温州肯恩大学文件

温肯大发〔2026〕10号

关于印发《温州肯恩大学差旅费管理办法（2026年修订）》的通知

各部门、各学院:

《温州肯恩大学差旅费管理办法（2026年修订）》已经2025年第二十次校务会审议通过，现印发给你们，请遵照执行。

特此通知。

温州肯恩大学

2026年1月14日

温州肯恩大学差旅费管理办法
（2026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》，结合我校的实际，制订本办法。

第二条 出差人同一次差旅的所有差旅费用必须一单报销，不得拆分报销。同行人差旅如果不在同一个经费项目列支，原则上按经费项目分开提单。

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学校因公临时出国（境）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）
一类人员：院士/浙江省特级专家	软席（软座、软卧），高铁/动车商务座，全列软席列车一等软座	一等舱	头等舱	凭据报销

二类人员：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
三类人员：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

*注：人员类别由人资部负责解释。

（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）。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，报销时需提供出差审批单及会议、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。若使用银行卡转账支付，报销时须提供支付记录；若使用电子支付平台账号支付，报销时须提供支付记录及订单信息。

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。因合理理由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 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有关规定。

第十九条 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。

第二十条 本办法自颁布之日起生效，由财务部负责解释。《温州肯恩大学差旅费管理规定（2020年修订）》（温肯大发〔2020〕9号）同时废止。

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		
		一类人员	二类人员	三类人员			一类人员	二类人员	三类人员
北京	全市	1100	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	800	480	380					
	宁河区	600	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	800	450	350	张家口市	7-9月、11-3月	1200	675	525
					秦皇岛市	7-8月	1200	680	500
					承德市	7-9月	1000	580	580
	其他地区	800	450	310					
山西	太原市、大同市、晋城市	800	480	350					
	临汾市	800	480	330					
	阳泉市、长治市、晋中市	800	480	310					
	其他地区	800	400	240					

内蒙古	呼和浩特市	800	460	350					
	其他地区	800	460	320	海拉尔市、满洲里市、阿尔山市	7-9 月	1200	690	480
					二连浩特市	7-9 月	1000	580	400
					额济纳旗	9-10 月	1200	690	480
辽宁	沈阳市	800	480	350					
	其他地区	800	480	330					
大连	全市	800	490	350	全市	7-9 月	960	590	420
吉林	长春市、吉林市、延边州、长白山管理区	800	450	350	吉林市、延边州、长白山管理区	7-9 月	960	540	420
	其他地区	750	400	300					
黑龙江	哈尔滨市	800	450	350	哈尔滨市	7-9 月	960	540	420
	其他地区	750	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	900	540	360
上海	全市	1100	600	500					

江苏	南京市、苏州市、无锡市、常州市、镇江市	900	490	380					
	其他地区	900	490	360					
浙江	杭州市区	900	500	400					
	其他地区	800	490	340	舟山市	7-10 月	960	590	420
安徽	全省	800	460	350					
福建	福州市、泉州市、平潭综合实验区	900	480	380					
	其他地区	900	480	350					
厦门	全市	900	500	400					
江西	全省	800	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	800	480	380	烟台市、威海市、日照市	7-9 月	960	570	450
	其他地区	800	460	360					
青岛	全市	800	490	380	全市	7-9 月	960	590	450
河南	郑州市	900	480	380					
	其他地区	800	480	330	洛阳市	4-5 月上旬	1200	720	500
湖北	武汉市	800	480	350					
	其他地区	800	480	320					
湖南	长沙市	800	450	350					
	其他地区	800	450	330					

<table>
<tr><td rowspan="2">广东</td><td>广州市、珠海市、佛山市、东莞市、中山市、江门市</td><td>900</td><td>550</td><td>450</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>其他地区</td><td>850</td><td>530</td><td>420</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>深圳</td><td>全市</td><td>900</td><td>550</td><td>450</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">广西</td><td>南宁市</td><td>800</td><td>470</td><td>350</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>其他地区</td><td>800</td><td>470</td><td>330</td><td>桂林市、北海市</td><td>1-2 月、7-9 月</td><td>1040</td><td>610</td><td>430</td></tr>
<tr><td rowspan="3">海南</td><td rowspan="2">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</td><td rowspan="2">800</td><td rowspan="2">500</td><td rowspan="2">350</td><td>海口市、文昌市、澄迈县</td><td>11-2 月</td><td>1040</td><td>650</td><td>450</td></tr>
<tr><td>琼海市、万宁市、陵水县、保亭县</td><td>11-3 月</td><td>1040</td><td>650</td><td>450</td></tr>
<tr><td>三亚市</td><td>1000</td><td>600</td><td>400</td><td>三亚市</td><td>10-4 月</td><td>1200</td><td>720</td><td>480</td></tr>
<tr><td rowspan="2">重庆</td><td>9 个中心城区、北部新区</td><td>800</td><td>480</td><td>370</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>其他地区</td><td>770</td><td>450</td><td>300</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="5">四川</td><td>成都市</td><td>900</td><td>470</td><td>370</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>阿坝州、甘孜州</td><td>800</td><td>430</td><td>330</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>绵阳市、乐山市、雅安市</td><td>800</td><td>430</td><td>320</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>宜宾市</td><td>800</td><td>430</td><td>300</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>凉山州</td><td>750</td><td>430</td><td>330</td><td></td><td></td><td></td><td></td><td></td></tr>
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	德阳市、遂宁市、巴中市	750	430	310					
	其他地区	750	430	300					
贵州	贵阳市	800	470	370					
	其他地区	750	450	300					
云南	昆明市、大理州、丽江市、迪庆州、西双版纳州	900	480	380					
	其他地区	900	480	330					
西藏	拉萨市	800	500	350	拉萨市	6-9 月	1200	750	530
	其他地区	500	400	300	其他地区	6-9 月	800	500	350
陕西	西安市	800	460	350					
	榆林市、延安市	680	350	300					
	杨凌区	680	320	260					
	咸阳市、宝鸡市	600	320	260					
	渭南市、韩城市	600	300	260					
	其他地区	600	300	230					
甘肃	兰州市	800	470	350					
	其他地区	700	450	310					
青海	西宁市	800	500	350	西宁市	6-9 月	1200	750	530
	玉树州、果洛州	600	350	300	玉树州	5-9 月	900	525	450
	海北州、黄南州	600	350	250	海北州、黄南州	5-9 月	900	525	375
	海东市、海南州	600	300	250	海东市、海南州	5-9 月	900	450	375
	海西州	600	300	200	海西州	5-9 月	900	450	300

宁夏	银川市	800	470	350					
	其他地区	800	430	330					
新疆	乌鲁木齐市	800	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	800	480	340					
	克州	800	480	320					
	喀什地区	780	480	300					
	阿克苏地区	700	450	300					
	塔城地区	700	400	300					

温州肯恩大学办公室　　　　2026 年 1 月 14 日印发

Policy of Wenzhou-Kean University on Travel Expenses
(Revised in 2026)

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 employees on their business trips and regulate the accounting on travel expenses.

Article 2 All travel expenses incurred during a single business trip shall be reimbursed in one consolidated claim and shall not be split. Where colleagues travel together but charge expenses to different funding sources, reimbursement claims shall, in principle, shall be submitted separately according to the respective funds.

Article 3 Domestic travel expenses refer to necessary costs incurred during a business trip from the urban area of Wenzhou to other cities or regions within China. Travel expenses include transportation between cities, accommodation, meal subsidies, and business incidentals. Any expenses incurred during a business trip that are unrelated to travel shall be reimbursed separately. International travel expenses shall be subject to the *Interim Measures for the Management of Official Business Trips Abroad (including to Hong Kong, Macau, and Taiwan) of Wenzhou-Kean University*.

Article 4 Standards for transportation expenses between cities

4.1 Transportation expenses shall be reimbursed according to the standards specified below:

Transportation / Person*	Railway (including CRH, MU, and all-soft-seat trains)	Ship (excluding tourist vessels)	Plane	Other (excluding taxis)
Tier 1: Academicians / Zhejiang Provincial Distinguished Experts	Soft seat or soft sleeper, business class on CRH or MU, and first class on all-soft-seat trains	First class	First Class	Actual cost against receipts
Tier 2: Officials at deputy department level or above; Personnel with Senior Professional titles; Department Directors or above with Associate Senior Professional titles	Soft seat or soft sleeper, first class on CRH or MU, and first class on all-soft-seat trains	Second class	Economy	Actual cost against receipts
Tier 3: Other employees	Hard seat or hard sleeper, second class on CRH or MU, and second class on all-soft-seat trains	Third class	Economy	Actual cost against receipts

*The classification of personnel into Tier I, Tier II, and Tier III shall be determined and interpreted by the Office of Human Resources.

4.2 Any excess expenses incurred due to travel in a class exceeding the prescribed standard shall be borne by the individual. Approved ticket change or cancellation fees may be reimbursed upon submission of valid invoices.

4.3 When multiple public transportation options are available, travelers shall choose public transportation that is economical and convenient, provided that their official duties are not affected and their safety is ensured.

4.4 Air tickets shall be purchased in accordance with relevant provincial and municipal regulations. Civil aviation development funds and fuel surcharges may be reimbursed upon submission of valid invoices.

4.5 In accordance with the *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 University has purchased public transportation accident insurance for staff. Travelers covered by the above insurance travelling by public transportation shall not purchase public transportation accident insurance separately, nor shall such expenses be reimbursed.

Article 5 Lodging Expenses

5.1 Lodging expenses incurred during domestic business trips shall follow the area-specific and rank-based lodging standards issued by Wenzhou Finance Bureau (See Appendix). For business trips involving the reception of foreign guests, university leadership and a limited number of accompanying staff members may stay in the same hotel as the foreign guests.

5.2 Lodging expense shall be reimbursed within the approved duration of the trip and within the prescribed limits, based on valid invoices. Such expenses must be claimed together with other travel expenses, and shall not be reimbursed separately.

5.3 For conferences or training programs where accommodation is self-arranged, lodging expenses may be reimbursed within the prescribed limits upon submission of valid invoices.

5.4 For one-day business trip where a midday rest is genuinely required, the lodging expense shall be reimbursed at up to 50% of the applicable limit standard, subject to approval by university leadership in charge of the business area.

5.5 Where employees are assigned by the University to study, work on a temporary basis, or support work in other places, and accommodation is not provided, the lodging expense shall be reimbursed at up to 50% of the prescribed limit.

Article 6 Meal Subsidies

6.1 Meal subsidies shall be calculated based on the standards applicable to the destination. During transit, the subsidy shall be based on the standard of final destination reached on that day.

6.2 For overnight business trips, meal subsidies shall be calculated by calendar day based on the lodging invoice, with the departure and returning dates counted in. For same-day return trips, an approved request form for business trip shall serve as the evidence of the trip. Meal subsidy standards shall follow the area-specific standard issued by the Ministry of Finance (RMB 120 per day for travel to Tibet Autonomous Region, Xinjiang Uygur Autonomous Region, and Qinghai Province, and RMB 100 per day for all other regions). For continuous train travel exceeding 12 hours, an additional RMB 50 meal subsidies may be granted for each full 12-hour period upon submission of train tickets.

6.3 Where employees are assigned by the University to study, work on a temporary basis, or support work in other places and do not receive subsidies or other income from the host institution, meal subsidies shall be granted at RMB 40 per day for assignments outside Zhejiang Province, and RMB 25 per day for assignments within Zhejiang Province.

6.4 No meal subsidy shall be granted where meals are provided by conferences or training programs. Meal subsidies for transit days may still be granted in accordance with the applicable standards, provided that the travel approval form and relevant conference or training notices are submitted.

Article 7 Business incidentals

7.1 Business incidentals refer to expenses incurred during a business trip, including in-city transportation (bus, subway, taxi, airport shuttle, airport services, and packing), as well as printing, photocopying, faxing, mailing, and packaging services.

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 on a per diem basis according to the approved number of travel days. The per diem rate of RMB 80 per person for trips outside Wenzhou, and RMB 60 for trips within Wenzhou (excluding Lucheng district, Ouhai district, and Longwan district). Where the traveler fails to present transportation tickets between cities, reimbursement shall be made at 50% of the above rates.

7.3 Under special circumstances, where business incidentals exceed the limits, reimbursement may be made against actual costs, provided that written approval from the university leadership in charge of finance is obtained. In that case, invoices of the incidentals shall be submitted together with all other documentation and shall not be reimbursed separately.

7.4 During approved professional training programs, business incidentals shall not be granted; however, business incidentals for transit days may be granted at the same rate as that of business trip.

7.5 No business incidentals shall be granted to employees assigned by the University to study, work on a temporary basis, or support work in other places.

Article 8 Travelers shall strictly obey the regulations on travel expenses and make payments by bank transfer or through electronic payment platforms. Where payment is made by bank transfer, payment records shall be provided when applying for reimbursement. Where payment is made through an electronic payment platform, both payment records and order information shall be submitted when applying for reimbursement.

Article 9 Meal subsidies and business incidentals shall be reimbursed only upon submission of hotel invoices and transportation tickets. Where hotel invoices are available for only part of that trip, subsidies shall be calculated in sections. Where overnight stay occurs but no hotel invoice is available, meal subsidies and business incidentals shall not be reimbursed, except for the outbound and return days. Where hotel invoices cannot be obtained for justified reasons, meal subsidies and business incidentals may be granted upon submission of intercity transportation tickets after receiving approval by the department director.

Article10 Meal subsidies or business incidentals shall not apply to employees traveling to Lucheng District, Ouhai District, and Longwan District for business.

Article 11 For approved business trips to Dongtou District (excluding Lingkun Jiedao) requiring a round trip of over four hours, and where return to the University or home for meals is not feasible, meal subsidies may be reimbursed at up to RMB 40 per person per meal, based on the same-day meal invoices (with a maximum of two meals per day, excluding breakfast; where meals are provided at a conference or a training program, meal subsidies are not granted; travelers cannot apply for dinner subsidy at the same time). Business incidentals shall be reimbursed at RMB 30 per person per day (half of the rate is granted when travelling by the University's vehicles). The reimbursement and payment of travel allowance shall be in compliance with the authorized travel request form. Ship tickets shall be reimbursed upon submission of valid invoices. Lodging expenses, where necessary, shall be reimbursed upon submission of valid invoices in compliance with the applicable standards.

Article 12 Employee who already receive lecture remuneration or other forms of work-related allowances shall not be entitled to travel subsidies.

Article 13 Travel expenses incurred due to job transfers, including intercity transportation expenses, lodging expenses, meal subsidies, and business incidentals, shall be reimbursed in a lump sum by the receiving unit. Expenses incurred by the accompanying family members or for household relocation shall be borne by the individual employee.

Article 14 For employees assigned to centralized work arrangements, where meals are provided, meal subsidy standard of the host administrative institution shall be applied, and employees shall not claim reimbursement for meals any more. Where meals are not provided, a per diem rate of RMB 50 per person per day may be granted. Lodging expenses shall not be reimbursed where lodging is arranged. Lodging expenses with valid invoices may be reimbursed at up to 70% of the applicable lodging standard where lodging is not arranged. Business incidentals shall not be reimbursed.

Article 15 Approval from the supervisor is required if employees make detours for personal matters during business trips. Any additional expenses incurred, including food, lodging, and transportation, shall be borne by the individual. Where the transportation cost of the detour is lower than that of the direct route by train or ship, reimbursement may be made based on the actual expenses upon submission of valid invoices.

Article 16 All expenses unrelated to official duties, such as tourist expenses, incurred during business trips, shall be borne by the individual employee.

Article 17 The University shall not assume any costs or liabilities if employees use private vehicles for business trips.

Article 18 Travelers shall submit documentation for reimbursement to the Office of Finance within **two weeks** after returning from the business trip. Expenses incurred at the end of calendar year shall follow the timetable as described in the *Interim Policy of Wenzhou-Kean University on Recognition and Reimbursement of Expenses.*

Article 19 Where provincial or municipal travel expense standards are revised, the corresponding standards of the University shall be adjusted accordingly. Where such revisions have taken effect, but the University's revised policy has not yet been issued, the updated provincial or municipal standards may be applied.

Article 20 This policy shall take effect upon issuance. The Office of Finance shall be responsible for the interpretation of this Policy. The *Policy of Wenzhou-Kean University on Travel Expenses* issued in 2020 is abolished at the same time.

Appendix

Domestic Lodging Standard for Business Trip

Unit: RMB per person per day

<table>
<tr><th colspan="2" rowspan="3">Region
(City)</th><th colspan="3" rowspan="2">Off-Season Rate</th><th rowspan="3">Peak Season Region</th><th colspan="4">Peak Season Standard</th></tr>
<tr><th rowspan="2">Peak Season</th><th colspan="3">Peak Season Rate</th></tr>
<tr><th>Tier 1</th><th>Tier 2</th><th>Tier 3</th><th>Tier 1</th><th>Tier 2</th><th>Tier 3</th></tr>
<tr><td>Beijing</td><td>The whole city</td><td>1100</td><td>650</td><td>500</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">Tianjin</td><td>6 central urban areas, Binhai District, Dongli District, Xiqing District, Jinnan District, Beichen District, Wuqing District, Baodi District, Jinghai District, and Jixian County</td><td>800</td><td>480</td><td>380</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Ninghe District</td><td>600</td><td>350</td><td>320</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="4">Hebei</td><td rowspan="3">Shijiazhuang City, Zhangjiakou City, Qinhuangdao City, Langfang City, Chengde City, and Baoding City</td><td rowspan="3">800</td><td rowspan="3">450</td><td rowspan="3">350</td><td>Zhangjiakou City</td><td>Jul to Sep, Nov to Mar</td><td>1200</td><td>675</td><td>525</td></tr>
<tr><td>Qinhuangdao City</td><td>Jul to Aug</td><td>1200</td><td>680</td><td>500</td></tr>
<tr><td>Chengde City</td><td>Jul to Sep</td><td>1000</td><td>580</td><td>580</td></tr>
<tr><td>Other areas</td><td>800</td><td>450</td><td>310</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="4">Shanxi</td><td>Taiyuan City, Datong City, and Jincheng City</td><td>800</td><td>480</td><td>350</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Linfen City</td><td>800</td><td>480</td><td>330</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Yangquan City, Changzhi City, and Jinzhong City</td><td>800</td><td>480</td><td>310</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Other areas</td><td>800</td><td>400</td><td>240</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Inner Mongolia	Hohhot City	800	460	350					
	Other areas	800	460	320	Hailar District, Manchuria City, and Arxan City	Jul to Sep	1200	690	480
					Erenhot City	Jul to Sep	1000	580	400
					Ejin Banner	Sep to Oct	1200	690	480
Liaoning	Shenyang City	800	480	350					
	Other areas	800	480	330					
Dalian	The whole city	800	490	350	The whole city	Jul to Sep	960	590	420
Jilin	Changchun City, Jilin City, Yanbian,and Changbai Mountain	800	450	350	Jilin City, Yanbian, and Changbai Mountain	Jul to Sep	960	540	420
	Other areas	750	400	300					
Heilongjiang	Harbin City	800	450	350	Harbin City	Jul to Sep	960	540	420
	Other areas	750	450	300	Mudanjiang City, Yichun City, Greater Khingan Range Area, Heihe City, and Jiamusi City	Jun to Aug	900	540	360
Shanghai	The whole city	1100	600	500					
Jiangsu	Nanjing City, Suzhou City, Wuxi City, Changzhou City, and Zhenjiang City	900	490	380					
	Other areas	900	490	360					
Zhejiang	Urban area of Hangzhou	900	500	400					
	Other areas	800	490	340	Zhoushan City	Jul to Oct	960	590	420

Anhui	The whole province	800	460	350					
Fujian	Fuzhou City, Quanzhou City and Pingtan Comprehensive Experimental Zone	900	480	380					
	Other areas	900	480	350					
Xiamen	The whole city	900	500	400					
Jiangxi	The whole province	800	470	350					
Shandong	Ji'nan City, Zibo City, Zaozhuang City, Dongying City, Yantai City, Weifang City, Jining City, Tai'an City, Weihai City, and Rizhao City	800	480	380	Yantai City, Weihai City, and Rizhao City	Jul to Sep	960	570	450
	Other areas	800	460	360					
Qingdao	The whole city	800	490	380	The whole city	Jul to Sep	960	590	450
Hainan	Zhengzhou City	900	480	380					
	Other areas	800	480	330	Luoyang City	Apr to early May	1200	720	500
Hubei	Wuhan City	800	480	350					
	Other areas	800	480	320					
Hunan	Changsha City	800	450	350					
	Other areas	800	450	330					
Guangdong	Guangzhou City, Zhuhai City, Foshan City, Dongguan City, Zhongshan City, and Jiangmen City	900	550	450					
	Other areas	850	530	420					

Shenzhen	The whole city	900	550	450					
Guangxi	Nanning City	800	470	350					
	Other areas	800	470	330	Guilin City, Beihai City	Jan to Feb, Jul to Sep	1040	610	430
Hainan	Haikou City, Sansha City, Danzhou City, Wuzhi 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, Qiongzhong County, and Yangpu Development Zone	800	500	350	Haikou City, Wenchang City, and Chengmai County	Nov to Feb	1040	650	450
					Qionghai City, Wanning City, Lingshui County, and Baoting County	Nov to Mar	1040	650	450
	Sanya City	1000	600	400	Sanya City	Oct to Apr	1200	720	480
Chongqing	9 central urban areas and northern newly developed areas	800	480	370					
	Other areas	770	450	300					
Sichuan	Chengdu City	900	470	370					
	Aba Prefecture, Ganzi Prefecture	800	430	330					
	Mianyang City, Leshan City, and Ya’an City	800	430	320					
	Yibin City	800	430	300					
	Liangshan	750	430	330					
	Deyang City,Suining City,and Bazhong City	750	430	310					

	Other areas	750	430	300					
Guizhou	Guiyang City	800	470	370					
	Other areas	750	450	300					
Yunnan	Kunming City, Dali City, Lijiang City, Diqing Prefecture, and Xishuangbanna	900	480	380					
	Other areas	900	480	330					
Tibet	Lhasa City	800	500	350	Lhasa City	Jun to Sep	1200	750	530
	Other areas	500	400	300	Other areas	Jun to Sep	800	500	350
Shaanxi	Xi’an City	800	460	350					
	Yulin City, Yanan City	680	350	300					
	Yangling District	680	320	260					
	Xianyang City, Baoji City	600	320	260					
	Weinan City, Hancheng City	600	300	260					
	Other areas	600	300	230					
Gansu	Lanzhou City	800	470	350					
	Other areas	700	450	310					
Qinghai	Xining City	800	500	350	Xining City	Jun to Sep	1200	750	530
	Yushu, Guoluo	600	350	300	Yushu	May to Sep	900	525	450
	Haibei, Huangnan	600	350	250	Haibei, Huangnan	May to Sep	900	525	375
	Haidong, Hainan	600	300	250	Haidong, Hainan	May to Sep	900	450	375
	Haixi	600	300	200	Haixi	May to Sep	900	450	300
Ningxia	Yinchuan City	800	470	350					
	Other areas	800	430	330					
Xinjiang	Urumqi City	800	480	350					

	Shihezi City, Karamay City, Changji Prefecture, Yili Prefecture, Altay Prefecture, Bozhou, Turpan, Hami, Bazhou, and Hetian Area	800	480	340					
	Kizilsu Kyrgyz Prefecture	800	480	320					
	Kashi Prefecture	780	480	300					
	Aksu Prefecture	700	450	300					
	Tacheng Prefecture	700	400	300					