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OBJECTIVE目的:

- To ensure all hotels have the financial resource available to invest in training and development.
确保所有的酒店都有足够的财政资源可投资于培训和发展。
- To encourage continuous investment in our people and enable maintenance of the service standards guest expect.
鼓励对员工的持续投资，维持客人期望的服务标准。

APPLICATION应用:

- The training budget expenditure will be controlled by the manager responsible for training. Expenditure should be justified to the General Manager on the criteria of needs not wants.
培训预算支出由负责培训的经理进行控制。总经理应根据需求标准判断支出的合理性。
- If the training budget is not used by the end of the year, it is important to establish the reason why it was not used.
如果当年年底前没有使用培训预算，确定未使用的原因是非常重要的。
- There should always be sufficient need for the training budget if the hotel is investing in training and ensuring service standards are being maintained.
如果酒店在培训上投资，并确保保持服务标准，则始终应有足够的培训预算需求。
- At the discretion of the General Manager the leftover balance may be channeled into buying additional resources.
总经理可酌情决定将剩下的余额用于购买额外的资源。

STATEMENT OF POLICY

政策声明

1. In line with our company's commitment to training and high service standards, all hotels are instructed to make a provision in the annual hotel budget for training and development.
际酒店对培训和高服务标准的承诺，指示所有店均应在年度酒店预算中拨备培训和发展经费。
2. As a guideline, the total amount will be calculated on the total number employed, on the minimum basis of \$50 per employee, with no carry-over amount from the previous year allowed.
作为一个指导原则，按雇用的总员工人数、每名员工至少50美元计算总金额，不允许结转前一年的金额。
3. The training budget may be used for trainee's salary, cross development, external training courses, correspondence courses and training resources such as books, videos, professional magazines,



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certificates. It may not be used for business trips, social events or competitions such as culinary awards.

培训预算可用于培训生的工资、交叉培养、外部培训课程、函授课程和书籍、视频、专业杂志、证书等培训资源。培训预算不可用于商务旅行、社交活动或比赛（如烹饪奖）。