**中新国际联合研究院出差申请单**

**Sino-Singapore International Joint Research Institute**

**Travel Request Form**

本申请表在出差之前填写，作为出差依据，原件作为报销附件。The request form shall be submitted before the travel. Original bills and receipts are required for reimbursement.

基本信息 GeneralInformation

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | 项目编号/部门编号Project No./DepartmentNo |  |
| 项目名称/部门名称Project Title/Department |  |
| 申请人Applicant |  | 职务/职称Designation |  |
| 申请人Applicant |  | 职务/职称Designation |  |
| 申请人Applicant |  | 职务/职称Designation |  |

出差信息 Travel Information

|  |  |
| --- | --- |
| 目的地Destination |  |
| 出差时间Start and End Date | From(YYYY年/MM月/DD日)to(YYYY年/MM月/DD日) |
| 出差事由Travel Purpose | ☐学术会议Meeting/Conference☐调研Research☐其他请注明Others, please specify: |
| 请提供简要说明，如学术会议名称，调研单位/内容等, 同时提交会议邀请函等作为证明材料Please briefly provide the details of the travel, e.g. Name of the meeting/conference, research activities etc. and provide supporting document such as invitation letter |
| 费用预算ExpensesEstimation |
| 费用类别Expense Categories | 城市间交通费Transportation between cities | 市内交通Transportation within city | 住宿费Lodging | 伙食补贴Meal Allowance | 其他费用Others |
| 金额（元）Amount (RMB) |  |  |  |  |  |
| 说明Specification(if any) |  |  |  |  |  |
| 总计TOTAL (RMB)：\_\_\_\_\_ |

签名及 审批Signature Section & Approval

|  |  |  |  |
| --- | --- | --- | --- |
| 申请人（带队人）Applicant (travel group leader if any) |  | 联络电话ContactNo: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 相关负责人 Approved by |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 财务部门意见Comments byFinance Department: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |

**Form2：公务误餐补贴申请表Request Form for Missed Meal Allowance**

公务误餐补贴申请表

Request Form for Missed Meal Allowance

由于公务原因如加班，会议等造成的误餐，可申请公务误餐补贴

Missed meal allowance will be paid as compensation to those who cannot be relieved from working for a meal, e.g. working overtime, meeting during meal break.

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | 项目编号/部门编号Project No./DepartmentNo |  |
| 项目名称/部门名称Project Title/Department |  |
| 申请人Applicant |  | 职务Designation |  |
| 误餐信息Details of Missed Meal  |
| 误餐日期Date of missed meal点此选择日期Click to choose a date | ☐半天Half Day ☐全天 FullDay |
| 事由说明CauseSpecifications： |
| 申请人Applicant |  | 相关负责人Approved by |  |
| 签Signature |  | 签名Signature |  |