**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 | |  | | |