昆山杜克大学
DUKE KUNSHAN UNIVERSITY

Travel and Hospitality Standards
差旅和交际应酬费用标准

Item 项目		Location 发生地		Staff at the director level or above, and Faculty (including visiting faculty) 教员（包括访问教师）、 总监（主任）及以上行政人员	Other Employees 其他雇员	Interns 实习生	Notes 注释
Business Travel 商务差旅	Airfare 机票	Domestic 国内		Economy 经济舱			
		Int'l 国际	Flying duration is less than 4 hours 飞行时间不足4小时	Economy 经济舱			For international airfare 国际机票: I. DKU Funds - Staff at the director level or above and Faculty with a role equivalent to director level or above may travel business class once per year if the flying duration1 exceeds 8 hours for business related to corresponding units/programs. For business class air travel to Duke or the other destinations with similar distance, the round-trip airfare needs to be within USD6,000. 由昆山杜克大学承担费用：总监及以上级别的员工和具有相当于总监及以上级别职位的教员每年有一次飞行时长超过8小时的商务旅行可以选择商务舱。如乘坐商务舱去杜克大学或者距离相似的其他目的地、往返机票金额须在6,000美元以内。 II. Non-DKU Funds - Faculty and staff may travel business class if the sponsor has confirmed business class as an allowable expense. 不由昆山杜克大学承担费用：在赞助方同意的情况下、员工和教员可以选择商务舱旅行。 III. Exceptional cases approved by the Chancellor or the EVC. 经校长或常务副校长批准的特殊情况。
			Flying duration is 4 to 8 hours 飞行时间4到8小时	- Economy/Economy Comfort/Economy Plus 经济舱/舒适经济舱/豪华经济舱			
			Flying duration is 8 hours or up 飞行时间8小时或以上	- Economy/Economy Comfort/Economy Plus 经济舱/舒适经济舱/豪华经济舱 - Business class according to I or II or III if applicable 如符合注释条件I或II或III，可商务舱	- Economy/Economy Comfort/Economy Plus 经济舱/舒适经济舱/豪华经济舱 - Business class according to II or III if applicable 如符合注释条件II或III，可商务舱	N/A 不适用	
	Train 火车			Up to first class 最高可一等座	Second class 二等座	Second class 二等座	
	Accommodation[2] (per night) 住宿 （每晚）	Mainland China 中国大陆		- Up to RMB1,500 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不高于1,500元/晚 - Up to RMB1,000 for other cities 其他城市不高于1000元/晚以内	- Up to RMB1,100 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不高于1,100元/晚 - Up to RMB750 for other cities 其他城市不高于750元/晚	- Up to RMB750 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不高于750元/晚 - Up to RMB500 for other cities 其他城市不高于500元/晚 - Share room if possible 尽量选择双人间合住	
		Outside of Mainland China 中国大陆以外的国家或地区		Up to USD200 不高于200美元/晚		N/A 不适用	
	Meals (per day) 用餐 （每天）	Mainland China 中国大陆		Up to RMB300 不高于人民币300元/天			The standard for meals(per day) is the sum of breakfast, lunch and dinner. Sometimes, not the full amount of daily rate is reimbursable. Please refer to DKU Reimbursement Procedure for details. 每天的用餐标准是早餐、中餐、晚餐的合计。有些情况下，每天的标准不能全额报销。详情请见昆山杜克大学报销流程。
		Outside of Mainland China 中国大陆以外的国家或地区		Up to USD80 不高于80美元/天		N/A 不适用	
DKU Hosted Business Meal 交际应酬用餐				- Up to RMB300 per person for Beijing, Shanghai and Shenzhen 北京、上海和深圳人均标准为不高于人民币300元 - Up to RMB200 per person for other cities 中国大陆其他城市人均标准为不高于人民币200元 - Up to USD60 per person outside of China 中国大陆以外国家地区人均标准为不高于60美元 - Up to RMB100 per person for meals with students. For field study, if offering meals to students is necessary, up to RMB100 per person per day. 与学生聚餐的人均标准为不高于人民币100元。在校外活动中，如有必要向学生提供餐饭，人均标准为不高于人民币100元每天。			The amounts include alcoholic beverages and all other beverages. 人均用餐标准中已包含酒精饮料及其他饮料。 Alcoholic beverages are not served at events which include students. 有学生参与的活动中不得提供酒精饮料。
Business Gift 商务礼品				Up to RMB500 per person 不高于人民币500元/人		N/A 不适用	Any gift over RMB500 requires pre-approval by supervisor who is at the director level or above 金额超过人民币500元的商务礼品须得到总监或以上级别的主管的事前批准。

Notes:
说明：

(1) The flying duration refers to scheduled flying time provided by the airlines.
飞行时间是指航空公司提供的计划飞行时间

(2) In principle, whenever possible, accommodations should be in 4 star properties or below.
原则上，住宿应尽可能选择四星或以下酒店

(3) The Chancellor and the Executive Vice Chancellor can employ appropriate standards based on the business situation.
校长和常务副校长可根据具体业务情况采取适宜的费用标准。

(4) Except as otherwise specified within this procedure, employment contracts, award agreements or special approval, all the DKU staff and faculty should follow these standards.
除本流程、聘用协议的特殊约定、奖励中或特别批准另有规定的情况外，所有昆山杜克大学员工和教师应当遵守上述费用标准。

(5) Year means Academic Year which is from July 1 to June 30 of the following year.
"每年"是指7月1日开始至次年6月30日结束的每学年。

(6) University doesn't encourage intern to travel. If it's necessary, travel must stay within mainland China and the leaders of the offices which the intern work for need to make sure the appropriate travel insurances are purchased for the intern.
昆山杜克大学不鼓励实习生出差。如实习生必须出差，则差旅地仅限中国大陆，并且该实习生所工作的部门主管必须确保为该实习生购买适当的保险。

(7) In the case when over-standard expense is unavoidable, over-standard form need to be filled with the explanation and signed by the fund code owner. In the event that the fund code owner himself/herself needs to spend over-standard expense, approval of his/her supervisor is needed.
如发生费用超出标准的情况，请填写"超标费用申请书"写明原因交由资金负责人签字。若申请超标花销的为资金负责人本人，则需要资金负责人的主管签字批准。

(8) The standards will be reviewed every academic year for inflation and revised when it's necessary.
每学年将根据通货膨胀因素评估各项标准，并在有必要的情况下进行调整。