**境外科研人员来研究院短期工作/交流审批表**

**Application Form for Short-term Work/ Exchange in the Sino-Singapore International Joint Research Institute (For Overseas Researchers)**

基本信息 General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | | |
| 项目编号  Project No. |  | 项目负责人  PI |  |
| 项目名称  Project Title |  | | |
| 申请人  Applicant |  | 申请人职务/职称  JobPosition/Title |  |

行程信息Travel Details

|  |  |  |
| --- | --- | --- |
| 来程信息  Inbound Flight | ☐新加坡到广州Singapore to Guangzhou  ☐其他地区到广州，请注明 Other place of departure to Guangzhou, please indicate:  \_\_ | 点此选择来程日期Click to Choose DepartureDate |
| 返程信息  Outbound Flight | ☐广州到新加坡Guangzhou to Singapore  ☐广州到其他地区，请注明 Guangzhou to other destination, please indicate:  \_\_ | 点此选择返程日期 Click to Choose Return Date |
| 特殊情况说明  Brief Detail of Special Arrangement1 |  | |
| 预计逗留天数（含离、入境当天）：  Estimated days of stay (including arrival and departure days)2 | | 天(Days) |

预计费用估算说明 Expenses Estimation3,4,5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 费用类别Expense Categories | 机票  Airfares6 | 住宿费  Lodging | 补贴  Allowance | 其他费用  Others8 |
| 住宿类别  ☐酒店Hotel  ☐知祥公寓  Zhi Xiang Condo  ☐研究院宿舍  JRI Dormitory | 元/天(RMB/Day)7 |
| 总计天数Duration:  天(Days) |
| 金额（元）Amount (RMB) |  |  |  |  |
| 总计（元）TOTAL(RMB) | | | |  |

签名及审批Signature Section& Approval

|  |  |  |  |
| --- | --- | --- | --- |
| 申请人Applicant |  | 联络电话Contact No: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 相关负责人 Approved by9 | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 财务部门意见Comments by Finance Department: | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 人事部门意见Comments by HR Department: | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |

特殊情况审批 Signature for Special Arrangement

|  |  |  |
| --- | --- | --- |
| 研究院领导 SSIJRI Management | 签名 Signature | 日期 Date (YYYYMMDD) |
|  |  |  |
|  |  |  |
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备注REMARKS:

1. 关于特殊情况的定义：与研究院项目相关的差旅安排，但行程不包含广州时，需要三位院长在审批表相应审批栏中签名。Definition of special arrangement: Trip related to SSIJRI projects but Guangzhou is not one of the destinations require signatures of all three SSIJRI directors.
2. 逗留天数填写说明：入境天数按飞机到达时间，12:00之前到达算1天，12:00之后算0.5天；离境天数按飞机起飞时间，12:00之前按0.5天，12:00之后算1天。To determine “days of stay”: if your flight lands in Guangzhou before 12:00pm, that arrival day will be counted as 1 day, if your flight lands in Guangzhou after 12:00 pm, that day will be counted as half (0.5) day. Similarly, when you leave Guangzhou, if your flight departure time is before 12:00pm, that day will be counted as half (0.5) day, and if departure time is after 12:00pm, it will be counted as 1 day.
3. 本审批表在来研究院之前填写，财务部留存一份作为补贴发放的凭证。根据政府规定，补贴和报销均需中国境内银行账户，相关办理事项请联系研究院财务人员。This approval form shall be submitted before the trip. One copy of the form will be kept by the finance department for allowance disbursement. In accordance to government regulations, a Chinese local bank account is required for allowance disbursement and claim, for such matters, please contact JRI finance department.
4. 行程结束后，报销及补贴的发放需使用中国境内银行卡，如需要办理银行卡，请在入境之后联系财务人员办理。Due to relevant regulations of Chinese government, a Chinese bank account is required for reimbursement and allowance. Please contact JRI Finance department for opening a Chinese bank account.
5. 相关预算费用，在支付时超过500元的，需要使用银行卡转账或其它渠道转账支付并保存好平整，不可使用现金支付。Any payment above 500 RMB **CAN’T** be made by cash. Please keep all invoices/receipts/online transaction records for reimbursement.
6. 由于对于事业单位的相关政府规定，只有中国的航空公司的机票（比如南方航空，中国国际航空，东方航空等）可以报销。Due to relevant government regulations on public institute (JRI), only airfares of airlines of China can be accepted for claim (e.g. China Southern Airlines, Air China, China Eastern Airlines etc.).
7. 每日生活补贴数目请参照您的兼职人员登记表。Please refer to the amount stated in your “Research Staff Information Form”.
8. 其他花销包括交通费用（如出租车）等。Other costs include transportation (e.g. taxi) fee and etc.
9. 审批人员：项目成员的申请表格应由项目负责人/联合项目负责人(如项目成员受雇于联合项目负责人)审批签名；项目负责人/联合项目负责人的申请表格由院长或者副院长审批签名。Approval Person: if the applicant is a project team member, the form shall be approved and signed by the Principle Investigator/Co-Principle Investigator(when the team member is hired by the Co-PI); if the applicant is a Principle Investigator/Co-Principle Investigator, the form shall be approved and signed by one of the Directors.
10. 相关预算费用，在支付时超过500元的，需要使用银行卡转账或其它渠道转账支付并保存好平整，不可使用现金支付。Any payment above 500 RMB **CAN’T** be made by cash. Please keep all invoices/receipts/online transaction records for reimbursement.