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OBJECTIVE:

目的

- To provide guidelines for individuals and the receiving hotels regarding the expenses incurred during an employee's business trips.
给接收此文件的酒店及员工提供出差产生的费用的一个指导方针。
- To ensure employees do not lose out financially as a result of a being away on a company business.
确保员工不要在出差中产生财务问题上的失控。

APPLICATION:

应用

This policy applies to all employees of the company from General Manager to Skilled Personnel who are required to travel on company business.

此政策适用于店从总经理到技能人员在内的所有需要出差的员工。

Such cases may include cross-development training, company seminars, pre-opening inspections, sales trips, field visits, industry exhibitions, temporary accommodation in a sister hotel prior to an opening.

The individual's Expense Accounts or the hotel's City Ledger Account is to be submitted within one month of the business trip, such accounts wherever possible will be reimbursed immediately.

这些情况包含交叉发展培训、公司研讨会、筹备视察、营销出差、场地视察、行业展览会、姐妹酒店开业前的临时住宿。

在出差一个月内申请报销的个人消费账户或者酒店城市挂账申请报销，此类账户可尽可能快地得到报销。

STATEMENT OF POLICY

政策声明

1. TRANSPORT:

交通

By Air:

航空

All employees will travel on Excursion Economy Class.

所有员工都必须乘坐经济舱。

By Road:

陆路

Managers with access to a hotel car are expected to use this as their main means of local business travel.


有酒店小车使用权的经理应该使用酒店公务车作为本地出差的主要工具。

Mileage:

里程

Employees who do not have access to the hotel car are entitled to mileage allowance when they use their personal cars for business purposes. Mileage is paid to cover their fuel costs and wear and tear on their car. Mileage is not paid to staff that are paid a monthly transportation allowance already. Mileage will be set by General Manager.

没有酒店小车使用权的员工在使用他们的私人小车用于公务目的时可获得里程津贴。里程津贴包含燃油费及小车损耗。享有每月交通补贴的员工将不再享有里程津贴。总经理确定给出的里程津贴的金额标准。

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An approved table of distances for common routes must be determined by each Director of Finance and Controlling who should ensure it is consistently applied regardless of who is claiming.

公共路线的路程审批表必须由财务负责人决定，财务总监应该确保任何人申请里程津贴的里程标准都是一致的。

Taxis:

的士

Taxis should be used as a last resort by Key Personnel & Skilled Personnel alike, in all cases, hotel transport should be the first option explored.

关键员工、技术人员等类似员工应在迫不得已的情况下使用的士，在任何情况下，酒店交通工具应作为第一选择。

Key Personnel who require taxi transportation for business, must book it through the respective hotel using discounted rates or coupons (if applicable). Skilled Personnel who require a taxi should be paid a taxi allowance of CNY.

关键员工要求使用的士交通出差时必须通过各自的酒店的打折价格或在优惠券（如果适用）进行的士预订。技术人员可以获得出租车车费的人民币金额补贴。

2. ACCOMODATION:

住宿

Employees who are required to be away on business on behalf of the company for one night or more may book a room at a sister Hotel using the Company Business Reservation form in the appendix section.

被要求代表公司出差一晚或者一晚以上的员工可用附录部分的公司商务预订表在妹酒店预订一个房间。

The receiving hotel should make every effort to accommodate such requests particularly if the date cannot be changed e.g. in the event of a seminar.

接收酒店应该尽最大努力来给此类申请提供住宿尤其是不能更改日期的住宿申请，例如：参加研讨会。

Rate:

房价

The rate applicable to such stayovers will be complimentary, except during a sellout situation when the minimum corporate rate will apply.

此类住宿属免费范畴，除非遇到房间已售完的情况则收取最便宜的公司价格。


Should the visit of company specialists coincide with a near sell-out situation they will be requested to reschedule their field visit to a less busy date.

如果公司专家到访遇上类似房间已售完的情况，他们将被要求重新安排场地视察行程到一个相对不繁忙的日期。

Where the destination involved does not have a company hotel, an alternative hotel may be booked, giving first preference to hotels where, through contacts, a good rate may be obtained.

在行程范围内没有店，可预订供选择的酒店，优先考虑酒店所在位置，通过联系获得优惠价格。

3. FOOD & BEVERAGE:

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食品和酒水

Breakfast, lunch and dinner may be taken in the hotel's Coffee Shop or through Room Service unless entertaining. Alcoholic beverages are to be consumed very moderately.

除了招待，早餐、午餐和晚餐可在酒店咖啡厅用餐或者使用送餐服务。酒精类饮品应适量消费。

THE HOTELS WILL PROVIDE A 50% DISCOUNT ON FOOD AND BEVERAGE CHARGES.

店将在食品和酒水收费上提供五折优惠。

4. ENTERTAINMENT:

招待

General Managers and Key Personnel A may be required to undertake business entertainment during such a business trip. Wherever possible this should take place in a company hotel in an outlet appropriate to the guest(s) in question. The same guidelines apply to such entertainment as those set out in policy number FC 080.

总经理和关键员工可能被要求在出差过程中进行商务招待。尽可能地在巴伐利亚酒店合适的餐厅里招待相关客人。有关招待的程序可参照FC080号财务制度。

Other staff categories should get specific approval in advance to conduct business entertainment.

其他类别的员工在进行商务招待前应获得特别的批准。

5. LAUNDRY:

洗衣

For trips longer than three days, laundry and dry cleaning facilities may be used.

THE HOTEL WILL PROVIDE 30% DISCOUNT ON LAUNDRY CHARGES.

超过三天的出差将用到洗衣和干洗设备。

将在洗衣收费上提供7折优惠。

6. SETTLING THE HOTEL ACCOUNT:

结账

Personal extras such as telephone calls, alcoholic beverages or minibar are to be settled on check-out. The rest of the account should be checked and signed and may, with prior approval (GM and DOFC), be sent by the hotel to the sister hotel for settlement via inter-company account.

个人额外费用如电话费、酒精类饮品费或者迷你吧费用将在退房时结算。其余的账目需事先获得总经理和财务总监的批准、核对和签署，然后由酒店通过公司内部账户发送给姐妹酒店以作安排。

Otherwise all accounts should be settled in full prior to departure. To facilitate this, the sending hotel must ensure a sufficient travel advance is made available to employees prior to traveling on company business along with instructions on the completion of an expense voucher.

在出发前所有账目都必须理清。为了让账目在员工出发前得以理清，送出酒店必须确保有充足的出差预借款优先提供给填写了借款凭证的出差员工。

- It is encouraged that cash advances be kept to a minimum. The company recommends that individual traveling on business settle their business expenses by Credit Card this reducing the associated risks with carrying large amount of cash.

提倡尽可能少地携带预付现金。店推荐用信用卡安排出差费用以降低携带大量现金带来的相关风险。