



UFCH Staff Travel and Reimbursement Policy

UFCH 工作人员差旅和报销政策

Board Approval Date 理事会批准日期:

1. 目的

此制度旨在为基金会工作人员出差和报销提供规范，促进员工在费用报销环节与财务部门的沟通效率，同时有效控制费用支出。

此制度适用于基金会全部工作人员因工作需要发生的费用，以及因公务需要出差的费用报销。

2. 基本原则

1) 申请和审批

差旅申请应以必须要求到达现场办公为准。差旅事前申请须向基金会执行总监申请审批。

2) 及时和真实

- 费用发生 3 个月内提交报销或批准，每年 12 月份发生的费用，不得晚于次年 1 月底之前报销或批准完，否则予以报销；
- 凭票报销，标准内实报实销；
- 一律凭抬头是基金会全称，合法有效的发票报销费用；
- 如遇特殊情况涉及变动，及时向基金会执行总监报备审批。

3) 报销时间

- 每月报销 2 次，拨款日期同医疗补助金拨款日期，详情请参考基金会得拨款日历。

1. Purpose

The purpose of this policy is to standardize the business travel and reimbursement process for UFCH staff, enhancing the communication between staff and the finance department during the process, as well as to control the expenses effectively.

This policy applies to all staff in UFCH that have expenses incurred due to work needs, as well as expenses for business travel.

2. Basic Principles

1) Application and Approval

Business travel should be only applied when on site business affairs are required. Prior approval of the Executive Director of the Foundation is required for business travel.

2) On Time and Authenticity

- Reimbursement or approval shall submit within 3 months from the incurring. Expenses incurred in December of each year shall be reimbursed or approved within the end of January of the following year, late submission will not be reimbursed;
- Reimbursement is based on receipts and actual expenses within the standards;
- UFCH full name and Tax number presented correctly on the reimbursement supporting documents. Receipts and invoices must be authentic, rational, legitimate and valid.
- Prior approval of the Executive Director of the Foundation is required when any changes or special circumstances raises.

3) Reimbursement schedule

- Reimbursement is scheduled twice a month, on the same date as the charity medical grant reimbursement; please refer to UFCH payment calendar for detail dates.

3. 报销费用的分类

1) 差旅费

主要包括因公出差期间所产生的交通费，住宿费，餐饮费等各项费用，（动车/飞机/公共汽车/出租车/住宿/餐饮）

出差区域	费用项目	限额
一线城市（北上广深）	住宿	RMB500/晚
	当地交通	实报实销
	餐饮	RMB80/天
其他城市	住宿	RMB400/晚
	交通	实报实销
	餐饮	RMB50/天

差旅标准:

- 动车组/高铁：动车/高铁职能选择二等座，如因个人偏好选择一等座或商务座，差价部分由个人承担，特殊情况（如二等座已售罄）提前向领导申请；
- 飞机：原则上飞机票为经济舱；
- 住宿：选择商务型酒店，标间，如有超标请提前向领导审批；
- 若因个人原因取消行程，发生的费用则由个人承担；
- 报销凭证：发票+火车票/登机牌。

2) 招待费

- 每笔招待费应事先得到基金会执行总监的批准；
- 招待餐费的标准：人均不得高于150元/人；
- 每笔招待费均需注明宴请人数，宴请人员，宴请事由，宴请人员中一人的联系电话；
- 报销凭证：发票+费用清单。

3) 办公用品费

- 根据基金会需求进行采购，事先应获得基金会执行总监的审批，在正规渠道进行采购；
- 报销凭证：发票+明细清单，若发票中包含明细清单，只需提供发票即可。

3. Types of reimbursement expenses and standards

1) Travel expenses

Travel expenses includes transportation, accommodation, food and meal expenses incurred during business trips (train/airplane/bus/taxi/accommodation/food)

City	Expense	Standard
First tier cities (BJ,SH,GZ,SZ)	Hotel	RMB500/night
	Ground Transportation	实报实销
	Meals	RMB80/day
Others	Hotel	RMB400/night
	Transportation	实报实销
	Meals	RMB50/day

Standards:

- Train / high-speed train: second-class seat is covered. Staff is responsible to pay the expense difference by himself/herself if personal preference of changing seat to first-class or business seats. Prior approval of UFCH director is required when special circumstances, e.g. second-class seats sold out.
- Flight: economy class seat is covered.
- Accommodation: business express hotel and shared room recommended. Prior approval of UFCH director is required when special circumstances raises.
- Staff is responsible to cover the expenses incurred due to the cancellation of business travel for personal reasons.
- Reimbursement supporting documentation: invoice + train ticket/boarding pass.

2) Business entertainment meals

- Each entertainment meals requires approval of UFCH Executive Director in advance.
- Entertainment meals standard is within 150 RMB per person.
- Each entertainment expense should indicate the number of guest invited, guest name, reason for the invitation, and the contact number of one of the guests invited.
- Reimbursement supporting documentation: invoice + list of expenses.

3) Office supplies

- Order supplies according to the work needs from the UFCH, obtain prior approval from UFCH Executive Director, purchase from official vendors;
- Reimbursement supporting documentation: invoice + itemized list, if the invoice contains an itemized list, only the invoice is required.

4) 市区内出租车，公共交通

- a) 报销凭证：机打小票或发票+行程单；
- b) 若提供机打小票，请按照日期顺序在 A4 纸上粘贴好，并注明相关公务内容，时间，起始地点及报销金额；
- c) 若提供发票和行程单，需在行程单上注明相关公务内容。

5) 快递费

- a) 报销凭证：发票+运单明细
- b) 请在运单明细上注明和接收者的关系，如审计师，个人救助者等。

4. 报销材料的准备

- a) 所有报销材料需以项目为单位并以时间先后的顺序填写在《基金会员工报销清单》和《费用报告》中，若涉及出差，则以出差地点为单位进行材料的准备；
- b) 报销材料的整理顺序：发票，明细清单，其他支持性凭证；
- c) 在每份发票的左下角请按阿拉伯数字顺序标注，此顺序应和《基金会员工报销清单》中的顺序一致；
- d) 《基金会员工报销清单》中按要求填写费用发生的日期，费用明细，项目，类别和分类。

5. 报销流程

- a) 第一次报销的工作人员需填写《银行账户信息》并提交至执行总监处进行审批；
- b) 《基金会员工报销清单》，《费用报告》和相应的报销材料请于规定期限内提交至会计处进行初步审核，审核后由会计提交至执行总监处审批。报销人与费用审批人不得为同一人；
- c) 网上银行申请者与审批者不得为同一人。

4) Ground transportation

- a) Reimbursement supporting documentation: printed invoice or invoice + itinerary
- b) For printed invoice, it needs to paste on A4 paper in the order of the incurring date, and indicate the relevant trip purpose, time, starting place and reimbursement amount.
- c) For invoices and itineraries, it needs to indicate the relevant trip purpose on the itineraries.

5) Courier fees

- a) Reimbursement supporting documentation: invoice + courier list details
- b) It is required to indicate the business relationship of the recipient (e.g. auditor, individual beneficent, etc.) on the courier list.

4. Preparation of reimbursement documents

- a) All reimbursement documents should be filled in the "Foundation Staff Reimbursement List" and "Expense Report" by project in chronological order. If travel is involved, the documents should be prepared by travel location.
- b) Order of reimbursement documents: invoice, itemized list, other supporting documents.
- c) Each invoice should be numbered in the lower left corner, the number matches the order in the Foundation's Staff Reimbursement List
- d) In the "Foundation Staff Reimbursement List", please fill in the date the expense incurred, the breakdown of the expense, the item, the category and the classification as required.

5. Reimbursement process

- a) Staff for the first time of reimbursement should fill out the "Bank Account Information" and submit it to the Executive Director for approval
- b) The "UFCH Staff Reimbursement List", "Expense Report" and related reimbursement documents are submit to the accounting office for preliminary review within the specified time line, then the accountant submit to UFCH executive director for approval. The reimbursement staff and the expense approver must be the different person.
- c) The applicant and the approver of online banking must be different person

相关表格

- UFCH 员工报销流程
- 《基金会员工报销清单》和《费用报告》
- 《银行账户信息》

RELATED FORMS

- UFCH Staff Reimbursement Workflow
- UFCH Staff Reimbursement List & Expense Report
- Bank Account Information

END OF POLICY

政策结束