

温州肯恩大学文件

温肯大发〔2020〕9号

关于印发《温州肯恩大学差旅费管理规定》 (2020年修订)的通知

各部门、各学院:

现将《温州肯恩大学差旅费管理规定》(2020年修订)印发给你们,请遵照执行。

特此通知。

温州肯恩大学

2020年9月8日

温州肯恩大学差旅费管理规定

(2020年修订)

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》，结合我校实际，制订本规定。

第二条 出差人本人同一次差旅的所有差旅费用必须一同报销，不得拆分报销。不同部门人员一起出差，使用各自部门经费的，按经费归属分别提起差旅申请并提交报销，住宿发票按各自经费归属分别开具。

第三条 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；差旅期间发生的非差旅性质的其他费用，应另单报销。国际差旅费开支按照国家相关规定执行。

第四条 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)
副厅级以上领导/正高级职称人员及部门正职以上且具有高级职称人员	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
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（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。

第五条 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。

（四）公务出差当天往返确需午休的，经业务分管校领导审批后，住宿费在限额标准的50%以内凭据报销。

（五）教职工受学校委派到外地实（见）习、挂职锻炼或支援工作等，单位没有安排住宿的，住宿费在限额标准的50%以内凭据报销。

第六条 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）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。

（四）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，报销时需提出出差审批单及会议、培训通知等。

第七条 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）特殊情况下，出差人员因工作需要，由分管财务的校领导审批后，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。

（四）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。

（五）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。

第八条 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。

第九条 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，出差期

间不得报销伙食补助和公杂费，往返（一般指头尾两天）可按规定报销伙食补助和公杂费。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部门负责人批准，可以凭城市间交通票据报销伙食补助费和公杂费。

第十条 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。

第十一条 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。

第十二条 已享受讲课补贴等各种作业津贴者，不再享受差旅补助。

第十三条 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。

第十四条 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。

第十五条 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。

第十六条 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。

第十七条 教职工自驾自备车出差，学校不承担相关费用和责任。

第十八条 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。

第十九条 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。

第二十条 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。

第二十一条 若省市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。

第二十二条 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		
		副厅级以上领导/正高级职称人员及部门正职以上且具有高级职称人员	其他人员		旺季期间	旺季上浮价	
						副厅级以上领导/正高级职称人员及部门正职以上且具有高级职称人员	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
				二连浩特市	7-9月	580	400
				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	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	

	浦东开发区						
	三亚市	600	400	三亚市	10-4月	720	480
重庆	9个中心城区、北部新区	480	370				
	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、 黄南州	5-9月	525	375
	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				

Policy of Wenzhou-Kean University on Travel Expenses (Modified in 2020)

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 All travel expenses of a single business trip must be reimbursed together and cannot be split. If the personnel of different departments travel together and use the funds of their respective departments, they shall file travel applications and submit reimbursement according to the ownership of funds, and the accommodation invoices shall be issued respectively according to their respective funds.

Article 3 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. Non travel-related expenses incurred during business trip shall be reimbursed separately. Expenses of international business travel is subject to relevant regulations and rules issued by the government.

Article 4 Standards for transportation expenses between cities

4.1 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)
Leaders with administrative ranking of provincial department or above/Personnel with Senior Professional title or above and Department Directors or above with Associate Senior Professional title	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
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4.2 The traveler shall bear the excess cost if using transportation exceeding the appropriate class. Approved alteration fee and cancellation fee are reimbursed upon the valid invoice.

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

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

4.5 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 5 Lodging expense

5.1 Lodging expenses of domestic travel shall 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.

5.2 Lodging expense shall be claimed along with other travel expenses of the same trip for recognition and/or reimbursement, and shall be reimbursed upon the

valid invoice in compliance with the standards for the number of days as approved.

5.3 Employees attend a conference or training program that does not provide accommodation, expense of lodging shall be recognized and/or reimbursed according to the standards as described above.

5.4 When it is necessary to have a lunch break during a one-day business trip, the lodging expense shall be reimbursed within 50% of the limit standard upon the valid invoice after getting approval of the member of the leadership in charge of the business.

5.5 Employees are assigned by the University to study, work on a temporary basis or support work in other places, with no accommodation provided, the lodging expense shall be reimbursed within 50% of the limit standard.

Article 6 Meal

6.1 Meal subsidy shall be calculated according to the standards for the destination or the final place of the day the traveler arrives.

6.2 Meal subsidy shall 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.

6.3 Employees are assigned by the University to study, work on a temporary basis or support work in other places, 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.

6.4 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 shall 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.

Article 7 Business incidental

7.1 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.

7.2 Hotel invoices and transportation tickets between cities shall be produced as proof of the travel in a claim for reimbursement of business incidentals, which shall 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, Ou hai district and Longwan district). When the traveler fails to present transportation tickets between cities, half of the above rates will be adopted.

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

7.4 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 shall be granted at the same rate as that of business trip.

7.5 No business incidentals are allowable for the employee assigned by the University to study, work on a temporary basis or support work in other places

Article 8 The traveler shall 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 shall provide evidence proving that the account is his/her own account when apply for reimbursement.

Article 9 Meal subsidy and business incidentals are only allowable when hotel invoices and transportation tickets are produced and only part of the days with

accommodation invoice shall be calculated in sections. When actual overnight stay occurs without hotel invoice acquired, meal subsidy and business incidentals can be granted only for the days going back and forth. If employees live in their own home during business trip or travel in a remote area without hotel invoices, meal subsidy and business incidentals can be granted upon presentation of trans-city transportation tickets after getting approval of the department director.

Article 10 Meal subsidy or business incidental shall not apply to employees going to Lucheng District, Ou Hai District and Longwan District for business.

Article 11 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 12 Expenses of meals or incidentals are not allowable if the employee has already enjoyed other kinds of operation subsidies, such as lecture remuneration.

Article 13 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 14 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 15 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 shall be made against the transportation fare notes or tickets.

Article 16 Irrelevant costs such as tourist expenses incurred during a business trip shall be borne by the employee him/herself.

Article 17 The University shall not assume costs or responsibility if an employee uses his/her private vehicle for a business trip.

Article 18 Reimbursement of travel expenses covered by Academic/Business travel allowance as stipulated in the benefit package of the employees assigned by Kean University USA shall follow the relevant guidance issued by WKU, otherwise, all standards and rule as specified in this policy shall prevail.

Article 19 Students going on a business trip as assigned by the University shall follow the standards set in Interim Policy of Student Travel Expenses on Business Trip.

Article 20 Travelers shall submit documentation for reimbursement within two weeks after returning from the business trip. Expenses incurred at the end of calendar year shall follow the timetable as described in Article 8 of *Interim Policy of Wenzhou-Kean University on Recognition and Reimbursement of Expenses*.

Article 21 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 22 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		
		Leaders with administrative ranking of provincial department or above/Personnel with Senior Professional title or above and Department Directors or above with Associate Senior Professional title	Other		Peak season	Peak Season Rate	
						Leaders with administrative ranking of provincial department or above/Personnel with Senior Professional title or above and Department Directors or above with Associate Senior Professional title	Other
Bei jing	The whole city	650	500				
Tian jin	6 central urban areas, Bin hai Districk, Dong li District, Xi qing District, Jin nan District, Bei chen District, Wu qing District, Bao di District, Jing hai District, Ji xian County	480	380				
	Ning he District	350	320				

He bei	Shi jia zhuang City, Zhang jia kou City, Qin huang dao City, Lang fang City, Cheng de city and Bao ding City	450	350	Zhang jia kou City	Jul to Sep, Nov to Mar	675	525
				Qin huang dao City	Jul to Aug	680	500
				Cheng de city	Jul to Sep	580	580
	Other areas	450	310				
Shan xi	Tai yuan City, Da tong City and Jin cheng City	480	350				
	Lin fen City	480	330				
	Yang quan City, Chang zhi city and Jin zhong 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
Liao ning	Shen yang City	480	350				
	Other areas	480	330				
Da lian	The whole city	490	350	The whole city	Jul to Sep	590	420
Ji lin	Chang chun City, Ji lin City, Yan bian, Chang bai Mountain	450	350	Ji lin City, Yan bian, Chang bai Mountain	Jul to Sep	540	420
	Other areas	400	300				

Hei long jiang	Harbin City	450	350	Harbin City	Jul to Sep	540	420
	Other areas	450	300	Mu dan jiang City, Yi chun City, Greater Khingan Range area, Hei he city and Jia mu si City	Jun to Aug	540	360
Shang hai	The whole city	600	500				
Jiang su	Nan jing City, Su zhou City, Wu xi City, Chang zhou city and Zhen jiang City	490	380				
	Other areas	490	360				
Zhe jiang	urban area of Hang zhou	500	400				
	Other areas	490	340	Zhou shan City	Jul to Oct	590	420
An hui	The whole province	460	350				
Fu jian	Fu zhou City, Quan zhou City and Ping tan comprehensive experimental plot	480	380				
	Other areas	480	350				
Xia men	The whole city	500	400				
Jiang xi	The whole province	470	350				
Shan dong	Ji'an City, Zibo City, Zaozhuang City, Dongying City, Yantai City, Weifang City, Jining City, Tai'an City, Weihai City, Rizhao City City	480	380	Yan tai City, Wei hai City, Ri zhao City	Jul to Sep	570	450

	Other areas	460	360				
Qing dao	The whole city	490	380	The whole city	Jul to Sep	590	450
Hai nan	Zheng zhou City	480	380				
	Other areas	480	330	Luo yang City	Apr to early May	720	500
Hu bei	Wu han City	480	350				
	Other areas	480	320				
Hu nan	Changsha City	450	350				
	Other areas	450	330				
Guang dong	Guang zhou City, Zhu hai City, Fo shan City, Dong guan City, Zhong shan city and Jiang men City	550	450				
	Other areas	530	420				
Shen zhen	The whole city	550	450				
Guang xi	Nan ning City	470	350				
	Other areas	470	330	Gui lin City, Bei hai City	Jan to Feb, Jul to Sep	610	430
Hai nan	Hai kou City, San sha City, Dan zhou City, five elements mountain City, Wen chang City, Qiong hai City, Wan ning City, Dong fang City, Ding an County, Tun chang County, Cheng mai County, Lin gao County, Bai sha County, Chang jiang County, Ling shui County, Bao ting	500	350	Hai kou City, Wen chang city and Cheng mai County	Nov to Feb	650	450
	Qiong hai City, Wan ning City, Ling shui county and Bao ting			Nov to Mar	650	450	

	County, Qiong zhong County, Yang pu Development Zone			County			
	San ya City	600	400	San ya City	Oct to Apr	720	480
Chong qing	9 central urban areas and northern newly developed areas	480	370				
	Other areas	450	300				
Si chuan	Cheng du City	470	370				
	ABA, Ganzi	430	330				
	Mian yang City, Le shan city and Ya an City	430	320				
	Yi bin City	430	300				
	Liang shan	430	330				
	De yang City, Sui ning city and Ba zhong City	430	310				
	Other areas	430	300				
Gui zhou	Gui yang City	470	370				
	Other areas	450	300				
Yun nan	Kun ming, Da li, Li jiang, Di qing, Xi shuang ban na	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
Shan xi	Xi an City	460	350				
	Yu lin City, Yan an City	350	300				
	Yang ling	320	260				
	Xian yang City, Bao ji City	320	260				

	Wei nan City, Han cheng City	300	260				
	Other areas	300	230				
Gan su	Lan zhou City	470	350				
	Other areas	450	310				
Qing hai	Xi ning City	500	350	Xi ning City	Jun to Sep	750	530
	Yu shu, Guo luo	350	300	Yu shu	May to Sep	525	450
	Hai bei, Huang nan	350	250	Hai bei, Huang nan	May to Sep	525	375
	Hai dong, Hai nan	300	250	Hai dong, Hai nan	May to Sep	450	375
	Hai xi	300	200	Hai xi	May to Sep	450	300
Ning xia	Yin chuan City	470	350				
	Other areas	430	330				
Xin jiang	Urumqi City	480	350				
	Shi he zi City, Karamay City, Chang ji Prefecture, Yi li Prefecture, Aletai, Bo zhou, Turpan, Hami, Ba zhou, He tian Area	480	340				
	Tomsk	480	320				
	Kashi Prefecture	480	300				
	Aksu Prefecture	450	300				
	Ta cheng Prefecture	400	300				