

Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Meal Subsidy

I. General Provisions

In order to standardize the management of meal subsidies and clarify the operational procedures, these Management Measures are formulated. According to the resolutions of the Institute Administrative Affairs Meeting, the Department of General Affairs is mainly responsible for meal statistics, settlement, and other related matters, while the Personnel and Education Department is mainly responsible for determining the scope and standards of meal subsidies.

II. Meal Subsidy Standards

In accordance with the resolution of the second Institute Administrative Affairs Meeting of SIAT in 2008: Meal subsidies are implemented on the principle of a one-time meal card recharge subsidy. The monthly meal subsidy standard is: 12 yuan/person/day * the statutory number of working days per month.

III. Scope of Meal Subsidy

1. The scope of meal subsidies includes employees and students of the Institute who are formally employed, have reported for duty, and are in normal employment;

2. employees on leave without pay, dispatched to other positions, or whose long-term work location is not in Shenzhen are not eligible for subsidies; the duration of meal subsidies for long-term business travelers is based on the duration of the business trip, and no meal subsidies are provided during the entire month of the business trip.

3. Visiting professors, guest professors, AF professors, professors from Sun Yat-sen University, and assistant professors from Sun Yat-sen University and other part-time employees may be reimbursed for meals based on actual attendance.

4. For non-activated meal subsidies as of the 26th of the current month (extended in case of holidays), after confirmation by the Personnel and Education

Department based on attendance, the unclaimed meal subsidy will be automatically cleared, and the cleared meal subsidy will be used for writing down from the administrative expenses in the following month's accounts.

IV. Meal Subsidy Process

1. Each unit secretary is responsible for compiling the meal subsidy report before the 25th of each month, which is then submitted to the department head for approval and then consolidated by the Department of General Affairs.

2. The meal statistics personnel of the Department of General Affairs are responsible for summarizing and organizing meal subsidy data for the entire institute and submitting it to the Personnel and Education Department for review.

3. The Personnel and Education Department is responsible for verifying whether meal subsidy recipients are in normal employment and meet subsidy conditions.

4. After verification by the Personnel and Education Department, the Department of General Affairs assists the cafeteria in importing meal data into the meal management system at the end of the month (extended in case of holidays), and is responsible for daily system supervision, monthly reconciliation, allocation, and other related work.

V. Meal Management Rules

1. Lunch subsidies are a non-monetary welfare subsidy provided by the Institute to all personnel and are not provided in the form of wages or cash.

2. Meal subsidies that have not been activated for two consecutive months will be automatically cleared on the 26th of each month (extended in case of holidays), and the cleared meal subsidy will be used for writing down from the administrative expenses in the following month's accounts.

3. Meal subsidies for newly employed personnel start from the day of formal employment. Each unit secretary fills out the *Recharge Application Form*, stating the reason for the application and the amount requested, which is then submitted to the department leader for approval and then handed over to the Personnel and Education Department for review;

4. For the convenience of each unit's reception of visiting personnel, each unit can apply for a departmental public use card. Functional and supporting departments are limited to one card each, while each institute is limited to three cards. The recharge amount is filled in according to the department's needs, and after approval by the department, Department of General Affairs, and principal leaders of the Institute, it is included in the department's budget. After approval, the Department of General Affairs handles the recharge uniformly.

5. Each unit's public use cards are centrally managed by the unit's secretary, and registration is done according to use. At the end of the month, the next month's public use card recharge is applied for based on the *Use Registration Form*.

6. Depending on individual use, if cash recharge is needed, the applicant can go to the cafeteria recharge counter for processing. The cafeteria recharge counter is open during normal meal times.

7. For enterprise personnel applying for meal cards, they need to be confirmed by the enterprise with a stamped confirmation and then submit a deposit of 50 yuan per card to the Institute's finance cashier. They can then obtain a meal card from the Department of General Affairs with the deposit receipt. Enterprise meal card recharge is processed independently and is not included in the Institute's billing statement.

8. When the Institute's employees or students leave, they must apply for card refund procedures at the Department of General Affairs with the *Resignation Application Form*. When enterprise employees leave their positions, they must return the meal cards to the Department of General Affairs and apply for a deposit refund from the Department of Finance with a deposit receipt signed and confirmed by the Department of General Affairs.

9. If a meal card is lost, it can be reported lost directly to the cafeteria or the Department of General Affairs. To reissue a meal card, a fee of 20 yuan per card must be paid to the Department of Finance, and a new card can be obtained from the Department of General Affairs with the finance receipt.

10. The Institute's meal cards can be used at designated locations such as the campus cafeteria, supermarket, and coffee shops, and no cash refund procedures are provided.