**中新国际联合研究院公务误餐补贴申请表**

**Sino-Singapore International Joint Research Institute**

**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./Department No | | |  |
| 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 Full Day | | | | | |
| 事由说明Cause Specifications： | | | | | |
| 申请人Applicant |  | | | 相关负责人Approved by | |  | | |
| 签Signature |  | | | 签名Signature | |  | | |