unit leaders, take the opportunity to visit relatives nearby, the detour transportation costs will be borne by the individual, and meal subsidies, accommodation expenses, and city transportation expenses during the detour and visit will not be reimbursed.

Article 19 The finance department shall strictly review travel expenses in accordance with regulations. Expenses incurred from unauthorized trips or those exceeding the scope or standards will not be reimbursed, and the individual will be responsible for any excess expenses. In the absence of proof of inter-city transportation, accommodation receipts, hotel logs, or third-party undertaking certificates (originals) provided by the business travelers can be used to reimburse accommodation expenses, city transportation expenses, and meal subsidies based on actual expenses, but the fixed standards shall not apply.

Article 20 For business trips related to special scientific research activities such as field scientific investigations, refer to the relevant travel expense system of the Chinese Academy of Sciences.

Chapter 4 Supervision and Inspection

Article 21 Business travelers are responsible for the authenticity of travel expenses and shall not make requests to the host organizations beyond normal business requirements or engage in sightseeing or visits not related to work during business trips, nor shall they accept gifts or cash.

Article 22 The finance department shall strictly review and supervise the management and use of travel expenses, and the disciplinary inspection and audit department shall conduct supervision and inspection of travel expense management and reimbursement use to ensure the authenticity of the content of business activities, the legality and completeness of payment channels and ticket sources.

Article 23 If there are violations of this System, the responsible persons of the units and relevant personnel will be held accountable for the following behaviors:

- (I) Unauthorized trips;
- (II) Misappropriating travel expenses through false reporting or other means;
- (III) Transferring travel expenses or not reimbursing travel expenses as required;

Depending on the severity of the situation, corresponding penalties will be imposed, including rectification orders, recovery of illegal funds, public criticism, administrative penalties, dismissal, cancellation of project application qualifications for a certain period for scientific research personnel, recovery of illegal funds, and fines based on the amount of false reporting or misappropriation; if suspected of illegal behavior, it will be reported to judicial authorities.

Chapter 5 Bylaw

Article 24 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 Travel Expenses* (SYC ZI [2020] No. 54) 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).