**中新国际联合研究院国内差旅乘坐交通工具标准**

**Sino-Singapore International Joint Research Institute (SSIJRI)**

**Transportation Guidelines for Domestic Business Travel (in China)**

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|  | **交通工具Modes of Transportation** | | | |
| **人员**  **Personnel** | **火车**  **（含高铁、动车、全列软席列车）**  **Train (high-speed train, bullet train, full-cushioned berth train)** | **轮船**  **（不包括**  **旅游船）**  **Ship (excluding tourist ship)** | **飞机**  **Air** | **其他交通工具**  **(不包括出租小汽车)**  **Other modes of transportation (excluding taxi)** |
| 院士  Academician | 软席（软座、软卧），高铁/动车商务座，全列软席列车一等软座  Soft seat or berth, business class of high-speed train/bullet train, first-class soft seat of the full-cushioned berth train | 一等舱  First Class | 公务舱  Business Class | 凭据报销  Original bill(s) or receipt(s) required for reimbursement |
| 副高职称及以上，新方研究员及以上，院长、副院长及科研主任  Deputy senior and above title, Research fellows and above(Singapore), director, deputy director and research director | 软席（软座、软卧），高铁/动车一等座，全列软席列车一等软座  Soft seat or berth, first class seat of high-speed train/bullet train, the first-class soft seat of the full-cushioned berth train | 二等舱  Second Class | 经济舱  Economy Class | 凭据报销  Original bill(s) or receipt(s) required for reimbursement |
| 其余人员  Others | 硬席（硬座、硬卧），高铁/动车二等座、全列软席列车二等软座  Hard seats (hard cushion seat/hard berth), second class of high-speed train/bullet train, the second-class soft seat of cushioned berth train | 三等舱  Third Class | 经济舱  Economy Class | 凭据报销  Original bill(s) or receipt(s) required for reimbursement |