EASTERN INSTITUTE OF TECHNOLOGY, NINGBO

Financial Reimbursement Guide –

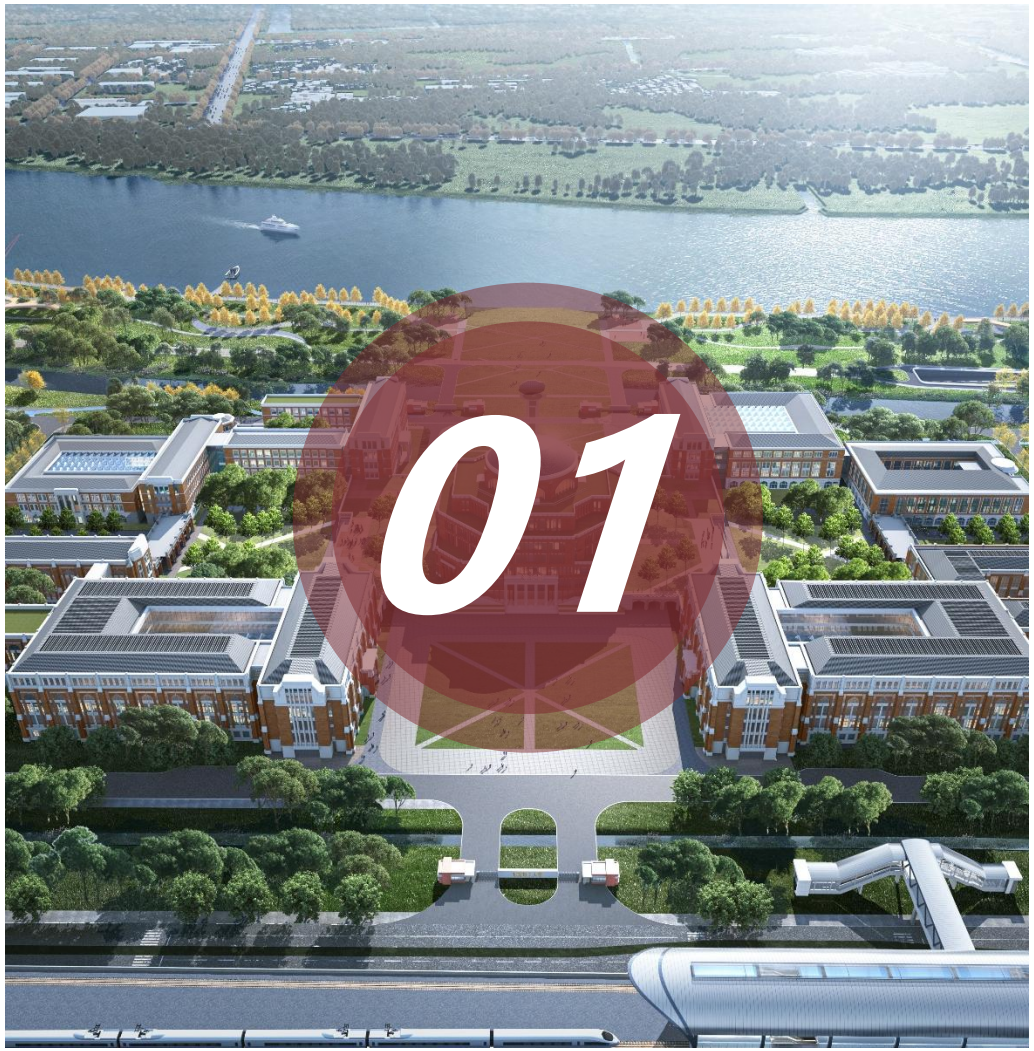
Entertainment Application & Reimbursement

2026-6-25



Agenda

1. Applicable Scenarios & Standards
2. Entertainment Application & Reimbursement Flow Chart
3. Key Notes for Entertainment Reimbursement
4. Required Materials for Entertainment Reimbursement



Applicable Business Scenarios and Reference Standards

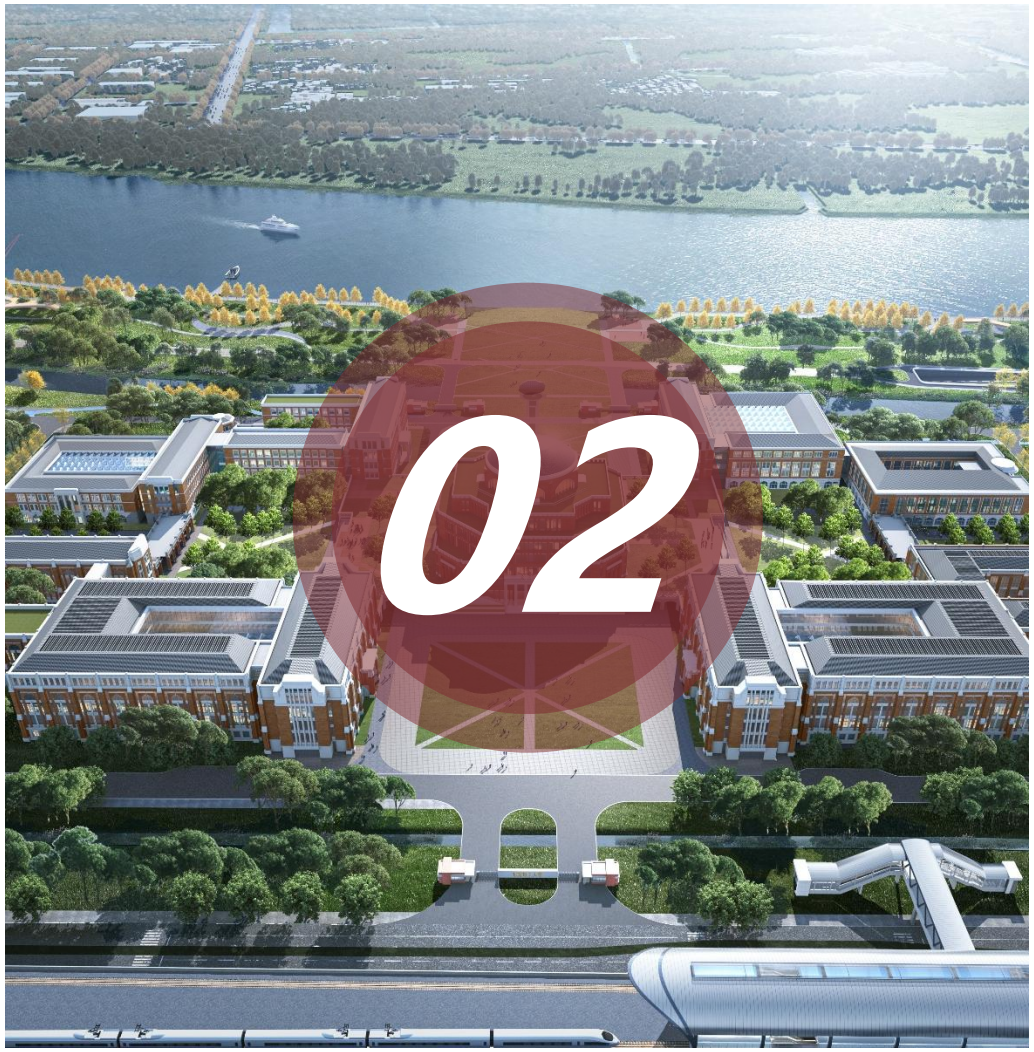
Business Scenarios & Standards Reference

Scenario	Entertainment Application & Reimbursement Form	Standards Reference / Other Notes
Cover the intercity transportation of visiting guests	Entertainment - Intercity Transport	Follow the "Domestic & Overseas Travel Expense Standards"; reimburse actual costs within the specified caps
Cover the accommodation of visiting guests	Entertainment - Accommodation	Follow the "Domestic & Overseas Travel Expense Standards"; reimburse actual costs within the specified caps
Local transportation incurred for receiving visiting guests	Local Transportation	If official vehicles are needed, follow the "Official Vehicle Management Measures"
Working meals for receiving visiting guests	Entertainment - Working Meal	No more than RMB 60 per meal; if applied and consumed via the on-campus meal-voucher system, no entertainment application / reimbursement is needed.
Buffet / sit-down meals for receiving visiting guests	Entertainment - Buffet / Sit-down Meal	Follow the meal standards of the "Official Reception Management Measures (Revised)" according to rank.
Other entertainment expenses (e.g . tea, etc.)	Entertainment - Other	Arrange reasonably; reimburse actual costs

Entertainment – Buffet / Sit-down Meals

- The number of accompanying hosts must not exceed 1/3 of the number of guests (for 10 guests or fewer, no more than 3 accompanying hosts);
- Lunch is generally a working meal; in special cases (e.g. guests returning in the afternoon), a sit-down lunch is allowed, but it must be explained in the reimbursement form, and only one sit-down meal is allowed per day;
- Guest meals are generally arranged at on-campus dining halls (canteen & Kaiyuan). If off-campus dining is truly necessary, the reimbursor must explain the situation in the reimbursement form;
- When using administrative funds (incl. research startup funds), if the reception meal standard is exceeded, the excess shall be borne personally.

类别	来宾范围或参照类别	最高限额 单位：元/人次
一类	诺奖获得者、院士或相当层级的来宾； 或行政职等一级（或相应级别）出席的接待	220
二类	省部级领导；董事会、监事会、顾问委员会中的校外成员；讲席教授、杰青、长江特聘或相当层级的来宾；或行政/教研职等二级及以上(或相应级别)出席的接待(注：包括讲席讲授，学校副校长、校长特别顾问、其他校务会成员等)	
三类	厅局级领导； 或行政/教研职等五级及以上(或相应级别)出席的接待(注：包括长聘准聘系列的教授、副教授、助理教授，其他高级专业技术人员、各部门中层以上人员)	150
四类	其他人员（注：包括主管、主办等一般职员）	100



Entertainment Application & Reimbursement

Flow Chart

Entertainment Application & Reimbursement Flow Chart

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1 Entertainment Application

Approval level by level according to the reception type and funding source

2 Official Vehicle Application

3 Advance Payment Application

(2) and (3) apply as needed

4 Entertainment Reimbursement

5 Business Review

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

6 Finance Review

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

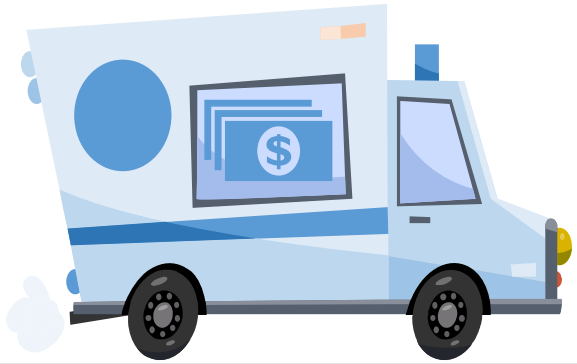
At launch, finance review is placed before business review

7 Document Collection

Documents marked "No printing" after finance review 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.



Key Notes

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• Vertical project funds may not cover entertainment expenses, i.e. when submitting the entertainment application / reimbursement form, do not select a vertical project fund item as the budget item.

• Intercity transport and accommodation for expert visits invited by research project teams may be covered under travel expenses. If so, submit the corresponding travel expense application and reimbursement forms.

• When using on-campus funds (incl. research startup funds), exceeding the reception meal standard is strictly prohibited.

Reimbursement Form Notes – Guangda

- For reimbursement of travel booking fees made by the "Guangda" business travel 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 Entertainment Reimbursement

Entertainment Application Form: if initiated in DingTalk, 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: for special cases requiring an additional financial statement, initiate the approval in the Expense Control System and link it.

Expense Category	Invoice	Expense Details	Other Materials
Entertainment - Intercity Transport	√	If the invoice lacks passenger and itinerary info, additionally provide the itinerary / order as evidence	
Entertainment - Accommodation	√	Hotel folio (not required if the invoice already shows the guest and stay info)	
Local Transportation	√	Itinerary, car rental settlement (for rentals outside the university framework suppliers, note the situation in the remarks of the reimbursement form)	For official car rentals, upload the approved Official Vehicle Application Form PDF
Entertainment - Working Meal Entertainment - Buffet / Sit-down Meal	√ Canteen: no invoice required	Canteen meals: no invoice needed, provide the canteen settlement; Kaiyuan meals: provide invoice and meal folio; other off-campus meals: provide invoice and meal folio	For company-paid meals, upload the payment folio for the self-borne excess portion
Entertainment - Other	√	Expense detail list	

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System Operation Guide –

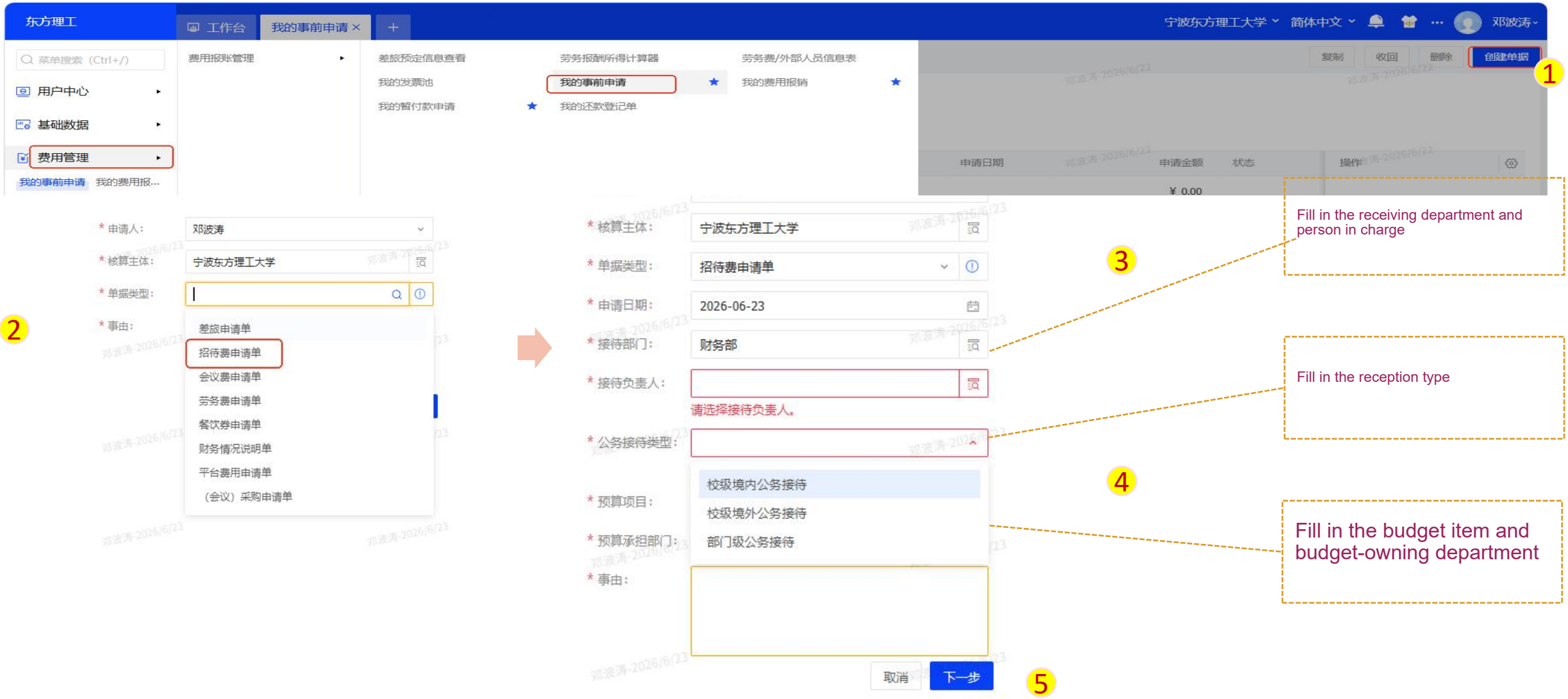
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Create Entertainment Application Form (1/3)

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



Create Entertainment Application Form (2/3)

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 Entertainment Application Form (3/3)

4. When the line items of the entertainment application form are Entertainment - Buffet/Sit-down Meal or Entertainment - Working Meal, the expense line requires maintaining the visit date, meal time, our hosting staff, reception target, guests, total number of people, reception level, etc.

Guests: names of the guests, separated by commas

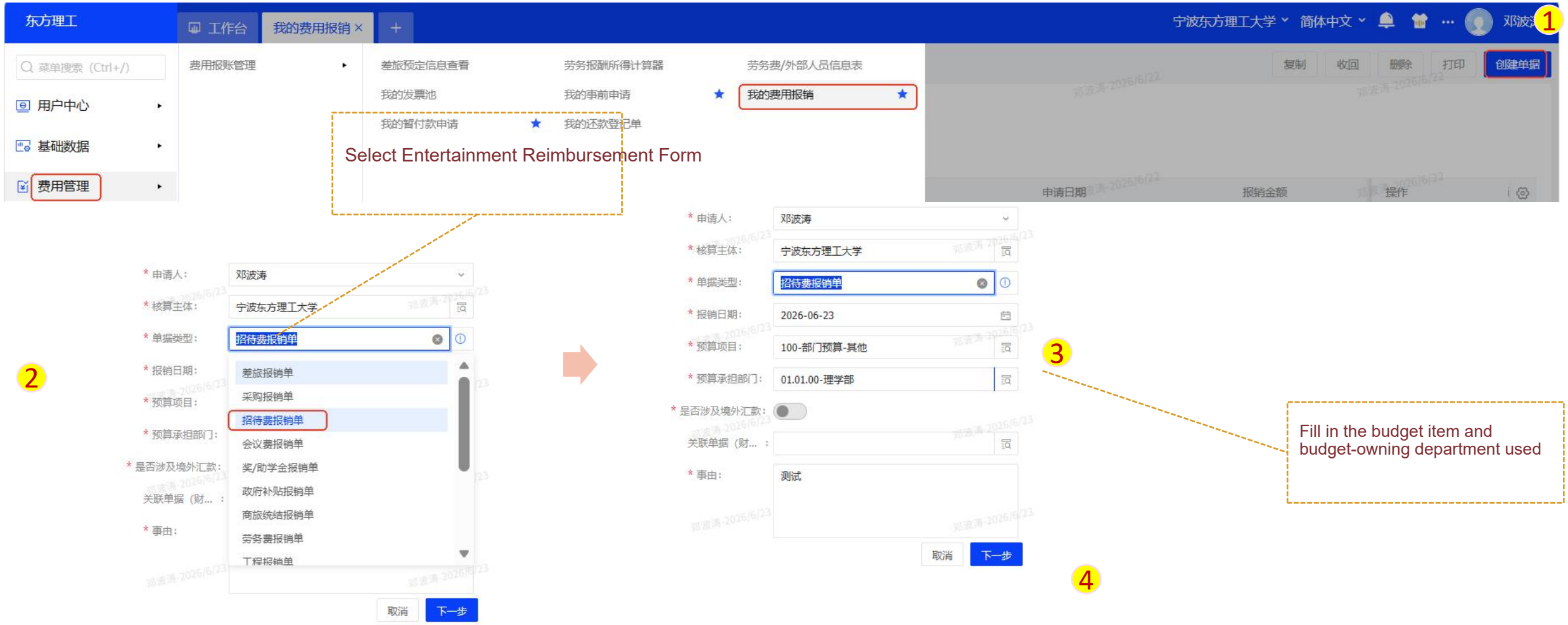


Reception target: name of the guest organization

Total number: our hosting staff plus guests

Create Entertainment Reimbursement Form (1/3)

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



Create Entertainment Reimbursement Form (2/3)

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 entertainment 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 Entertainment Reimbursement Form (3/3)

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 loan needs to be written off, fill in expense info, link invoices, upload required attachments, then submit for approval directly.**

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THANKS

Thank You

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