EASTERN INSTITUTE OF TECHNOLOGY, NINGBO

# Financial Reimbursement Guide – Travel Application & Reimbursement

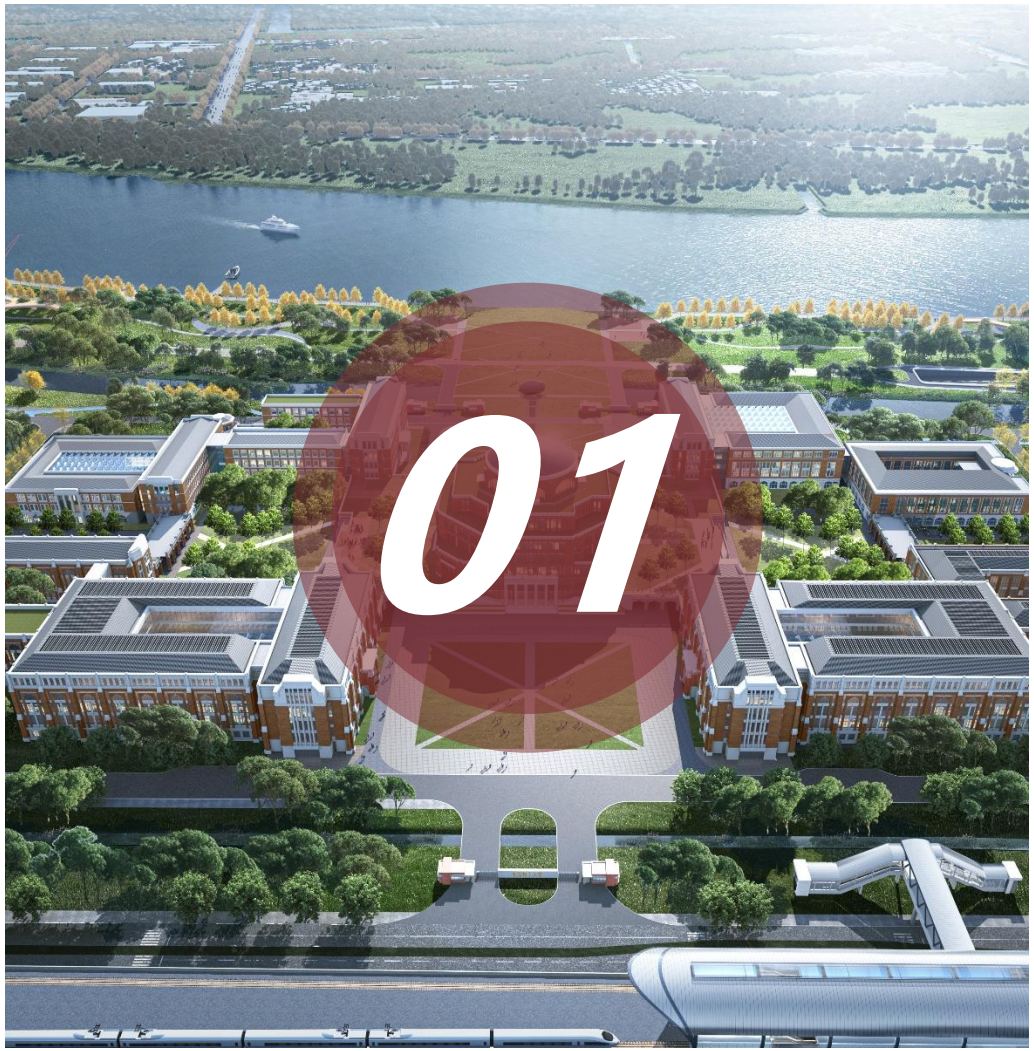
*2026-6-25*



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# Agenda

1. Applicable Business Scenarios & Reference Standards
2. Travel Application & Reimbursement Flow Chart
3. Notes for the Travel Expense Reimbursement Form
4. Required Materials for Travel Expense Reimbursement




# Applicable Business Scenarios and Reference Standards

# Business Travel Scenarios & Standards Reference

Transportation and accommodation for expert visits invited by research project teams may be covered under travel expenses.

| Business Scenario | Travel Application & Reimbursement Form | Standards Reference / Other Notes |
|---|---|---|
| Flight, high-speed rail and coach expenses during the trip (incl. aviation fuel surcharge, refund & rebooking fees) | Intercity transportation | Follow the "Domestic & Overseas Travel Expense Standards" |
| Accommodation expenses during the trip | Accommodation | Follow the "Domestic & Overseas Travel Expense Standards"; reimburse actual costs within the specified caps |
| Official vehicle / rental car avel | Car rental | Official vehicles: follow the "Official Vehicle Management Measures" |
| Self-driving travel | Mapped to intercity transport, other, etc. based on the expense content | Follow the "Reimbursement Rules for Self-driving Business Trips" |
| Meal & transportation allowance during the trip | Meal & local transport allowance, public miscellaneous (overseas) & meals (overseas) | Follow the "Domestic & Overseas Travel Expense Standards"<br>Special cases: executed separately per on-campus notices |
| Transportation between destination and airports / HSR / coach stations | Taxi fares to/from stations | Reimburse actual costs |
| Other travel expenses (e.g. visa) | Other | Reimburse actual costs |

# Transportation Class Standards

| 类别 | 人员范围 | 火车（含高铁、动车、全列软席列车） | 轮船（不包括旅游船） | 飞机 | 其他公共交通工具（不包括出租汽车） |
|---|---|---|---|---|---|
| 一类 | 行政职等一级 | 据实报销 | | | |
| 二类 | 教研职等一级；行政职等二级 | 火车软席（软座、软卧），高铁/动车商务座，全列软席列车一等软座 | 一等舱 | 头等舱*，公务舱 | 凭据报销 |
| 三类 | 教研职等二、三级 | 火车软席（软座、软卧），高铁/动车商务座***、一等座，全列软席列车一等软座 | 一等舱 | 头等舱**，公务舱***，经济舱 | 凭据报销 |
| 四类 | 教研/行政职等五级及以上 | 火车软席（软座、软卧），高铁/动车一等座，全列软席列车一等软座 | 一等舱 | 经济舱 | 凭据报销 |
| 五类 | 其他人员 | 火车硬座（硬座、硬卧），高铁/动车二等座，全列软席列车二等软座 | 三等舱 | 经济舱 | 凭据报销 |

* First class is allowed only on flights without business class.

** Allowed only when the funding source is self-raised research funds (excluding university research startup funds) or donations for special purposes, and only on flights without business class.

*** Allowed only when the funding source is self-raised research funds (excluding university research startup funds) or donations for special purposes.

Special cases: Chair Professors (academic rank II) may use university funds (incl. research startup funds) to cover business-seat train tickets and business-class flights within one year of onboarding.

# Accommodation Standards

- Accommodation standards fall into 5 categories by staff rank [see the Annex of the "Travel Expense Management Measures (Revised)"]; within the approved travel days and the specified accommodation caps, travelers may use the accommodation budget flexibly based on actual stay days.

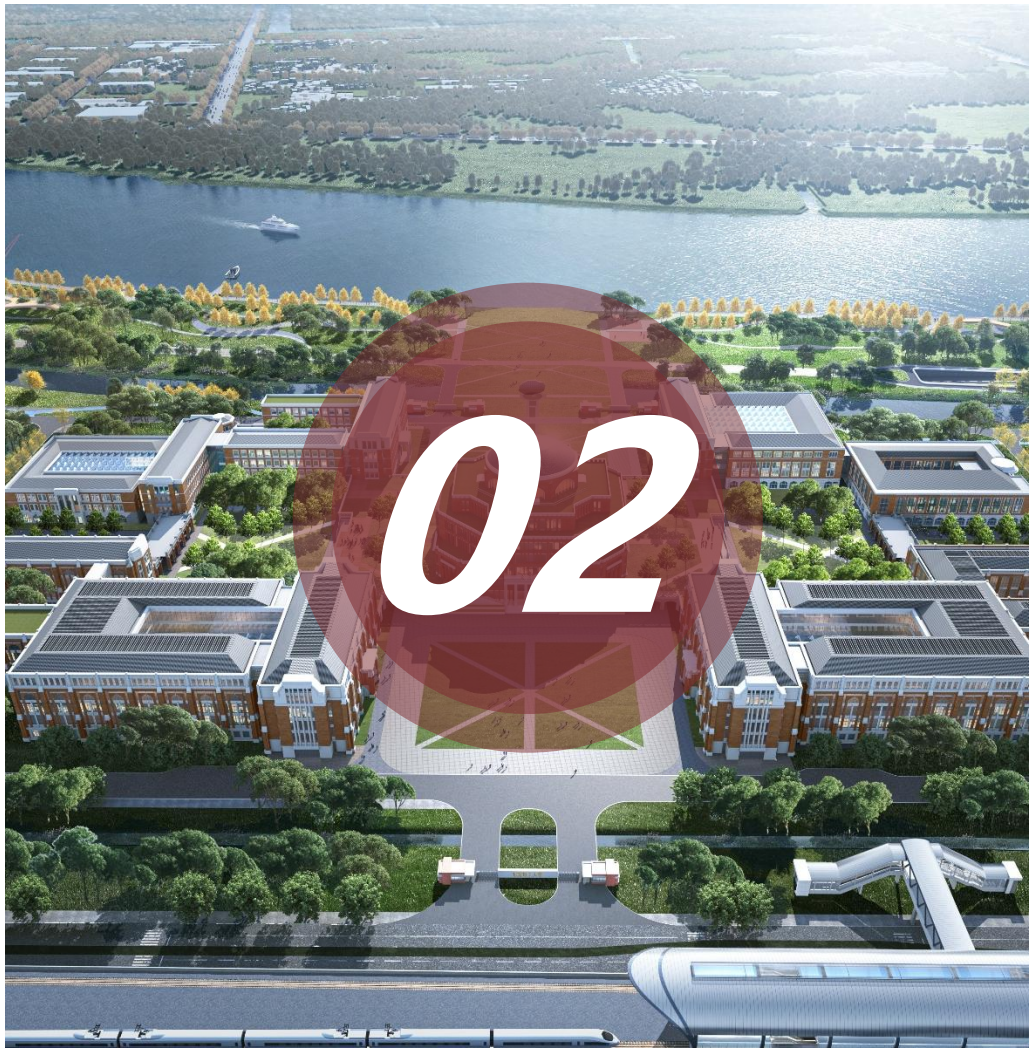
Where to find it:

Log in to the Expense Control System on PC: My Workbench - Message Box - Announcements - search "Travel Expense"



# Travel Allowance Standards

1. Domestic meal & transportation allowance: RMB 200 / person / day;
2. Overseas meal allowance & public miscellaneous allowance: see the Annex of the "Travel Expense Management Measures (Revised)";
3. If the host organization provides meals during the trip, the allowance is reduced accordingly;
4. If hospitality meals occur during the trip, the allowance for that day is reduced accordingly;
5. If official vehicles, car rentals or self-driving are used during the trip, the transportation allowance for that day is reduced accordingly;
6. For research projects and research startup funds, the allowance may be reduced within the policy standards per the rules of the PI, department head, etc., based on the group, faculty and the actual situation of this trip




## Travel Application & Reimbursement

# Flow Chart

# Travel Application & Reimbursement Flow Chart

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## Travel booking:

1. Book preferentially with the framework suppliers contracted by the university
2. You may book on your own, but must provide a price-comparison sheet from a framework supplier to prove your price is lower

**1 Travel Application**

**2 Official Vehicle Application**

**3 Advance Payment**

(2) and (3) apply as needed

**4 Travel Reimbursement**

**5 Business Review**

The business-line approver reviews and approves the authenticity of the trip and the reasonableness of the expenses.

**6 Finance Review**

Finance reviews the compliance of the reimbursement documents, invoice authenticity, reimbursement standards, etc.

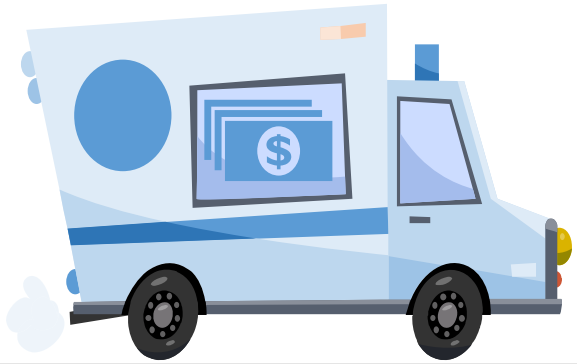
At launch, finance review is placed before business review

**7 Collection**

After finance review, documents marked "No printing" are collected automatically; documents marked "Print required": full paper materials must be submitted.

**8 Payment**

After successful payment, the "Electronic Bank Receipt" can be viewed under the document in the Expense Control System.



# Document Collection – Cases Requiring Printed Paper Materials

When the materials attached to the submitted reimbursement form include, but are not limited to, the following cases, the document will be marked as "Print required":

1. Paper invoices (including but not limited to paper taxi receipts, paper train tickets, etc.)
2. Receipts (fiscal paper receipts, company-issued paper receipts, etc.)
3. Overseas remittance form (when paying an overseas bank account, obtain the Overseas Remittance Form from Finance accounting and fill it in as fact)
4. Overseas paper receipts (if truly unavailable, provide a copy marked with explanation and signature)
5. Other cases where finance reviewers judge paper materials are required




The reimbursement form has passed business & finance review. If paper materials are required before payment, the system pushes a collection notice.

Prepare the full set of materials, including but not limited to: reimbursement form, prior approval form, contract, warehousing receipt, expense list, paper invoices, e-invoices, etc.

Submit the full set of materials to the Finance Department; the accountant confirms collection. After success, the document status shows "Collected".

After finance confirms collection, the payment stage begins.




# Reimbursement Form Filling Notes

# Reimbursement Form Notes – Non-consecutive Itineraries

When only one type of intercity transportation or accommodation expense appears in a travel expense reimbursement, the system will prompt for an explanation: fill in the remarks, manually select "Pass" for the check result, save and then submit.

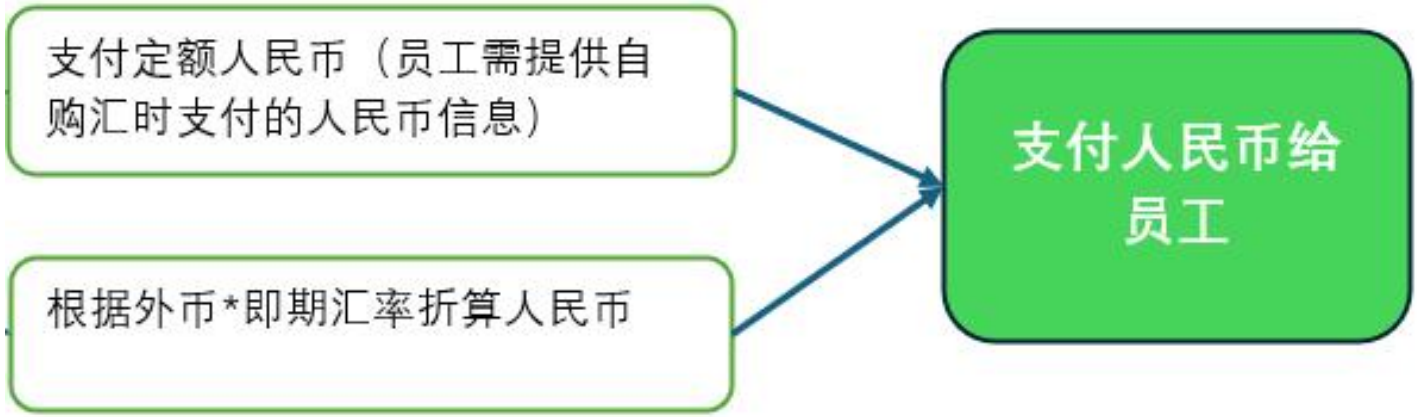



When the travel reimbursement has non-consecutive itineraries, e.g. outbound: June 1 Ningbo to Beijing, return: June 4 Shanghai to Ningbo, the submitter must explain the non-consecutive itinerary in the remarks of one of the expense lines.

# Reimbursement Form Notes – Foreign Currency Expenses

- For overseas trips, foreign-currency expenses not covered by the travel allowance: choose one of the following

1. Fill in the form in RMB, entering the RMB amount the employee paid for currency purchase (upload a screenshot of the RMB payment info as an attachment)
2. Fill in the form in foreign currency; the system automatically converts to RMB by the exchange rate



# Reimbursement Form Notes – Guangda

- For reimbursement of travel booking fees made by the "Guangda" agency, the payment info in the Expense Control System must include the supplier - Ningbo Guangda Air Ticketing Co., Ltd. expense amount and the Guangda settlement number; the system defaults to "lump-sum settlement" (do not modify it).






# Required Materials for Reimbursement

# Required Materials for Travel Expense Reimbursement

Travel Application Form: during the transition period, download the approved application form from DingTalk and upload it as an attachment; if initiated in the Expense Control System, link it directly.

Financial Statement: if a financial statement is additionally required for special cases, initiate the approval in the Expense Control System and link it.

| Expense Category | Invoice | Expense Details | Other Materials |
|---|---|---|---|
| Intercity transportation | √ | If the invoice lacks passenger/itinerary info, additionally provide the itinerary / order | Boarding passes for overseas itineraries |
| Accommodation | √ | Hotel folio (not required if the invoice already shows the guest and stay info) | |
| Flights, HSR & accommodation booked via Guangda | None | Itemized statement stamped by Guangda | |
| Car rental | √ | Car rental settlement (for rentals outside the university framework suppliers, note the situation in the remarks of the reimbursement form) | Official vehicle approval form PDF |
| Self-driving | √ | Screenshot from a map app showing the route and mileage; toll-road itinerary (not required if the toll invoice contains the relevant info) | Self-driving approval form PDF |
| Meal / transport / public miscellaneous allowance | None | / | |
| Taxi fares between stations | √ | Taxi itinerary | |
| Training / conference registration fee | √ | Conference / training notices with fee info | |
| Other | √ | Expense detail list | |

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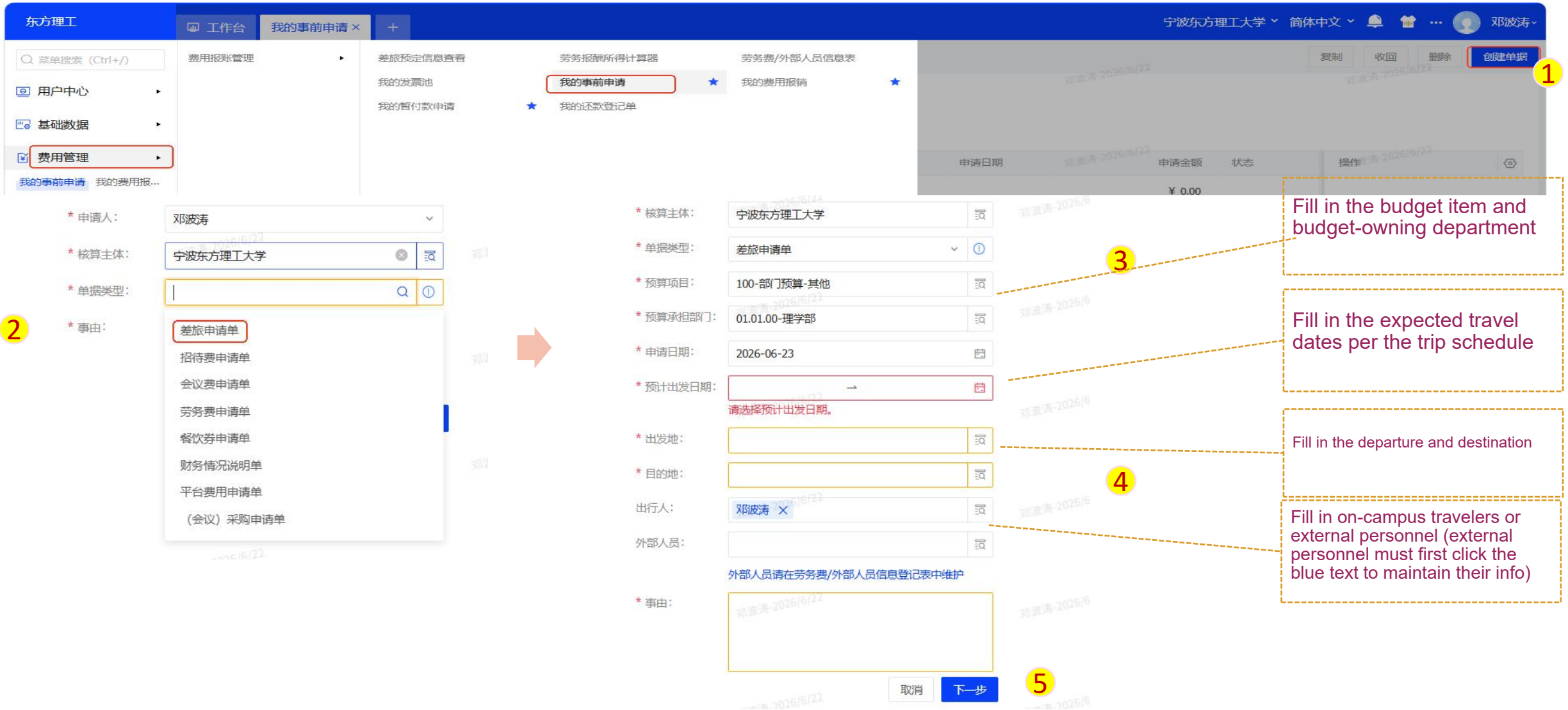
# System Operation Guide – Travel Application & Reimbursement

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# Create Travel Application Form (1/4)

1. Expense Management -> My Prior Applications -> click "Create Document" -> select the document type as needed, edit the reason -> click "Next"



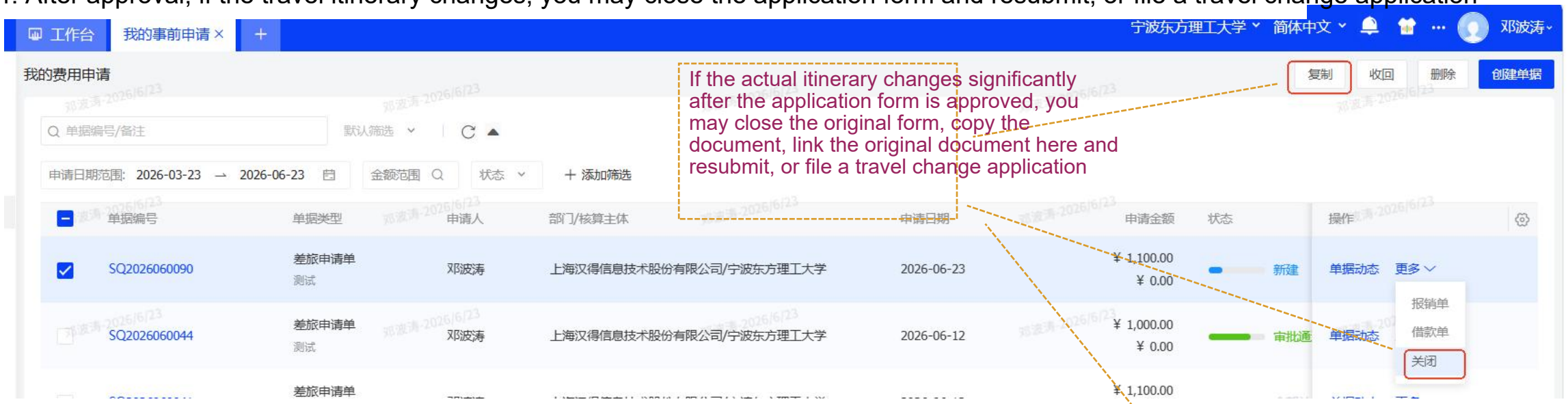
# Create Travel Application Form (2/4)

2. Click the "New" button in "Document Info", fill in the budget item, budget-owning department, amount, etc., then click "Save"
3. Upload attachments as needed; after all document info is completed, click "Submit for Approval" at the top right



# Create Travel Application Form (3/4)

4. After approval, if the travel itinerary changes, you may close the application form and resubmit, or file a travel change application





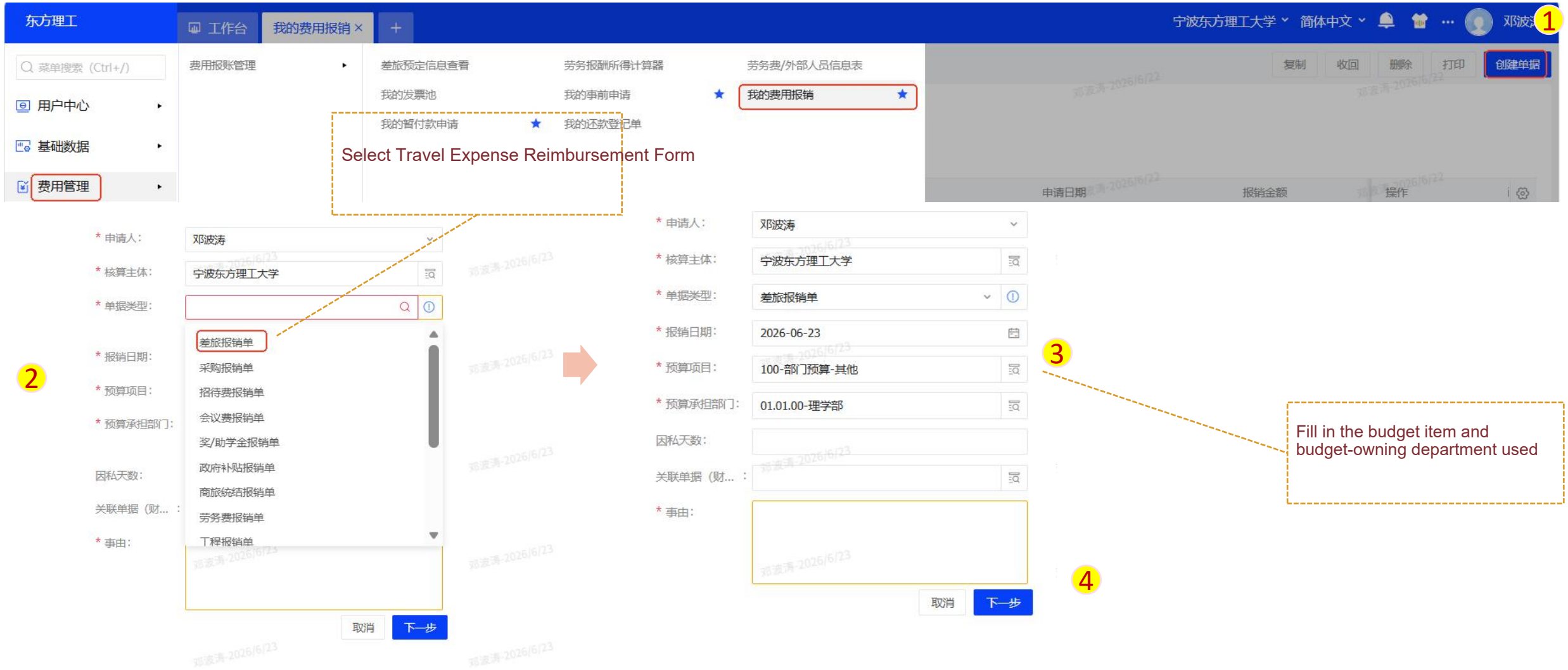

# Create Travel Application Form (4/4)

4. After approval, if the travel itinerary changes, you may close the application form and resubmit, or file a travel change application; after filling in the travel change reason and saving, you can maintain the travel info again and submit for approval



# Create Travel Expense Reimbursement Form (1/4)

1. Expense Management -> My Expense Reimbursement -> click "Create Document" -> select the document type as needed, edit the reason -> click "Next"



# Create Travel Expense Reimbursement Form (2/4)

2. Click the [Add], [Import from Application], [Import from Invoice Pool], [Manual Invoice Entry], [Invoice Upload] buttons at the top right of "Expense Info", maintain the details of the expenses to be reimbursed, then click Save.




**Notes:**

1. **Add: create expense line details manually, then link application lines and invoices as appropriate.**
2. **Import from application: select the corresponding travel application lines to import and link**
3. **Import from invoice pool: start reimbursement from invoices saved in your invoice pool**
4. **Manual invoice entry / Invoice upload: add invoice info directly on the document page, then fill in expense item, reimbursable amount, etc.**
5. **Import: for many expense lines, download the import template via the import function, fill in the expense info and import.**

# Create Travel Expense Reimbursement Form (3/4)

2. Click the [New], [Import from Invoice Pool], [Manual Invoice Entry], [Invoice Upload] buttons at the top right of "Expense Info", maintain the details of the expenses to be reimbursed, then click Save.




6




After importing from the application, the basic info of the application is brought into the reimbursement form

When importing invoices, the info recognized in the invoice is automatically brought into the expense lines

Note: for intercity transportation and accommodation, to verify travel standards, one expense line can only link one invoice; if there are multiple invoices, split the expense lines.

# Create Travel Expense Reimbursement Form (4/4)

3. If there is a prior advance payment to write off, click "Details" under "Payment Info", enter the write-off amount for this time and click "Write Off".




**Notes:**

1. **Delete: delete the current document.**
2. **Document log: preview the approval workflow after submission via this button before submitting.**
3. **Submit for approval: if no advance payment needs to be written off, fill in expense info, link invoices, upload required attachments, then submit for approval directly.**

**Note: all submitted application forms occupy budget. If the expenses of an application form have been linked and reimbursed, the applicant must close the application form to release the budget.**

# Application Form Closing Page

Expense Management > My Prior Applications, select the document row "More", click Close




**Note: only approved prior applications can be closed. If the linked reimbursement form or advance payment form has not completed approval and payment, closing is not allowed.**

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# THANKS

## Thank You

*2026.6.25*

