**中新国际联合研究院补贴发放表**

**Sino-Singapore International Joint Research Institute**

**Allowance Form**

基本信息General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | | |
| 项目名称  Project Title |  | | |
| 项目编号  Project No. |  | 项目负责人  PI |  |
| 申请人  Applicant |  | 职位  Designation |  |
| 身份证/护照号码  Passport/China IC No |  | 联络电话  Contact No |  |

工作时间明细Working Days Details

|  |  |
| --- | --- |
| 开始日期 Start Date点此选择日期Click to choose a date | 开始时间 Start Time(HHMM): |
| 结束日期 End Date点此选择日期Click to choose a date | 结束时间 End Time (HHMM): |
| 总天数Total Days 1 (Days): | 补贴标准Allowance Rate:(RMB/Day) |
| 补贴总计Total Allowance (RMB) | |
|  |

银行账户信息Bank Account Details 2

|  |
| --- |
| 银行名称Bank Name: |
| 支行名称 Bank Branch: |
| 账户所有人姓名Bank Account Holder : |
| 银行账号 Bank Account No: |

签名及审批Signature Section & Approval

|  |  |  |  |
| --- | --- | --- | --- |
| 申请人Applicant |  | 联络电话ContactNo: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 负责人 Approved by 3 | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |

注释Remarks

1: 怎样计算总天数How to calculate the total working days

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time:  开始时间 | Before 1200 hr - 1 working day 中午12点之前开始，按1个工作日计算 | End Time 结束时间 | Before 1200 hr - 0.5 working day 中午12点之前结束，按0.5个工作日计算 |
|  | After 1200 hr - 0.5 working day 中午12点之后开始，按0.5个工作日计算 |  | After 1200 hr - 1 working day 中午12点之后结束，按1个工作日计算 |

2: 如已向研究院提供过银行信息，将无需在此再次填写You can leave it blank if JRI already has your bank information

3.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; if the applicant is a Principle Investigator/Co-Principle Investigator, the form shall be approved and signed by one of the Directors.