

中外教职工交流活动申办审批表

Application Form for holding East Meet West event

申办人姓名 Name		申办人校内部门 Department	
工号 Employee ID Number		联系电话 Telephone Number	
申办活动(Activity)			
申办时间 [请填写] Time (Please fill in the blank)	优先 Priority: __yyyy 年 __mm 月 __dd 日 Date: 备选 Alternate: __yyyy 年 __mm 月 __dd 日 Date: 备注: 请于拟活动前至少 14 个工作日填写本表申办。 P.S.: Please fill out this application form at least 14 working days before the event.	申办地点 [请勾选并填写] Location (Please choose and fill in the blank)	<input type="checkbox"/> 校内 Inside the school <input type="checkbox"/> 校外 Outside the school 具体地址 Address:
申办活动类型 [请勾选] Type of the activity (Please choose)	<input type="checkbox"/> 自助家宴 Buffet Banquet <input type="checkbox"/> 茶、酒、咖啡聚会 Tea, Wine, Coffee Party <input type="checkbox"/> 交流论坛聚会 Communication Forum Party <input type="checkbox"/> 其他 [请详述] Others (Please write down the details)_____		
拟活动参与人数 [请勾选] Number of participants (Please	<div style="text-align: center;"> <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-50 </div> 备注: 参加人原则上在 10-50 人之间; 中、外籍人士各自占比不得少于总参加人数 25%。 P.S.: The number of participants should be between 10-50 in principle. The proportion of Chinese and foreigners should not be less than 25% of the total		

choose)	number of participants respectively.
经费预算(Budget)	
请勾选 Please choose	
<input type="checkbox"/> ≤ 1500	$1500 < \input type="checkbox"/> \leq 2000$
$2000 < \input type="checkbox"/> \leq 3000$	
备注：以上单位元；请另自附预算清单物品-电子版或纸质版 P.S.: The unit is RMB. Please attach the budget list items - electronic or paper version	

审批栏 Approval Column

国际交流与合作处 IECO:	
签名 Signature:	日期 Date: ____年 Year ____月 Month ____日 Day
校长 President:	
签名 Signature:	日期 Date: ____年 Year ____月 Month ____日 Day

申请须知(Worth Knowing)

1. 活动以简单经济、便于交流沟通形式进行。如：酒会、茶话会、咖啡厅交谈会、自助家宴、交流聚会等。餐厅正餐宴请、外出旅游等大型活动不予考虑。

Activities should be economical and serve to better communication. Such as: cocktail party, tea party, coffee shop conversation, buffet dinner, communication party, etc. Large scale events like restaurant dinner and travels are not considered.

2. 一次活动人数原则上控制在 50 人以下。中籍和外籍人员原则上各自不得少于总人数的 25% 。

The number of participants should be less than 50 in principle. The proportion of Chinese and foreigners should not be less than 25% of the total number of participants respectively.

3. 活动产生费用：按照提前审批，事后报销，实报实销进行；由申办人自行负责走报销 审批流程；遵循简单经济、不奢侈、不浪费原则。

Event cost: application and plan should be approved before, the actual expenses should be reimbursed after the activity. The applicant is responsible for the reimbursement approval process with the principle of economy and no wasting.

4. 申办人劳务费：活动实际参加人数不足 20 人，给予 400 元劳务费；达到以上，给予 800 元劳务费。活动完成后申办人凭相关活动材料申领劳务费。由申办人自行分配筹办团队和支配使用。

Service charge: The applicant will be paid 400RMB if the actual number of participants in the event is less than 20; otherwise 800RMB.

5. 报销所需材料：本申办审批表（获批原件）+预算物品清单+参加者名单+活动现场照片+相关发票（含广东培正学院抬头和纳税人识别号：52440000457327345H）+商场购物单

Materials required for reimbursement: the application form (original approved one) + list of budget items + list of participants + photos of the activity on site + relevant invoices(with GUANGDONG PEIZHENG COLLEGE Title and Taxpayer's registration number: 52440000457327345H) + shopping list from shopping mall

6. 申领劳务费所需材料：本申办审批表（获批复印件）+参加者名单+活动现场照片

Materials required for applying service charge: the application form (original form) + list of participants + photos of the activity site

7. 如外籍申办者，劳务费由国际处发放；如中籍申办者，通过财务系统并入工资发放。

For foreign applicants, the service charge will be paid by IECO. For Chinese applicants, the service charge will be paid together with salary through the financial system.

8. 每次活动包括劳务费总计原则上应在 3,000 元以内。

In principle, the Service charge and event cost together shall be no more than 3,000 RMB.

9. 欢迎咨询国际处。

For more information please contact IECO.