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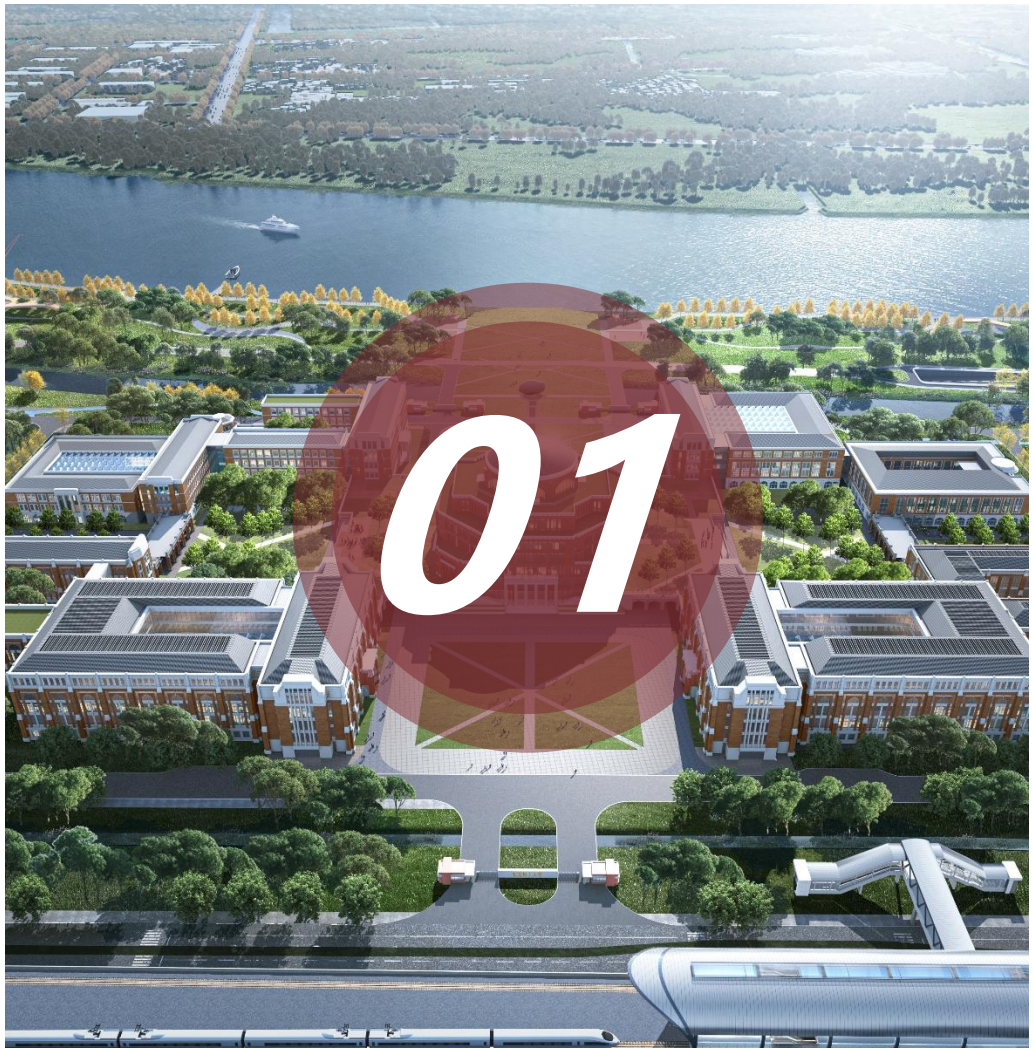
Financial Reimbursement Guide – Daily Expenses & Procurement

2026-6-25



Agenda

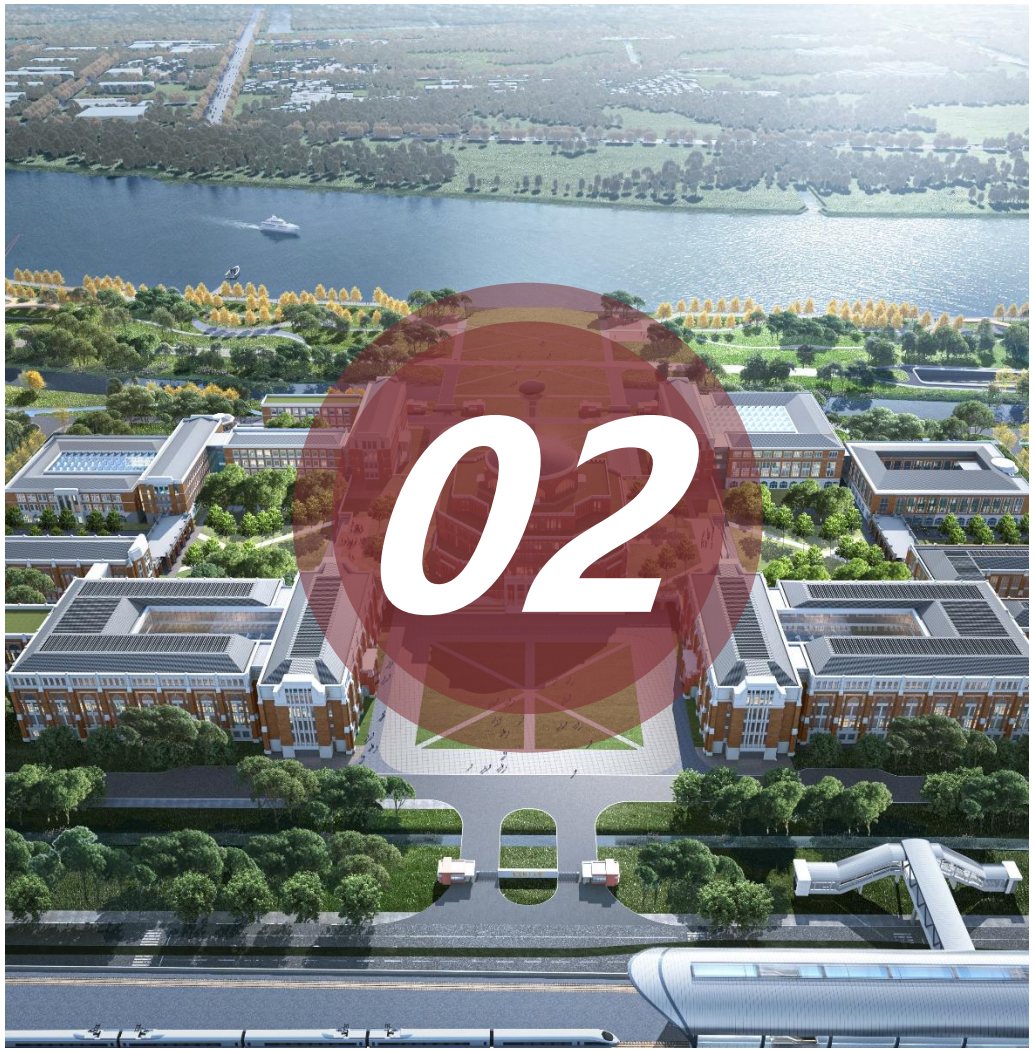
1. Applicable Business Scenarios
2. Daily Expenses / Procurement Flow Chart
3. Required Documents for Reimbursement
4. Notes for Specific Expense Reimbursement



Applicable Business Scenarios

Business Scenarios

Scenario	My Prior Requests	My Reimbursement	Examples
Purchase of goods/services of RMB 5,000 (inclusive) or above	Purchase Requisition Form (via DingTalk or the Procurement System)	Purchase Reimbursement Form	1. Instrument & equipment 2. Testing service purchase 3. Office supplies above RMB 5,000 4. Materials above RMB 5,000
1. Goods/services below RMB 5,000 2. Other expenses not requiring prior application	None	Daily Expense Reimbursement Form	1. Local transportation 2. Postage & telecom 3. Team building 4. Office expenses under RMB 5,000 5. Materials under RMB 5,000 6. Conference registration or training fees can be reimbursed directly via the Daily Expense Reimbursement Form, or together with trip expenses in the Travel Expense Reimbursement Form 7. Onboarding transition costs



Daily Expenses & Purchase

Reimbursement Process Flow

Daily Expense & Procurement Flow

Daily expense claims can skip steps (1) and (2)

1 **Purchase Request**

For now, continue to use DingTalk – Purchase Requisition; after the Procurement System goes live, submit purchase requisitions there

2 **Contract**

For purchases of RMB 100,000 (inclusive) or more per transaction, a contract must be signed

3 **Advance Payment**

If the contract stipulates an advance payment (no invoice)

4 **Asset Receipt**

If asset receipt (warehousing) conditions are met, complete warehousing first to obtain the receipt

5 **Expense Claim**

Log in to the Expense Control System, fill in reimbursement info, upload invoices, purchase orders, etc.; ensure info is true, complete and accurate.

6 **Business Review**

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

7 **Finance Review**

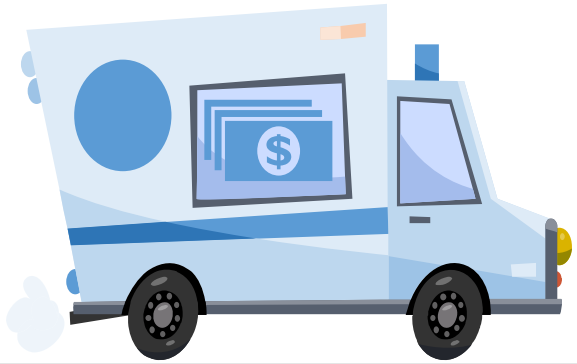
Finance reviews compliance of the documents, invoice authenticity, reimbursement standards, etc. At launch, finance review is placed before business review.

8 **Document Receipt**

Documents marked "No printing" after finance review are collected automatically; documents marked ~~"Print~~ required": full paper materials must be submitted

9 **Payment**

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



Document Collection – Paper Materials Required

If the materials attached to the reimbursement form include the following cases (not exhaustively), the document will be marked as "Print Required":

1. Paper invoices (including but not limited to paper taxi tickets, paper train tickets, etc.)
2. Receipts (fiscal paper receipts, company-issued paper receipts, etc.)
3. Overseas remittance form (to pay an overseas bank account, obtain the 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

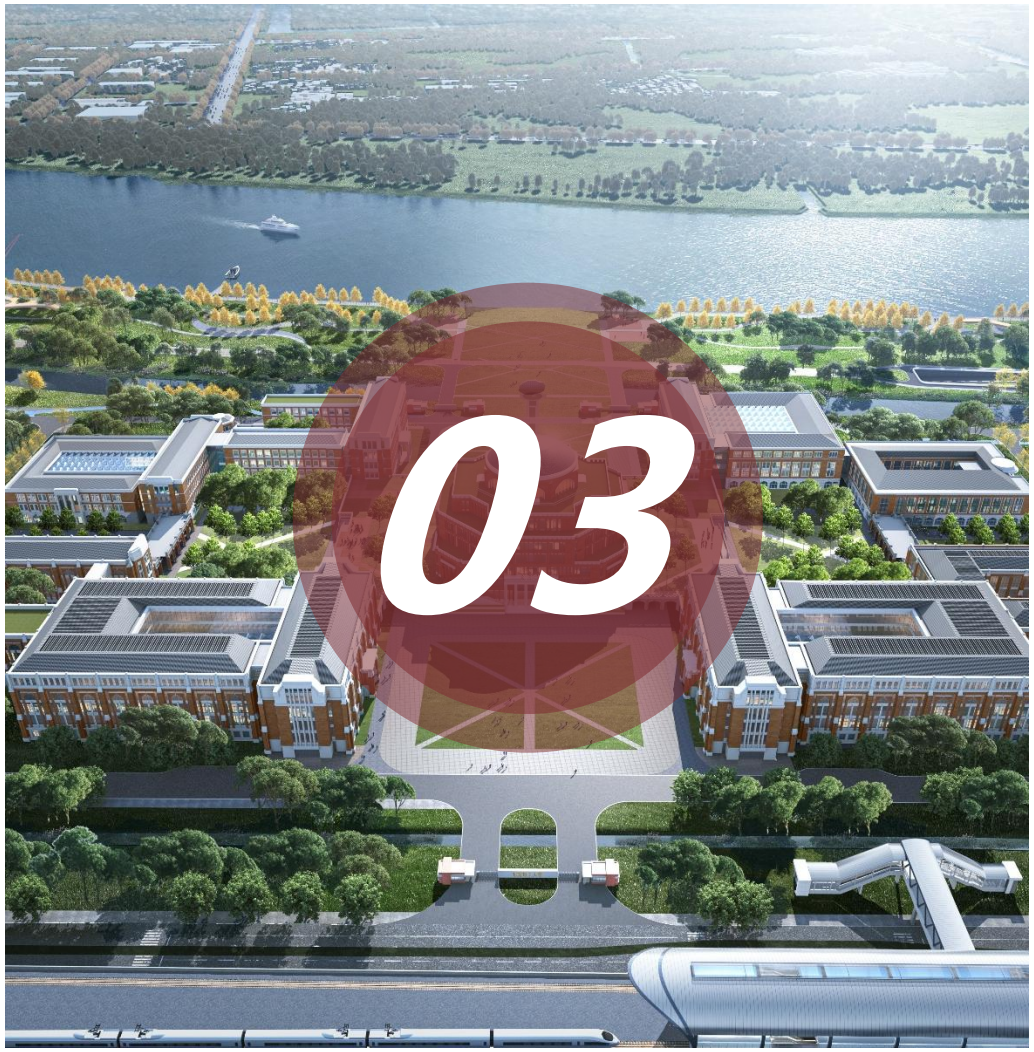


The form has passed business & finance review. If paper materials are required before payment, the system pushes a collection notice.

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.



Required Supporting Documents

Required Supporting Documents

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Purchase Requisition Form: purchases of goods/services above RMB 5,000 must be linked to a purchase requisition; during the transition, download the approved DingTalk requisition PDF and upload it as an attachment.

Contract: purchases of RMB 100,000 (inclusive) or more must provide a formal contract as supporting material.

Expense Category	Invoice	Expense Details	Other Materials
Non-asset goods	√	Order screenshot, contract, etc.	/
Service fees	√	Order screenshot, contract, etc.	/
Local transportation	√	Itinerary	Car rental approval (if any, attach PDF)
Onboarding transition	√	Itinerary, hotel bills, etc.	Car rental approval (if any, attach PDF)
Team building	√	Order screenshots, contracts, itineraries, hotel bills, menus, etc.	/
Postage & telecom	√	Courier / telecom itemized bills, etc.	/
Training / Conf. reg. fee	√	/	Training / Conference notice
Student activities	√	Order screenshots, contracts, itineraries, hotel bills, menus, etc.	Activity plan & photos
Asset goods	√	Order screenshot, contract, etc.	Asset receipt



Reimbursement Notes for Specific Expense Types

Local Transportation

Required Materials

1. Invoice
2. Itinerary
3. Car rental approval (if any, attach the PDF)

Key Points

1. Upload the business-trip local transport expense detail sheet, or note the specific trips in the form.

Onboarding Transition Fund

Required Materials

1. Invoice
2. Itemized list (hotel folio, etc.)
3. Car rental approval (if any, attach the PDF)

Key Points

1. Unlike before, the budget department stays unchanged, and the budget item is uniformly 160 | Onboarding Transition Fund (not its sub-items);

2. The lodging standard for onboarding staff differs from the travel lodging standard.

Team Building Fund

Required Materials

1. Invoice
2. List (menus, activity-fee bills, other details, etc.)
3. Car rental approval (if any, attach PDF)

Key Points

1. For department funds, control the total per person/year (if onboarded this year, count by the actual onboarding month)
2. For research startup funds & horizontal project funds, team-building meals follow the highest hospitality standard of the attendees (against the hospitality budget); the excess of research startup funds is not reimbursed
3. Vertical project funds: not allowed
4. Lodging follows the travel expense policy

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System Operation Guide – Daily Expenses

2026-6-25



Create Daily 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 Daily Expense Reimbursement Form (2/4)

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.



Notes:

1. **New: create expense line details manually, then link requisition lines and invoices as appropriate.**
2. **Import from Invoice Pool: start reimbursement from invoices saved in your invoice pool.**
3. **Manual entry / Invoice upload: add invoice info on the document page, then fill in expense item, reimbursable amount, etc.**
4. **Import: for many expense lines, download the import template, fill it in and import.**

Create Daily 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.





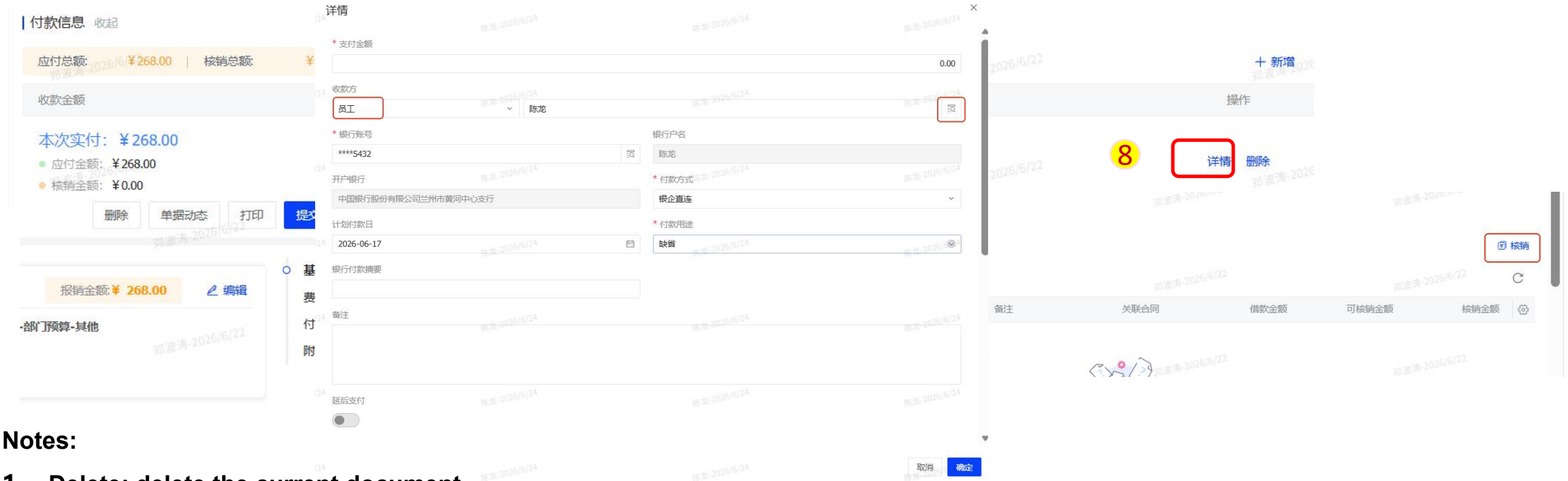
Fill in the amount, budget item, budget-owning department, etc. per actual business (the budget item & department come from the document header and can be edited)

After filling in expense info, click here to link invoices; if the invoice amount exceeds the amount to reimburse, edit the actual reimbursable amount

Note: daily expense reimbursement requires no prior application

Create Daily 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 and click "Write Off".
4. For multiple payees, click "New" in the payment info line and select the payee type and name.



Notes:

1. **Delete: delete the current document.**
2. **Document log: preview the approval workflow before submission.**
3. **Submit for approval: if no advance needs write-off, fill in expense info, link invoices, upload required attachments, then submit.**

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System Operation Guide – Purchase Requisition & Reimbursement

2026-6-25



Create Purchase Requisition

Requisitions are filled in the Procurement System, then pushed to the Expense Control System; check status and approval progress under My Prior Applications.

(Before the Procurement System goes live, apply via DingTalk and upload the requisition as an attachment when reimbursing.)



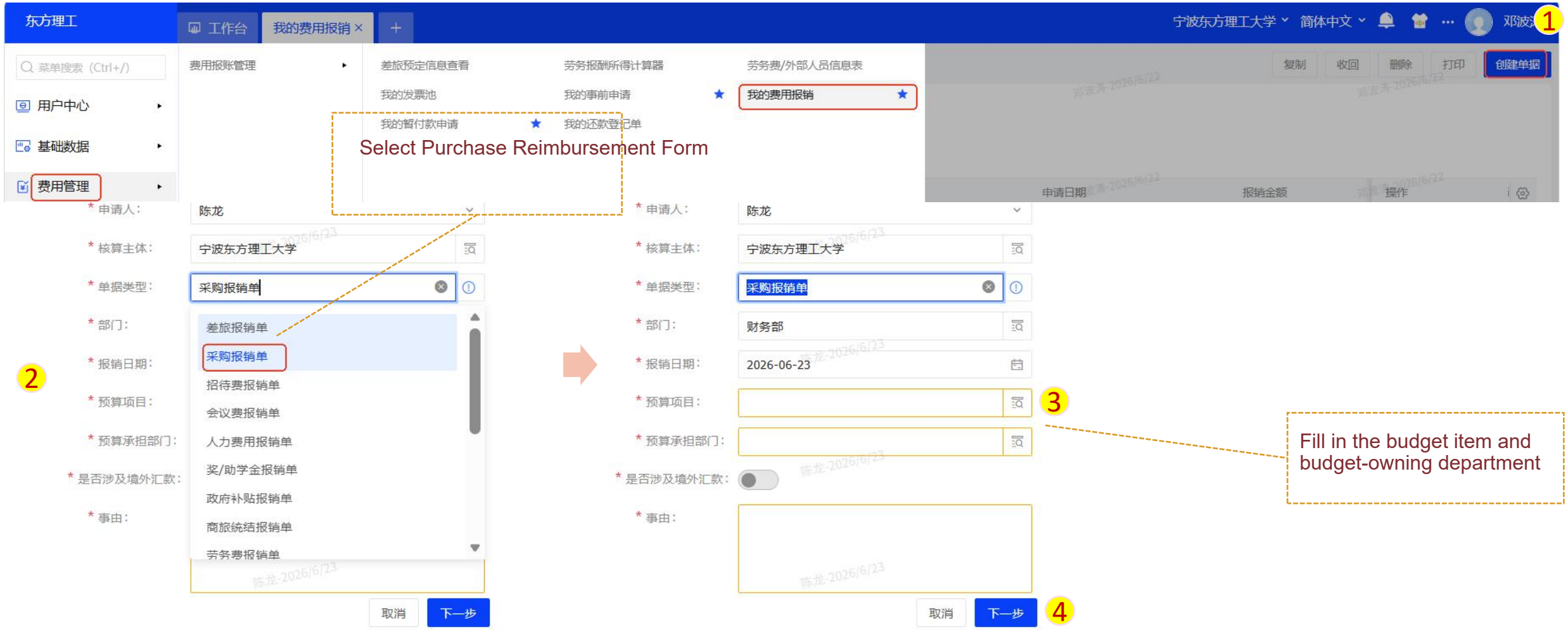
Create Contract

Contracts are filled in the Procurement System and pushed to the Expense Control System after approval; check status under My Contracts.
(Before the Procurement System goes live, upload the contract as an attachment to the purchase reimbursement form.)



Create Purchase 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 Purchase Reimbursement Form (2/4)

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



Notes:

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

Create Purchase Reimbursement Form (3/4)

3. If there is a prior advance payment to write off, click "Details" under "Payment Info", enter the write-off amount and click "Write Off".
4. To link a contract, find the Linked Contracts section in the payment info details and link the corresponding contract.



Note: when a reimbursement form is linked to a contract, the contract supplier and the payment supplier of the form must be the same.

Create Purchase Reimbursement Form (4/4)

5. Decide whether to upload attachments per policy; after all document info is completed, click "Submit for Approval" at the top right.



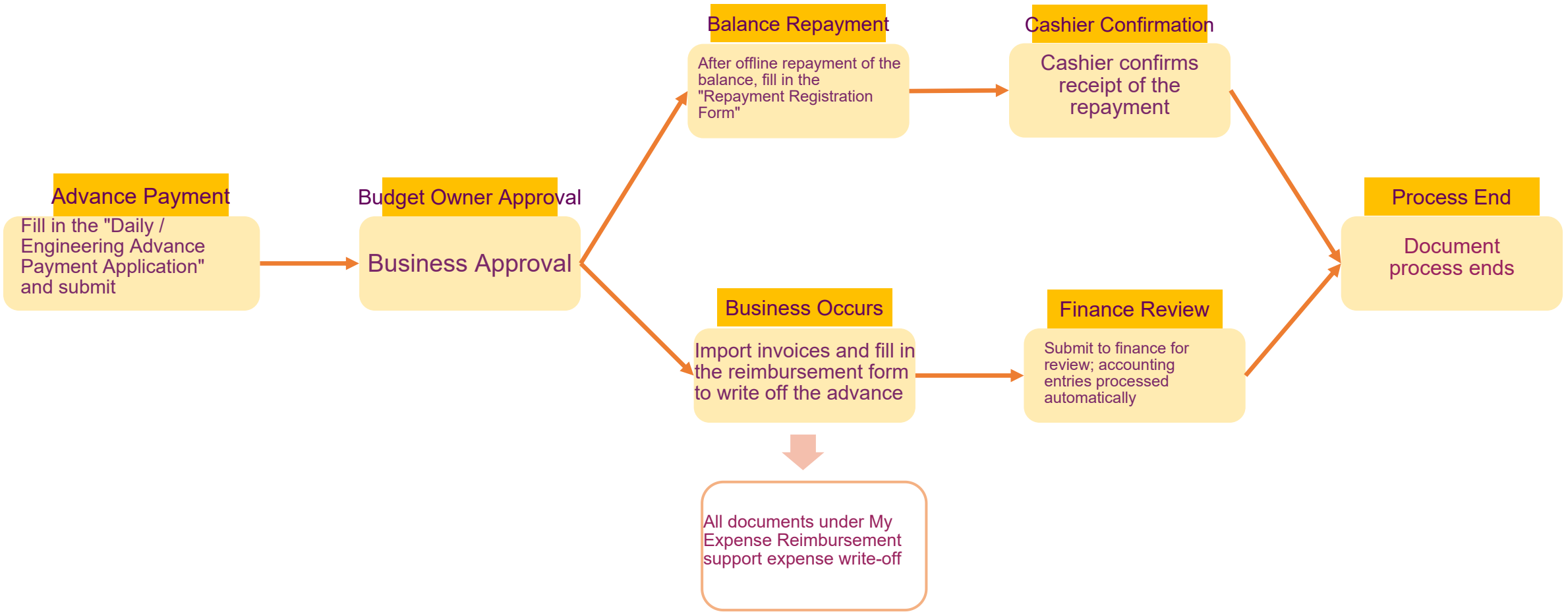
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System Operation Guide – Advance Payment & Repayment

2026-6-25

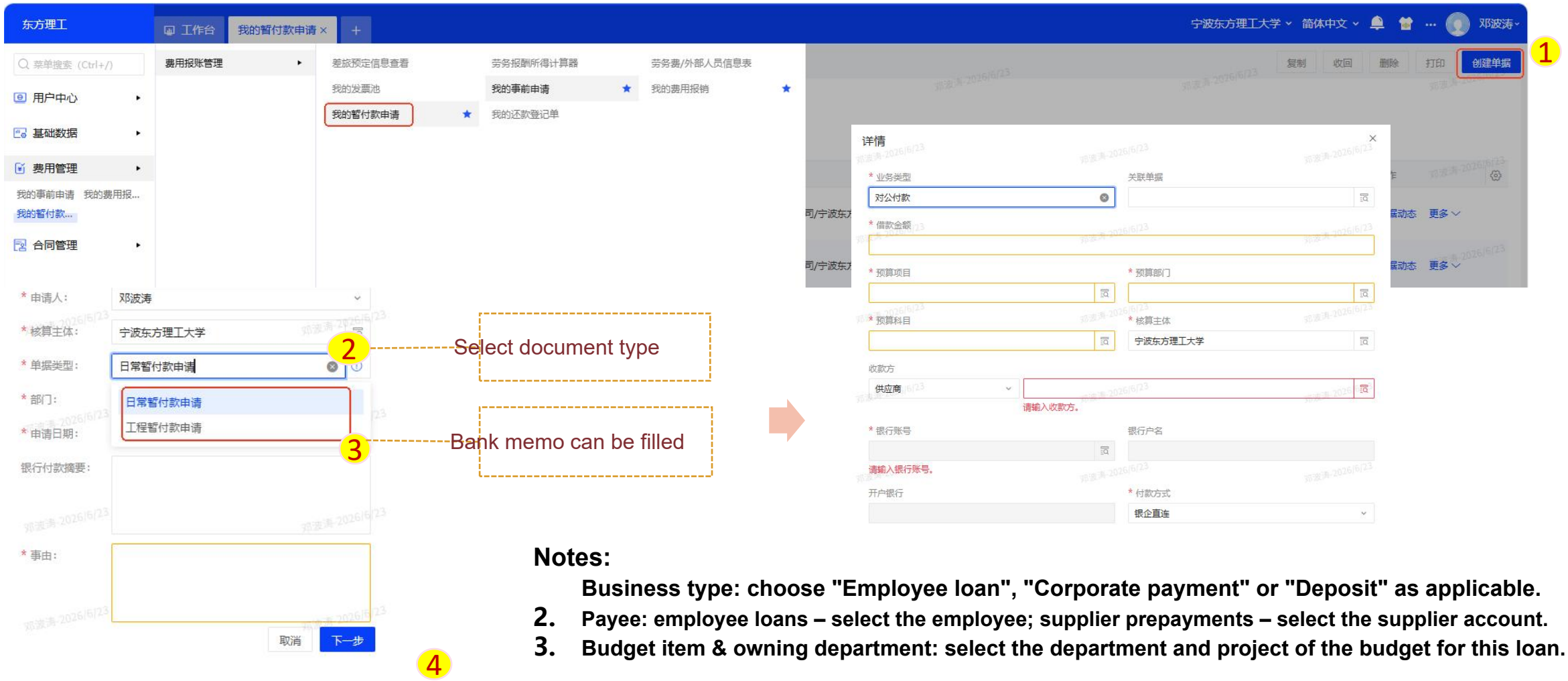


Advance Payment & Repayment Process



Create Advance Payment Application

1. Expense Management -> My Advance Payment Applications -> "Create Document" -> select type, edit reason -> "Next", fill in payment info and submit.



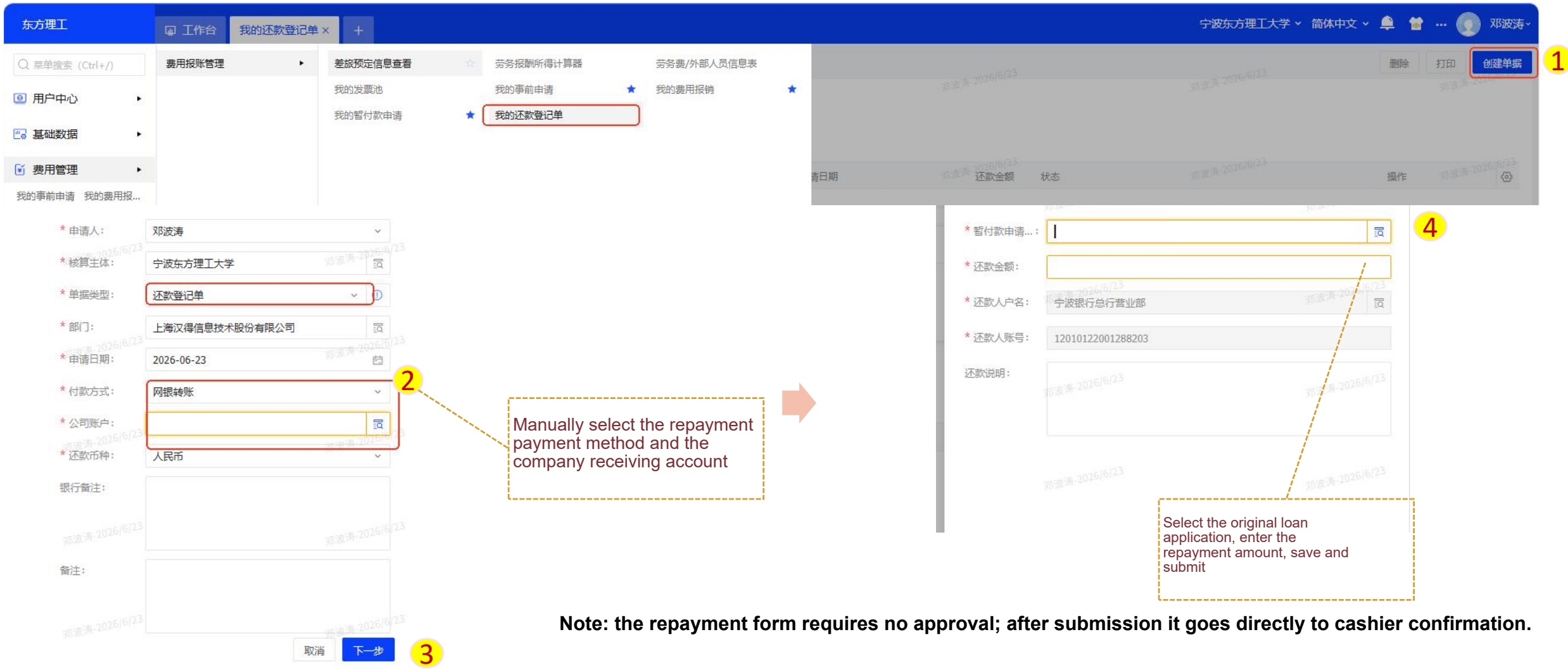
Notes:

Business type: choose "Employee loan", "Corporate payment" or "Deposit" as applicable.

2. **Payee: employee loans – select the employee; supplier prepayments – select the supplier account.**
3. **Budget item & owning department: select the department and project of the budget for this loan.**

Create Repayment Registration Form

1. Expense Management -> My Repayment Registration Forms -> "Create Document" -> select type, edit remarks -> "Next", fill in repayment info and submit.



Note: the repayment form requires no approval; after submission it goes directly to cashier confirmation.

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THANKS

Thank You

2026.6.25

