

# 温州肯恩大学办公室文件

温肯大办〔2017〕18号

---

## 温州肯恩大学办公室关于修订 《温州肯恩大学差旅费开支暂行规定》的通知

各部门：

根据市政府要求，我校差旅费开支与报销要参照温州市机关工作人员差旅费相关标准与规定。温州市财政局最近发布《温州市机关工作人员差旅费管理规定》（温财行〔2017〕496号），对原实行的差旅费标准与规定进行了修订。我校依据上述文件，结合我校实际，对《温州肯恩大学差旅费开支暂行规定》进行相应修订，现予以印发，请认真贯彻执行。执行中有何问题，请及时反映。

温州肯恩大学办公室

2017年9月20日

# 温州肯恩大学差旅费开支暂行规定

(2017年修订稿)

**第一条** 为了规范我校差旅费管理，保障出差人员差旅开支需要，依据《温州市机关工作人员差旅费管理规定》，结合我校的实际，制订本规定。

**第二条** 国内差旅费是指离开温州市城区到国内其他城市、地区开展公务活动所必需的费用，其开支范围包括城市间交通费、住宿费、伙食补助和公杂费，实行凭据报销与定额包干相结合的办法。国际差旅费开支按照国家相关规定执行。

**第三条** 城市间交通费开支标准：

(一) 乘坐交通工具等级标准（见下表）。

交通工具 人员	列车（含高铁、动车、 全列软席列车）	轮船（不包括 旅游船）	飞机	其他交通工具 （不包括出租 小汽车）
副厅级以上 校领导	软席（软座、软卧）， 高铁/动车一等座，全 列软席列车一等软座	二等舱	经济舱	凭据报销
其余人员	硬席（硬座、硬卧）， 高铁/动车二等座，全 列软席列车二等软座	三等舱	经济舱	凭据报销

(二) 未按规定等级乘坐交通工具的，超支部分由个人自理。经批准发生的转签或退票费等凭据报销。

(三) 到出差目的地有多种公共交通工具可选择时，出差人员在不影响公务、确保安全的前提下，应当选乘相对经济便捷的公共交通工具。

(四) 出差人员乘坐飞机的，需按省、市相关规定购买机票。乘坐飞机的民航发展基金、燃油附加费可凭据报销。

(五) 学校根据《浙江省财政厅关于试行行政事业单位公共交通意外保险的通知》(浙财行〔2017〕7号)规定购买公共交通意外险，已在被保险人名单里的出差人员乘坐公共交通工具，不需重复按次购买交通意外保险，不得再单独报销按次交通意外保险费。

#### **第四条 住宿费开支规定**

(一) 工作人员公务出差，执行温州市财政局公布的分地区、分级别住宿费限额标准(见附表)。美方派遣的担任温州肯恩大学校级领导的管理人员住宿限额标准为1000元人民币/夜。因外事接待需要出差的，校领导和个别随行工作人员可以与外宾住宿同一酒店。

(二) 住宿费在批准的出差天数和规定的限额标准之内凭发票据实报销，必须连同其他差旅费一起报销，不得单独报销。

(三) 参加住宿费自理的会议、培训班，住宿费在上述规定限额标准内凭据报销。

#### **第五条 伙食补助标准及规定**

(一) 伙食补助费按规定的出差目的地标准报销，在途

期间伙食补助费按当天最后到达目的地标准报销。

（二）教职工出差的伙食补助，在外过夜的以住宿费票据为凭，按自然（日历）天数计算；当天来回的凭经审批的出差申请单领取。伙食补助费执行财政部公布的分地区标准（西藏、新疆、青海为 120 元/天，其他地区为 100 元/天，包干使用）。出差人员在途期间，连续乘坐火车超过 12 小时的，可凭车票每满 12 小时，加发 50 元伙食补助费。

（三）经学校批准参加短期（90 天以内）培训、学习期间每人每天伙食补助按差旅标准付给，培训时间超过 90 天的，从第 91 天开始伙食补助减半发给。

（四）教职工受学校委派到外地实（见）习、挂职锻炼或支援工作等，如果未从挂职单位得到工作补贴或其他收入的，在外地工作期间每天的伙食补助费，省外按 40 元/天，省内按 25 元/天补助。

（五）已享受会议、培训伙食者不再发给伙食补助；但在途期间可按当天最后到达目的地标准享受，报销时需提供出差审批单及会议、培训通知等。

（六）如果出差期间有公务招待的，当天伙食补助不再发给。出差期间的公务招待发票应和差旅费报销分别填写报销审批单同时提交，以便正确计算伙食补助；使用纸质报销单的分别填写不同的报销审批单，使用在线审批流程的须在同一个申请流程中填列。

## **第六条 公杂费标准及规定**

（一）公杂费是指教职工因公出差期间发生的市内交通费用（公交\地铁\出租车\机场大巴\机场服务、打包）和打印、复印、传真、寄送打包等费用。

（二）教职工出差公杂费以住宿票据和城市间交通票据为凭，按出差自然（日历）天数计算，包干使用。跨设区市出差公杂费为 80 元/人·天，设区市内出差公杂费按 60 元/人·天标准执行，无城市间交通费票据按上述标准减半给付。

（三）教职工到同一设区市市域范围内出差，执行同一公务 10 天（包括中途往返天数）及以上的，公杂费均按实际出差天数 30 元/人·天给付。

（四）特殊情况下，出差人员因工作需要，由校领导审批后，公杂费可凭据按实报销，不采取包干形式，但相关票据必须连同差旅费一起报销，不得单独报销。

（五）经学校批准参加业务培训期间，不享受公杂费，但在途期间可按标准享受公杂费。

（六）教职工受学校委派到外地实（见）习、挂职锻炼或支援工作期间不享受公杂费补助。

**第七条** 出差人员应当严格按照规定开支差旅费，并使用银行卡转账支付或通过电子支付平台支付，若使用电子支付平台账号余额支付，报销时须同时提供依据，证明该账户为报销人本人账户。

**第八条** 一次差旅的所有差旅费用必须一同报销，不得

拆分报销。出差人员应凭住宿费发票和城市间交通费票据报销伙食补助费和公杂费，仅部分天数有住宿发票的分段计算补助。出差人员实际发生住宿而无住宿费发票的，如果是住在自己家里的，或到边远地区，无法取得住宿费发票的，由出差人员说明情况并经分管财务的校领导批准，可以凭城市间交通票据报销伙食补助费和公杂费，其他情况不予报销伙食补助费和公杂费。

**第九条** 到鹿城、瓯海、龙湾三区办理公务的，不视为出差，不领取差旅补助。

**第十条** 经批准在洞头区（不含灵昆街道）执行往返需四小时以上公务，且无法回单位或家里用餐的，伙食费补助费可在每人每餐 40 元标准内凭当日餐饮发票报销（1 天不超过两餐，早餐不补；已享受会议、培训等公务活动伙食的，不再享受伙食补助；同时不得再重复领取夜餐费）；公杂费按每人每天 30 元标准补助（单位安排车辆出行的，减半报销公杂费），包干使用；差旅补助报销和支付应以出差审批单为依据。岛际往来的船费按实际凭据报销。确需发生住宿的，住宿费按差旅费限额标准凭据报销。

**第十一条** 已享受讲课补贴等各种作业津贴者，不再享受差旅补助。

**第十二条** 工作人员因工作调动所发生的城市间交通费、住宿费、伙食费和公杂费，由调入单位按照差旅费管理规定

予以一次性报销。随迁家属和搬迁家具发生的费用由调动人员自理。

**第十三条** 工作人员被抽调集中办公的，集中办公地有统一安排就餐的，伙食标准参照集中单位当地行政事业单位的伙食补贴标准执行，个人不再报销伙食费；没有安排就餐的，可按每人每天 50 元包干使用。集中办公地有统一安排住宿的，不再报销住宿费，如没有安排住宿的，按出差住宿费标准百分之七十以内凭据报销。不得报销公杂费。

**第十四条** 出差人员趁出差之便办私事或其他原因需绕道，事先要经上级批准，其绕道增加的费用（含绕道期间的伙食、住宿和交通费）一律自负。绕道车、船费少于直线单程车、船费时，凭据按实报销。

**第十五条** 出差人员在出差期间，所发生的游览、参观等与工作无关的一切费用，均由个人自理。

**第十六条** 教职工自驾自备车出差，学校不承担相关费用和责任。

**第十七条** 美国肯恩大学派驻我校人员，发生符合其津贴福利中规定的差旅，费用开支报销标准按学校相关指南执行；其余差旅费用均按照本规定执行。

**第十八条** 我校注册在读学生因学校公务受学校派遣出差，差旅相关标准和补贴按照《温州肯恩大学学生因公差旅报销规定》执行。

**第十九条** 出差人员应于返校后**两周内**向财务部办理报

销手续。年末发生的费用，报销时间应符合学校《财务报销暂行规定》第八条时限要求。

**第二十条** 若省市政府相关差旅标准规定发生修订，学校相关标准也随之修订。如省市相关差旅规定修订本已经生效，而学校修订文本尚未颁布，可以参照省市新规定执行。

**第二十一条** 本规定自颁布之日起生效，由财务部负责解释。



附件

## 国内差旅住宿费限额标准明细表

单位:元/人·天

地区(城市)		住宿费标准		旺季地区	旺季浮动标准		
					旺季期间	旺季上浮价	
		副厅级以上校领导	其他人员			副厅级以上校领导	其他人员
北京	全市	650	500				
天津	6个中心城区、滨海新区、东丽区、西青区、津南区、北辰区、武清区、宝坻区、静海区、蓟县	480	380				
	宁河区	350	320				
河北	石家庄市、张家口市、秦皇岛市、廊坊市、承德市、保定市	450	350	张家口市	7-9月、11-3月	675	525
				秦皇岛市	7-8月	680	500
				承德市	7-9月	580	580
	其他地区	450	310				
山西	太原市、大同市、晋城市	480	350				
	临汾市	480	330				
	阳泉市、长治市、晋中市	480	310				
	其他地区	400	240				
内蒙古	呼和浩特市	460	350				
	其他地区	460	320	海拉尔市、满洲里市、阿尔山市	7-9月	690	480
				二连浩特	7-9月	580	400

				市			
				额济 纳旗	9-10月	690	480
辽宁	沈阳市	480	350				
	其他地区	480	330				
大连	全市	490	350	全市	7-9月	590	420
吉林	长春市、吉林市、延 边州、长白山管理区	450	350	吉林市、 延边州、 长白山管 理区	7-9月	540	420
	其他地区	400	300				
黑龙江	哈尔滨市	450	350	哈尔 滨市	7-9月	540	420
	其他地区	450	300	牡 丹 江 市、伊春 市、大兴 安 岭 地 区、黑河 市、佳木 斯市	6-8月	540	360
上海	全市	600	500				
江苏	南京市、苏州市、无锡 市、常州市、镇江市	490	380				
	其他地区	490	360				
浙江	杭州市区	500	400				
	其他地区	490	340	舟山市	7-10月	590	420
安徽	全省	460	350				
福建	福州市、泉州市、平 潭综合实验区	480	380				
	其他地区	480	350				
厦门	全市	500	400				
江西	全省	470	350				

山东	济南市、淄博市、枣庄市、东营市、烟台市、潍坊市、济宁市、泰安市、威海市、日照市	480	380	烟台市、威海市、日照市	7-9月	570	450
	其他地区	460	360				
青岛	全市	490	380	全市	7-9月	590	450
河南	郑州市	480	380				
	其他地区	480	330	洛阳市	4-5月上旬	720	500
湖北	武汉市	480	350				
	其他地区	480	320				
湖南	长沙市	450	350				
	其他地区	450	330				
广东	广州市、珠海市、佛山市、东莞市、中山市、江门市	550	450				
	其他地区	530	420				
深圳	全市	550	450				
广西	南宁市	470	350				
	其他地区	470	330	桂林市、北海市	1-2月、7-9月	610	430
海南	海口市、三沙市、儋州市、五指山市、文昌市、琼海市、万宁市、东方市、定安县、屯昌县、澄迈县、临高县、白沙县、昌江县、乐东县、陵水县、保亭县、琼中县、洋浦开发区	500	350	海口市、文昌市、澄迈县	11-2月	650	450
				琼海市、万宁市、陵水县、保亭县	11-3月	650	450
	三亚市	600	400	三亚市	10-4月	720	480
重庆	9个中心城区、北部	480	370				

	新区						
	其他地区	450	300				
四川	成都市	470	370				
	阿坝州、甘孜州	430	330				
	绵阳市、乐山市、雅安市	430	320				
	宜宾市	430	300				
	凉山州	430	330				
	德阳市、遂宁市、巴中市	430	310				
	其他地区	430	300				
贵州	贵阳市	470	370				
	其他地区	450	300				
云南	昆明市、大理州、丽江市、迪庆州、西双版纳州	480	380				
	其他地区	480	330				
西藏	拉萨市	500	350	拉萨市	6-9月	750	530
	其他地区	400	300	其他地区	6-9月	500	350
陕西	西安市	460	350				
	榆林市、延安市	350	300				
	杨陵区	320	260				
	咸阳市、宝鸡市	320	260				
	渭南市、韩城市	300	260				
	其他地区	300	230				
甘肃	兰州市	470	350				
	其他地区	450	310				
青海	西宁市	500	350	西宁市	6-9月	750	530
	玉树州、果洛州	350	300	玉树州	5-9月	525	450
	海北州、黄南州	350	250	海北州、	5-9月	525	375

				黄南州			
	海东市、海南州	300	250	海东市、海南州	5-9月	450	375
	海西州	300	200	海西州	5-9月	450	300
宁夏	银川市	470	350				
	其他地区	430	330				
新疆	乌鲁木齐市	480	350				
	石河子市、克拉玛依市、昌吉州、伊犁州、阿勒泰地区、博州、吐鲁番市、哈密地区、巴州、和田地区	480	340				
	克州	480	320				
	喀什地区	480	300				
	阿克苏地区	450	300				
	塔城地区	400	300				

## Interim Policy of Wenzhou-Kean University on Travel Expenses ( Modified in 2017)

Article 1 With reference to the *Regulation of Wenzhou Government Organs and Public Institutions on Business Travel Expenses*, and taking into consideration the actual situation of the University, this policy is established in order to financially support the employees on their business trips and regulate the accounting on travel expenses.

Article 2 Domestic travel expenses refer to necessary costs incurred during a business trip to another city or an area other than the urban area of Wenzhou city. Travel expenses include transportation between cities, accommodation, meals, and business incidentals. Reimbursement of domestic travel expenses adopts two methods for different kinds of expenses: actual costs based on valid invoices and flat per diem rate of subsidies. Expenses of international business travel should follow relevant regulations and rules issued by the government.

Article 3 Standards for transportation expenses between cities

3.1 Allowance limits are categorized by means of transportation (as shown in the table below).

Transportation person	Railway (including CRH, MU, and all-soft-seat train)	Ship (not including tourist vessel)	plane	Other (not including taxi)
Member of university leadership with administrative ranking of provincial department or above	Soft seat or soft sleeper, first class on CRH or MU, and first class on all-soft-seat train	Second class	Economy	Actual cost against receipts
Other employees	hard seat or hard sleeper, second class on CRH or MU, and second class on all-soft-seat train	Third class	Economy	Actual cost against receipts

3.2 The traveler should bear the excess cost if using transportation exceeding the appropriate class. Approved alteration fee and cancellation fee are reimbursed upon the valid invoice.

3.3 When there are different means of public transportation available, the traveler should choose the relatively economical and convenient public transportation without affecting their official duty and ensuring their safety.

3.4 The traveler by plane should purchase their air tickets according to relevant regulations of the Province and the City. Aircraft development fund and fuel surcharge can be reimbursed.

3.5 The University has already purchased public traffic accident insurance for

staff according to *Notice of Trial Implementation of Public Transportation Accident Insurance in Administrative Institutions* by Zhejiang Provincial Department of Finance (Zhe Cai Xing [2017] No. 7). The traveler covered by the above insurance travelling by public transportation shall not repeatedly purchase public traffic accident insurance for any single trip and apply for reimbursement.

#### Article 4 Lodging expense

- 4.1 Lodging expenses of domestic travel should follow the hierarchical area-specific lodging standard issued by Wenzhou Finance Bureau (please see the Appendix). Allowable lodging cost for Kean University assigned managerial staff appointed as a member of the university leadership is 1000 Yuan per night. On a business trip for the reception of foreign guests, members of the university leadership and a couple of accompanying staff members may stay in the same hotel as the foreign guests do.
- 4.2 Lodging expense should be claimed along with other travel expenses of the same trip for recognition and/or reimbursement, and should be reimbursed upon the valid invoice in compliance with the standards for the number of days as approved.
- 4.3 When a traveler attends a conference or training program that does not provide accommodation, expense of lodging should be recognized and/or reimbursed according to the standards as described above.

#### Article 5 Meal

- 5.1 Meal subsidy should be calculated according to the standards for the destination or the final place of the day the traveler arrives in if he/she is on the way.
- 5.2 Meal subsidy should be calculated according to the lodging invoice, with the departure and returning dates counted in. If the traveler doesn't stay overnight, an approved request for business trip serves as the evidence of the trip. Per diem rates of meal subsidy are adopted according to the area-specified standard issued by the Ministry of Finance (120 Yuan per diem on trips to Tibet Autonomous Region, Xinjiang Uygur Autonomous Region and Qinghai Province, and 100 Yuan per diem on trips to other places). When a traveler travels for over 12 consecutive hours by railway, an additional 50 Yuan for every 12 consecutive hours is granted for the day on the way, with the train ticket produced as an evidence.
- 5.3 Employees who attend a short-term training program (within 90 days) as approved will be granted meal subsidy at the same rate as that for business trip. When the training is over 90 days, the per diem rate is reduced by half from the 91<sup>st</sup> day on.
- 5.4 When an employee is assigned by the University for an internship, or to hold a temporal and nominal position, or to extend support in another city, a per diem rate of 40Yuan is adopted for the stay outside Zhejiang, and 25Yuan for that within Zhejiang Province, provided the employee does not get subsidies or other income from the host institution.

5.5 When a conference or a training program provides meals, meal subsidy is not granted. However, meal subsidy for the days on the way to and from the destination should be granted in compliance with the standard for the final destination of the day. Request for business trip and notice of the meeting or training shall be provided when applying for reimbursement.

5.6 If a business reception takes place during a business trip, meal subsidy is not granted for that day. Invoices of business reception during a business trip and the travel expenses should be submitted for reimbursement at the same time so that the meal subsidy is correctly calculated; Different forms should be filled out if offline authorization is adopted; The same application should be used if online authorization is adopted.

#### Article 6 Business incidental

6.1 Business incidentals refer to the expenses incurred during a business trip, including in-city transportation (bus\subway\taxi\airport bus\airport service or packing), printing, photocopying, faxing, and postage.

6.2 Hotel invoices and transportation tickets between cities should be produced as proof of the travel in a claim for reimbursement of business incidentals, which should be calculated at per diem rates for the number of days of travel approved. A per diem rate of 80 Yuan per person is adopted for trips to places outside Wenzhou City, and a per diem rate of 60 Yuan is adopted for trips to places within Wenzhou City (excluding Lucheng district, Ouhai district and Longwan district). When the traveler fails to present transportation tickets between cities, half of the above rates will be adopted.

6.3 For trips over 10 days (from the first departure date to the last returning date) to the same place for the same business, a flat per diem rate of 30 Yuan per person is adopted.

6.4 In exceptional cases where business incidentals exceed the limits, reimbursement may be made against the actual costs, provided that written approval by the appropriate member of university leadership is obtained. In that case, the invoices of the incidentals should be submitted together with all other documentation of the trip.

6.5 For the employee who takes a professional training as approved, no business incidentals are allowable during the training period, but the incidentals for the days on the way should be granted at the same rate as that of business trip.

6.6 No business incidentals are allowable for the employee who is engaged in an internship, or to hold a temporal and nominal position, or to extend support in another city.

Article 7 The traveler should strictly obey the regulations on travel expenses and pay through bank transfer or electronic payment platform. If paying by account balance of electronic payment platform, the traveler should provide evidence proving that the account is his/her own account when apply for reimbursement.



- Article 8 All travel expenses of a single trip must be submitted altogether for reimbursement. Meal subsidy and business incidentals are only allowable when hotel invoices and transportation tickets are produced and calculated by sections when only part of the days with hotel invoices. When actual overnight stay occurs without hotel invoice acquired, only in the following two extraordinary occasions may the meal subsidy and business incidentals be granted upon presentation of trans-city transportation tickets. In these occasions, the traveler must present a written statement explaining the situation and have it approved by the member of the University leadership in charge of finance.
- Article 9 Meal subsidy or business incidental should not apply to employees going to Lucheng District, Ou Hai District and Longwan District for business.
- Article 10 For approved business trip to Dongtou District (Lingkun Jiedao is excluded) and the trip is over 4 hours, meal subsidy within the standard of 40 Yuan per person per meal can be reimbursed upon valid invoice when the traveler cannot return to the University or home for meal (maximum two meals per day, excluding breakfast; When a conference or a training program provides meals, meal subsidy is not granted; cannot apply for dinner subsidy at the same time); a per diem rate of 30 Yuan for business incidentals is granted (half of the rate is granted when travelling by the University's car). The reimbursement and payment of travel allowance shall be in compliance with the authorized travel request form. Ship ticket can be reimbursed upon valid invoice. Lodging expense shall be reimbursed upon valid invoice in compliance with the standard only if lodging is necessary.
- Article 11 Expenses of meals or incidentals are not allowable if the employee has already enjoyed other kinds of operation subsidies, such as lecture remuneration.
- Article 12 During work transferring, inter-city transportation expense, lodging expense, meal subsidy and business incidentals shall be reimbursed in a lump sum by the transferred-in unit. The expenses incurred by the accompanying family members and the relocated furniture shall be paid by the employee his/herself.
- Article 13 When the employee is transferred for centralized office, meal subsidy standard of local administrative institution shall be applied and the employee cannot claim reimbursement for meals any more if meals are arranged; a per diem rate of 50 Yuan per person per day is granted if meals are not arranged. Lodging expenses are not reimbursable if lodging are arranged; Lodging expenses with valid invoices are reimbursable within 70% of the lodging standard rate if lodging are not arranged. Incidentals are not allowable.
- Article 14 Approval from the supervisor is required if an employee is to make a detour for personal matters during a business trip, with excess costs thus incurred, including food, lodging and transportation, be borne by him/herself. If the transportation cost via a detour is less than that of a direct route, reimbursement should be made against the transportation fare notes or tickets.

- Article 15 Irrelevant costs such as tourist expenses incurred during a business trip should be borne by the employee him/herself.
- Article 16 The University should not assume costs or responsibility if an employee uses his/her private vehicle for a business trip.
- Article 17 Reimbursement of travel expenses covered by Academic/Business travel allowance as stipulated in the benefit package of the employees assigned by Kean University USA should follow the relevant guidance issued by WKU, otherwise, all standards and rule as specified in this policy should prevail.
- Article 18 Students going on a business trip as assigned by the University should follow the standards set in Interim Policy of Student Travel Expenses on Business Trip.
- Article 19 Travelers should submit documentation for reimbursement within two weeks after returning from the business trip. Expenses incurred at the end of calendar year should follow the timetable as described in Article 8 of *Interim Policy of Wenzhou-Kean University on Recognition and Reimbursement of Expenses*.
- Article 20 When the municipal government release a modified business trip policy in future, relevant articles of this document shall adopt the modified rules accordingly. If the modified policy of the municipal government takes effect, however before the issuance of the modified policy of the University, the municipal government's new standards may be applied.
- Article 21 This policy takes effect upon issuance. Office of Financial Services is responsible for the interpretation of this policy.

## Appendix

### Domestic Lodging Standard for Business Trip of Wenzhou

Yuan per person per day

Region (City)		Off-season Rate		Peak region	Peak season standard		
		Member of university leadership with administrat ive ranking of provincial department or above	Other		Peak season	Peak Season Rate	
						Member of university leadership with administrat ive ranking of provincial department or above	Other
Beijing	The whole city	650	500				
Tianjin	6 central urban areas, Binhai Districk, Dongli District, Xiqing District, Jinnan District, Beichen District, Wuqing District, Baodi District, Jinghai District, Jixian County	480	380				
	Ninghe District	350	320				
Hebei	Shijiazhuang City, Zhangjiakou City, Qinhuangdao City, Langfang City, Chengde city and Baoding City	450	350	Zhangjiak ou City	Jul to Sep,Nov to Mar	675	525
				Qinhuang dao City	Jul to Aug	680	500
				Chengde city	Jul to Sep	580	580
	Other areas	450	310				

Shanxi	Taiyuan City, Datong City and Jincheng City	480	350				
	Linfen City	480	330				
	Yangquan City, Changzhi city and Jinzhong City	480	310				
	Other areas	400	240				
Inner Mongolia	Hohhot City	460	350				
	Other areas	460	320	Hailar City, Manchuria city and Arxan City	Jul to Sep	690	480
				Erenhot City	Jul to Sep	580	400
				Ejin Banner	Sep to Oct	690	480
Liaoning	Shenyang City	480	350				
	Other areas	480	330				
Dalian	The whole city	490	350	The whole city	Jul to Sep	590	420
Jilin	Changchun City, Jilin City, Yanbian, Changbai Mountain	450	350	Jilin City, Yanbian, Changbai Mountain	Jul to Sep	540	420
	Other areas	400	300				
Heilongjiang	Harbin City	450	350	Harbin City	Jul to Sep	540	420
	Other areas	450	300	Mudanjiang City, Yichun City, Greater Khingan	Jun to Aug	540	360

				Range area, Heihe city and Jiamusi City			
Shanghai	The whole city	600	500				
Jiangsu	Nanjing City, Suzhou City, Wuxi City, Changzhou city and Zhenjiang City	490	380				
	Other areas	490	360				
Zhejiang	urban area of Hangzhou	500	400				
	Other areas	490	340	Zhoushan City	Jul to Oct	590	420
Anhui	The whole province	460	350				
Fujian	Fuzhou City, Quanzhou City and Pingtan comprehensive experimental plot	480	380				
	Other areas	480	350				
Xiamen	The whole city	500	400				
Jiangxi	The whole province	470	350				
Shandong	Ji'nan City, Zibo City, Zaozhuang City, Dongying City, Yantai City, Weifang City, Jining City, Tai'an City, Weihai City, Rizhao City City	480	380	Yantai City, Weihai City, Rizhao City	Jul to Sep	570	450
	Other areas	460	360				
Qingdao	The whole city	490	380	The whole city	Jul to Sep	590	450
Hainan	Zhengzhou City	480	380				
	Other areas	480	330	Luoyang City	Apr to early	720	500

					May		
Hubei	Wuhan City	480	350				
	Other areas	480	320				
Hunan	Changsha City	450	350				
	Other areas	450	330				
Guangdong	Guangzhou City, Zhuhai City, Foshan City, Dongguan City, Zhongshan city and Jiangmen City	550	450				
	Other areas	530	420				
Shenzhen	The whole city	550	450				
Guangxi	Nanning City	470	350				
	Other areas	470	330	Guilin City, Beihai City	Jan to Feb, Jul to Sep	610	430
Hainan	Haikou City, Sansha City, Danzhou City, five elements mountain City, Wenchang City, Qionghai City, Wanning City, Dongfang City, Ding'an County, Tunchang County, Chengmai County, Lingao County, Baisha County, Changjiang County, Lingshui County, Baoting County, Qiongzong County, Yangpu Development Zone	500	350	Haikou City, Wenchang city and Chengmai County	Nov to Feb	650	450
				Qionghai City, Wanning City, Lingshui county and Baoting County	Nov to Mar	650	450
	Sanya City	600	400	Sanya City	Oct to	720	480

					Apr		
Chongqing	9 central urban areas and northern newly developed areas	480	370				
	Other areas	450	300				
Sichuan	Chengdu City	470	370				
	ABA, Ganzi	430	330				
	Mianyang City, Leshan city and Ya'an City	430	320				
	Yibin City	430	300				
	Liangshan	430	330				
	Deyang City, Suining city and Bazhong City	430	310				
	Other areas	430	300				
Guizhou	Guiyang City	470	370				
	Other areas	450	300				
Yunnan	Kunming, Dali, Lijiang, Diqing, Xishuangbanna	480	380				
	Other areas	480	330				
Tibet	Lhasa City	500	350	Lhasa City	Jun to Sep	750	530
	Other areas	400	300	Other areas	Jun to Sep	500	350
Shanxi	Xi'an City	460	350				
	Yulin City, Yanan City	350	300				
	Yangling	320	260				
	Xianyang City, Baoji City	320	260				
	Weinan City, Hancheng City	300	260				
	Other areas	300	230				
Gansu	Lanzhou City	470	350				
	Other areas	450	310				

Qinghai	Xining City	500	350	Xining City	Jun to Sep	750	530
	Yushu, Guoluo	350	300	Yushu	May to Sep	525	450
	Haibei, Huangnan	350	250	Haibei, Huangnan	May to Sep	525	375
	Haidong, Hainan	300	250	Haidong, Hainan	May to Sep	450	375
	Haixi	300	200	Haixi	May to Sep	450	300
Ningxia	Yinchuan City	470	350				
	Other areas	430	330				
Xinjiang	Urumqi City	480	350				
	Shihezi City, Karamay City, Changji Prefecture, Yili Prefecture, Aletai, Bozhou, Turpan, Hami, Bazhou, Hetian Area	480	340				
	Tomsk	480	320				
	Kashi Prefecture	480	300				
	Aksu Prefecture	450	300				
	Tacheng Prefecture	400	300				