

# Guidelines of Financial Reimbursement

**The deadline of Fapiao reimbursement in previous year is before the March 15th of next year.**

## **A. Taxi invoices in BJ**

- Only can be reimbursed recently three months' taxi invoices. For example: in Dec, you can only request the last three months (from Oct. to Dec.) taxi invoice reimbursement.
- Should write down "where did you go; from where to where; reason;" on another A4 paper or the back of each of taxi invoices. It means: only taxi costs for work can be reimbursed.
- Cannot be reimbursed more than 1000 RMB at a time

## **B. Meals in BJ**

- Restaurant in campus- only can pay by inner cheque.
- Others- provide Fapiao (the title must be "北京大学") to require the reimbursement. If over 1000 RMB,

need to provide the menu and credit card statement.

### **C. Printing & Postage in BJ**

- The total amount below 1000 RMB, can paid it by yourself. Provide Fapiao (the title must be "北京大学") to require the reimbursement. If the amount over 100 RMB, better provide printing or postage itemized statement.
- Over 1000 RMB, please ask Shuo.

### **D. Book & Office Supplier & Computer Accessories**

- The unit price or total amount below 1000 RMB, can pay it by yourself, provide Fapiao (the title must be "北京大学") and shopping details to require the reimbursement.
- Over 1000 RMB, please ask Shuo

### **E. Publication Fee & Membership payment & Book (on foreign websites)**

- Small amounts- can pay it by yourself, provide an invoice and credit card statement to get the

reimbursement.

- Large amounts- cannot bear by yourself, Shuo can help you directly pay from your fund.

## **F. Internet**

- Only can pay by inner cheque- ask Shuo

## **G. Equipment (laptop, monitor...) & Computer Accessories (hard disk...)**

- Email Shuo- the model and configuration, choose the prices which you can bear.

(or contact our supplier on our equipment bidding system by yourself)

- Greater or equal to 1000 RMB- cannot take it with you when you left PKU.

## **H. Domestic travel**

### ***By flight***

- First/Business Class is not permitted.
- Keep the boarding pass
- Over 1000 RMB, when you require reimbursement, need to provide credit card statement.

### ***By train***

- Only professor can use First Class

### ***Hotel***

- Over 1000 RMB, when you require reimbursement, need to provide credit card statement.
- Standard hotel fee means: the daily maximum expense limit.
- Require the reimbursement need to provide Fapiao (the title must be "北京大学") and accommodation details (means: when you checkout, please let the hotel provide which it can be show "your name, how many people stay in a room, the room charge, etc". Chinese name: 酒店入住明细单).

### ***Conference registration fee***

- Conference notification or website need to clearly marked fee, then can require the reimbursement with the Fapiao (the title must be "北京大学").

### ***Per diem***

- Meals and traffic expense will be included into the subsidies.
- Taxi from/to the airport will be included into the subsidies.

(The standards please see the attachment.)

### ***Others***

- If the inviter paid the part of your travel expense (no matter accommodation or airfare), please ask them to provide a proof letter (to show what the inviter paid), then can be reimbursed the rest part from your fund.
- Under normal circumstances can directly ask for subsidies.

### **In that case, you cannot ask for subsidies:**

- a. Inviter paid the airfare or train tickets;
- b. Inviter paid accommodation, but the proof letter does not clearly marked other charges (include meals and traffic expense) paid by yourself. Chinese name: 往返交通费和伙食费用需自理;
- c. Attend the conference, the notification must clearly marked accommodation & meals paid by yourself, then can require for subsidies. Chinese name: 食宿自理.

## **I. International travel**

**Get an approval from PKU before you leave  
(Shuyan or Lili can help you). Please pay attention**

**the date on the invitation letter must cover all the date of your trip. It will not allow traveling early or late return.**

***By flight***

- First/Business Class is not permitted.
- Keep the boarding pass
- ELECTRONIC TICKET can be as a reimbursement vouchers.
- Provide credit card statement when you require the reimbursement.

***Hotel***

- When you require the reimbursement, better to provide credit card statement.
- Standard hotel fee means: the daily maximum expense limit.
- Require the reimbursement need to provide an invoice.

***Conference registration fee***

- Require the reimbursement need to provide an invoice. And better to provide credit card statement.

***Per diem***

- Meals and traffic expense (within the city) will be

included into the subsidies.

- Taxi from/to the airport will be included into the subsidies.

(The standards please see the attachment.)

### ***Others***

When you require the reimbursement, please provide some documents for me:

- Expenditure itemized statement (example:  
airfare\$1350+3days subsidies...)
- Copy of your passport (the first page and the entry & exit record page).