EASTERN INSTITUTE OF TECHNOLOGY, NINGBO

Finance & Expense Control Management System – Phase I Launch

2026.6

Expense Control System Project Team:

- **Finance Office**
- **Information Technology Office**
- **HAND Enterprise Solutions Co., Ltd.**



Agenda

1. Initial objectives and key go-live milestones
2. Overview of the reimbursement process
3. Selecting the right expense control forms
4. Reimbursement checklist and invoicing information



Initial Objectives

- ✓ Simplify form filling (budget codes and budget departments become optional)
- ✓ Documents without paper requirements can be paid after approval, with no paper submission
- ✓ Invoices are verified automatically against the tax system – no manual verification
- ✓ Faster payment after reimbursement approval

- ✓ Gradual rollout of automated budget balance control

Key Milestones for the Expense Control System Go-Live

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Jun 25

DingTalk Forms Partially Disabled

No new DingTalk requests allowed

Documents already in the approval flow can continue to be processed

Pre-event Applications (Disabled

1. Expert / expert-fee applications
2. Student stipend applications
3. Official reception approvals
4. Business trip approval – domestic
5. Business trip approval – overseas
6. Financial statement

Expense Reimbursement (Disabled):

1. Reimbursement or payment
2. Travel expense – domestic
3. Travel expense – overseas
4. Welfare invoice pre-filing
5. Internal transfer form

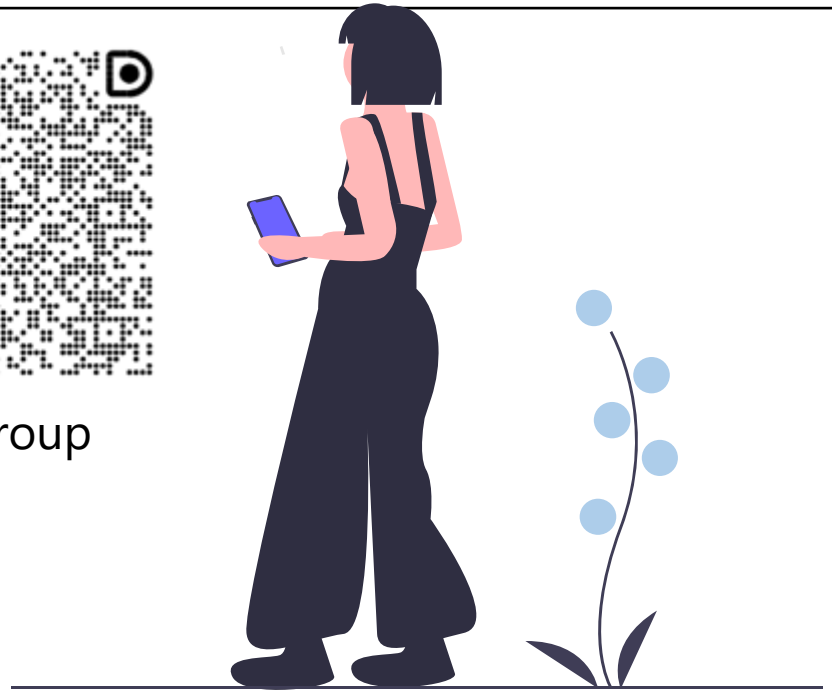
Advance Payment Application (Disabled): loans, repayment extension, deposit payments

Jun 26

Expense Control System Officially Launched

On-site help desk: Office Building 414

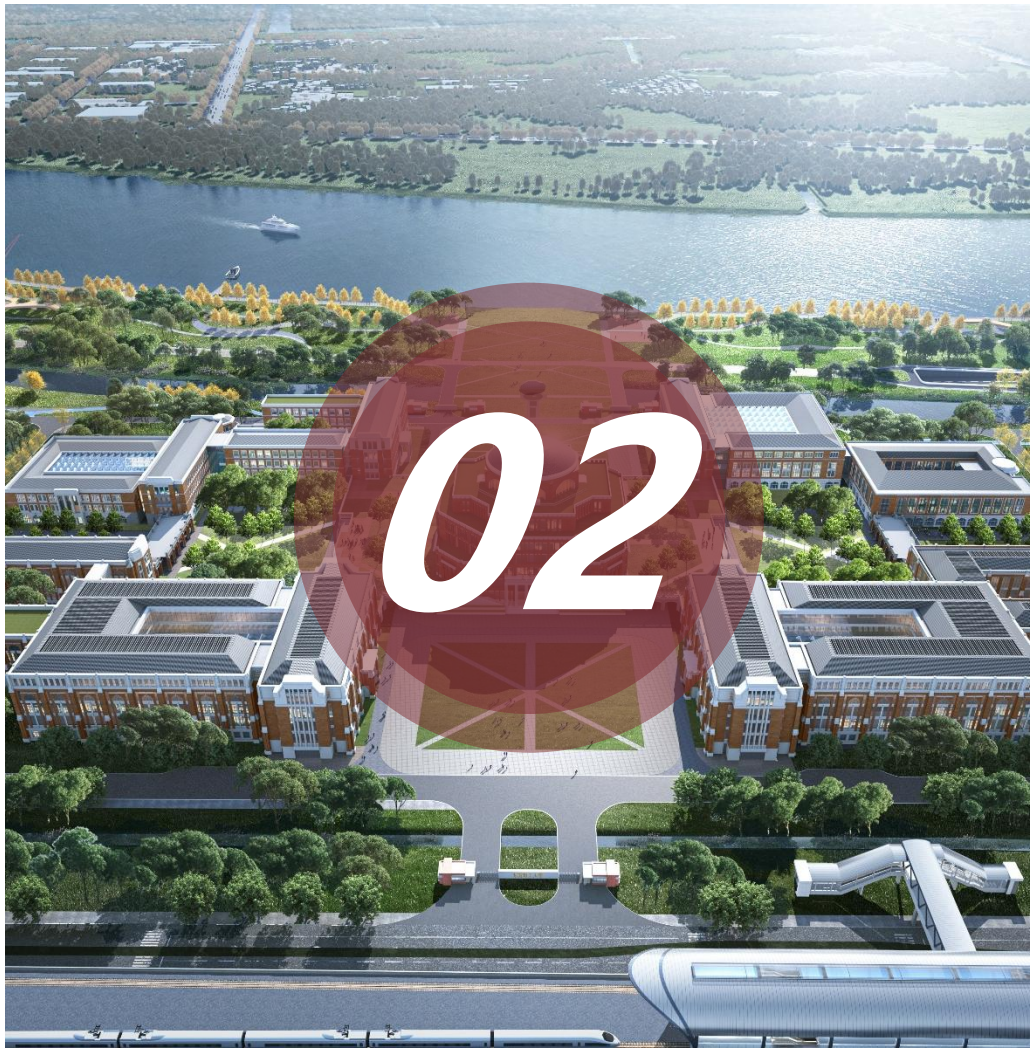
DingTalk Help Group



Jul 10

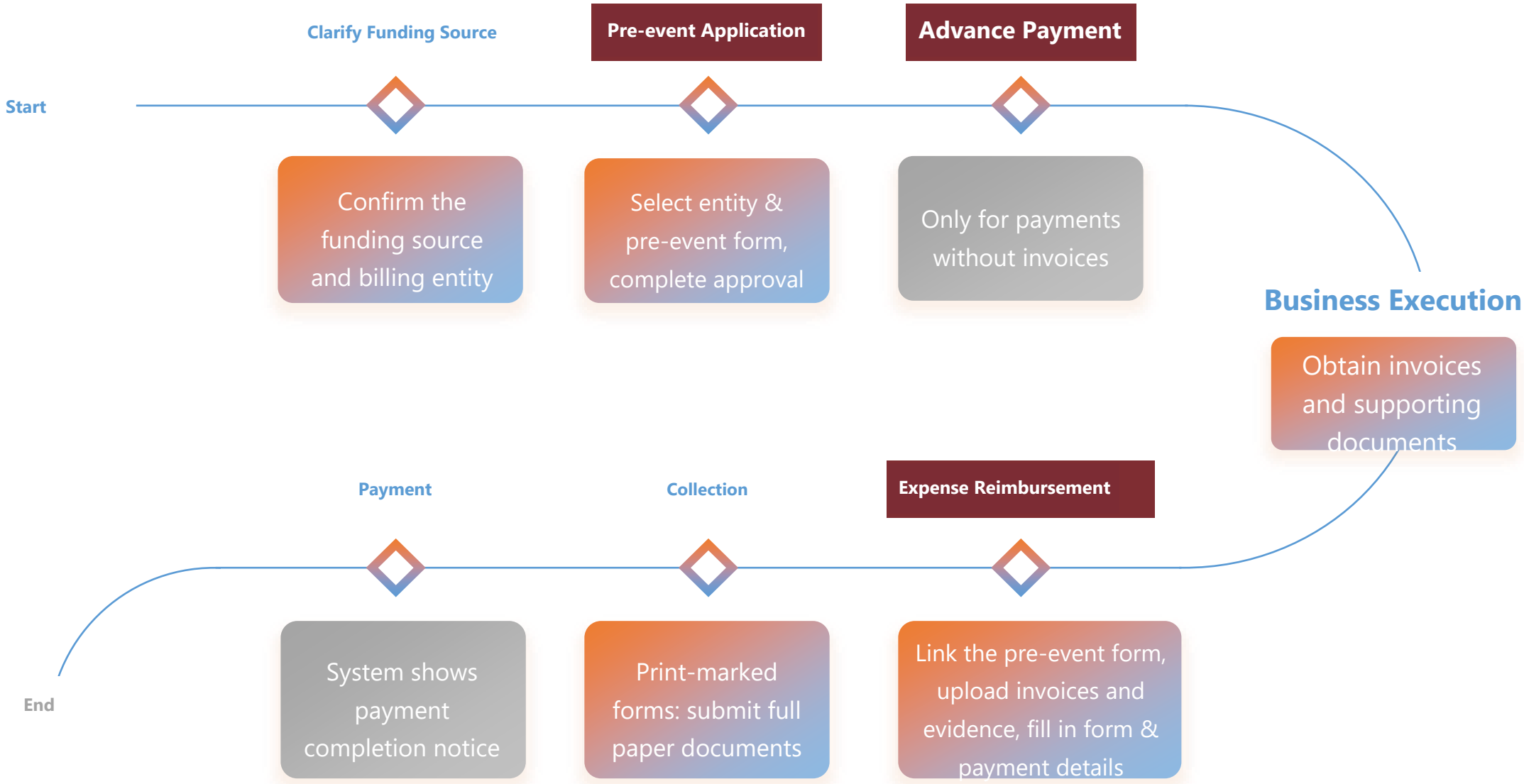
Stop Accepting DingTalk Forms

By July 10, submit reimbursement forms already approved in DingTalk (unpaid) and related materials to the Finance Office.

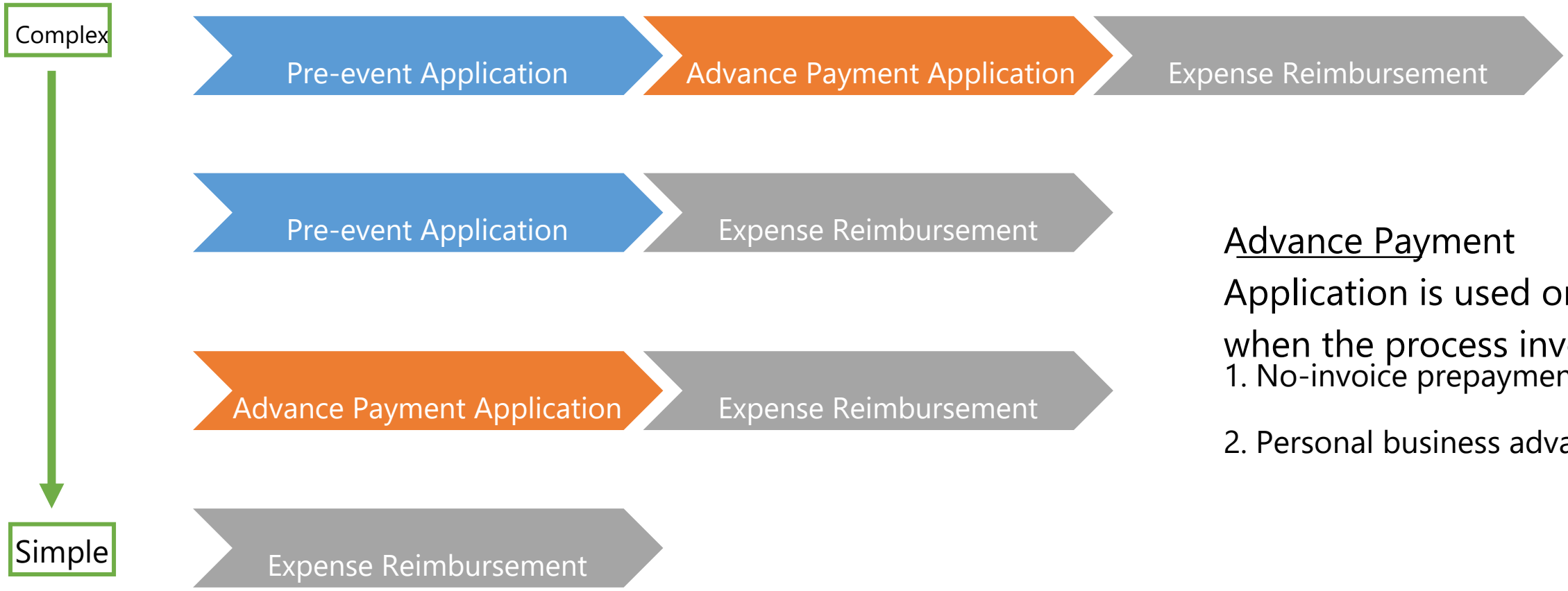


Reimbursement Process Overview

End-to-End Application & Reimbursement Process



Common Business Process Flows



Advance Payment Application is used only when the process involves:

1. No-invoice prepayments
2. Personal business advances



Selecting the Right Expense Control Forms

Expense Control Forms for Common Business Scenarios

Business Scenario	Pre-event Application	Expense Reimbursement	Special Notes
Business trip expenses	Travel Application Form	Travel Reimbursement Form	For trips to attend conferences or training, use travel-type forms.
Official reception expenses	Reception Application Form	Reception Reimbursement Form	
Service fees paid to off-campus personnel	Service Fee Application Form	Service Fee Reimbursement Form	Student service fees & RA stipends use service-fee forms
Expenses for conferences or events hosted by the University	Conference Application Form	Conference Reimbursement Form	
Procurement of goods or services of CNY 5,000 and above	Procurement Application (DingTalk or Procurement System)	Procurement Reimbursement Form	
Goods/services procurement under CNY 5,000 and other reimbursements not needing a pre-event application	None	Daily Expense Reimbursement Form	For conference registration or training fees reimbursed alone, use the Daily Expense Reimbursement Form

Expense Control Forms for Special Business Scenarios

Business Scenario	Pre-event Application	Expense Reimbursement	Special Notes
Collection-settled expenses	None	Daily Expense Reimbursement Form	Payment method: select "Collection"
Payment of government-awarded personal rewards or subsidies	None	Government Subsidy Reimbursement Form	
For refunding collected deposits or performance bonds	None	Refund Application Form	
Centralized settlement payments by responsible departments	As required by the responsible department	Business Settlement Reimbursement Form	e.g., canteen meal vouchers settled by the Dining Center; dispatched-staff costs settled by HR
Platform centers submit platform settlement data	Platform Application Form	Campus Platform Settlement Form	No actual payment involved. e.g., Supercomputing Center and public research platform settlements.
Special cases that do not comply with rules but require reimbursement	Financial Statement	Select the reimbursement form by business type	



Reimbursement Materials Checklist and Invoicing Information

Common Reimbursement Materials

Reimbursement Form	Pre-event Form	Invoice	Expense Bills	Other Materials
Travel Reimbursement Form	√	√	Itinerary, hotel bills, etc.	Conference/training invitation; self-drive application
Reception Reimbursement Form	√	√	Itinerary, hotel bills, menus, etc.	Car rental application
Service Fee Reimbursement Form	√	√*	None	None
Conference Reimbursement Form	√	√	Itinerary, hotel bills, menus, etc.	Attendance sheet; car rental application
Procurement Reimbursement Form	√	√	Order/contract; expense bills	Asset registration form
Daily Expense Reimbursement Form	None	√	Order/contract; expense bills	Asset registration form

Invoicing Information of EIAS and EIT

The corresponding entity **must issue invoices with the matching title**; see the QR codes below for invoice details (scan and save via WeChat)

Name: Eastern Institute of Technology, Ningbo

Tax ID: 12330200MB1Q244114

Address: 2911 Haijiang Ave., Jiaochuan St., Zhenhai Dist., Ningbo, Zhejiang

Tel: 0574-86603333

Bank: CCB Ningbo Zhenhai Sub-branch

Account No.: 33150198403609888888

Eastern Institute of Technology, Ningbo

Name: Eastern Institute for Advanced Study, Ningbo

Tax ID: 52330200MJ8953980K

Address: Rm 210, Fl 2, S&T Entrepreneurship Bldg, Ningbo Univ. Science Park, 777 Zhongguan West Rd, Zhenhai, Ningbo

Tel: 0574-86603333

Bank: Ping An Bank Ningbo Zhenhai Sub-branch

Account No.: 15249659570098

Ningbo Eastern Institute for Advanced Study

宁波东方理工大学
EASTERN INSTITUTE OF TECHNOLOGY, NINGBO

THANKS

Thank You

