

温州肯恩大学办公室文件

温肯大办〔2016〕5号

温州肯恩大学办公室关于印发 《温州肯恩大学学生因公差旅报销规定》的通知

各部门：

《温州肯恩大学学生因公差旅报销规定》已经校领导同意，现予印发。

温州肯恩大学办公室

2016年4月1日

温州肯恩大学学生因公差旅报销规定

第一条 为了鼓励温州肯恩大学学生参与课内外活动及项目，以促进学生的课外拓展和个人成长，并规范学生参与学校公务差旅的报销补贴，特制定本规定。

第二条 本规定适用于所有注册在读的温州肯恩大学学生。

第三条 本规定仅适用于学生参加经批准的在中国境内发生的竞赛、活动、培训、招生、会议展览、考察交流及社会实践等所产生的差旅费用。差旅费用指因上述活动到温州设区市以外产生的住宿费、城市间交通费和包干使用的伙食、公杂补贴。在温州市区（含鹿城、瓯海、龙湾、洞头四区）活动的，以及由学校安排车辆到温州地区其他县市活动且当天往返的，不纳入差旅费报销范围。

第四条 报销流程

（一） 出差申请

须提前一周向相关业务部门提交学生差旅申请单，并提供此次出行的邀请函、参加人员信息、出差天数、差旅预算和出行事由，由业务部门负责人审批，同批出行学生超出3人或同批出行预算超出5000元人民币的须分管校领导审批。差旅申请使用学校统一格式的申请单。

（二） 费用报销

学生凭发票和审批通过的学生差旅申请单，在出差回来的两周内报销差旅费用，差旅费用须经业务部门负责人审核或批准。报销手续其他规定按学校财务制度执行。

第五条 差旅标准

（一）住宿费：

同性别学生出差，两人住宿一个标间，出现单男单女情况的，该单人可以住宿一间。一个房间每晚住宿限报 260 元。报销时凭发票在限额内按实报销。

（二）伙食补贴及公杂费：

1、学生外出参加招生宣传工作或类似学校派遣的公务活动，伙食补贴按员工标准的 80%、公杂费按员工标准发放，包干使用。

2、学生受派遣参加国内学生活动、比赛、培训的，每天伙食和公杂补贴合计发放 50 元，包干使用。

（三）城市间交通费用：

城市间原则上乘坐列车或长途客车出行，标准同员工标准。特殊情况需要乘坐飞机的，须分管领导批准。

第六条 本规定于发布之日起开始实行，原《学生因公差旅报销规定（试行）》（2015 年 5 月）同时废止。

**Interim Policy of Wenzhou-Kean University Student Travel Expenses on
Business Trips**

Article 1 This policy is compiled to encourage Wenzhou-Kean University students to participate in ex-curriculum activities and programs to promote students' extracurricular exploration and personal development, and to regulate the reimbursement of student travel expenses thus incurred.

Article 2 This policy is applicable to all full-time students of Wenzhou-Kean University.

Article 3 This policy is only applicable to travel expenses incurred when students participate in competitions, activities, training programs, admission counseling tours, conferences, exchange visits and social practices in mainland China as approved by the university. Travel expenses include accommodation and inter-city transportation expenses incurred during a business trip to another city or area other than Wenzhou, and per diem meal and incidental subsidies. Business trip expense policy does not apply to activities held within Wenzhou city (including Lucheng district, Ouhai district, Longwan district and Dongtou district) , nor does it apply to one-day trips to another county or county-level city in Wenzhou area with transportation arranged by the university.

Article 4 Reimbursement process

4.1.Student business trip request

Students shall submit student business trip request, activity invitation, participants' information, trip duration and travel budget to the head of the relevant

department for approval one week in advance. If there are more than 3 students or the budget is over RMB 5,000 yuan during one trip, approval by the member of the university leadership in charge should be obtained. The Business Trip Request Form of the university shall be used for this purpose.

4.2.Travel expense reimbursement

Students shall submit invoices (Fapiao) and the approved business trip request to claim for reimbursement within two weeks after returning from the business trip. Travel expenses should be reviewed or approved by the head of the relevant department. Other provisions of reimbursement procedure shall refer to the *Interim Policy of Wenzhou-Kean University on Recognition and Reimbursement of Expenses*.

Article 5 Travel expenses standards

5.1.Accommodation expense

Two students of the same gender should stay in a standard twin room. When an odd number of either gender occurs, the odd-numbered one may occupy one standard room. Accommodation expense should be reimbursed according to the actual cost as shown on the valid invoice up to the amount of RMB 260 yuan per night per room.

5.2 Travel allowance

5.2.1.During admission counseling tours or other business of the similar nature designated by the university, a per diem meal subsidy rate of 80% of that for the university employees and the same per diem incidental rate as that for the employees shall be adopted.

5.2.2.During national student activities, competitions and trainings assigned by the university, a flat per diem rate of RMB 50 yuan of meal subsidy and business incidentals is adopted.

5.3.Transportation expenses between cities

Students shall generally travel by train or by bus between cities. The transportation standard for the university employees shall be adopted. In extraordinary occasions when a student must travel by air, he/she should obtain approval from the relevant member of the university leadership.

Article 6 This policy takes effective upon releasing. *Interim Policy of Wenzhou-Kean University Student Travel Expenses on Business Trip* issued in May, 2015 is abolished at the same time.