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OBJECTIVE 目的:

- To clarify the entitlement and maintenance requirements for the Manager's car.
明确经理车辆的使用权利及维护对其的相关需求

APPLICATION 应用:

This policy applies to General Managers of all hotel properties. In large properties, a car for the Resident Manager is also provided.

该政策适用于所有店的总经理。在大的酒店，还会给驻店经理提供一辆汽车。

STATEMENT OF POLICY
政策声明

1. General Managers are entitled to a company car for both business and personal use.
因公或因私，总经理均有权使用公司车辆
2. The car type should be a four-door sedan. This excludes models such as four wheel drives, hatchbacks, or sports cars.
车的类型应为一四门轿车。这不包括四轮驱动、掀背式或跑车等的类型
3. The selection of the car has to be approved in advance by the Head Office. The budget allocated will take into account factors such as hotel size, financial results and owner's expectations.
车辆的选择必须首先经得总部的批准。预算的分配将考虑到如酒店规模、财务状况及业主预期等因素
4. It is against company policy to obtain the managers car on a barter agreement with the tenant of the hotel's car rental desk. However, a hotel bus may be negotiated as part of the car rental barter agreement. Head Office must approve all car rental desk/office contracts in advance.
通过与酒店租车服务台的所有者签订易货协定以获得经理用车是违背公司政策的，但是，酒店巴士可作为汽车租赁易货协议中的一部分。总部必须事先批准所有的汽车租赁办公桌或办公室的合同
5. The car is to be driven by the General Manager himself. A driver is not to be allocated to chauffeur the Manager around.
如果总经理可以自行驾车，则将不再配备司机
6. The vehicle is to be well maintained and regularly serviced. The cost of insurance, maintenance and fuel may be charged to the operation.
车辆应被很好地保养并定期维护。保险、维护及油费等的成本应记入运营成本
7. Maintenance costs in excess of \$550(CNY3,500) over a period of 30 days would require approval from the Head Office.
30天内维修的成本超过550美元(人民币3500元整)时应向总部申请批准
8. The Manager's car should serve for a minimum period of five years. 30 days before the car's fifth anniversary, an FF&E purchase request may be submitted for approval (making sure it has already been budgeted for).
经理车辆的服务年限应不少于5年。在该车五周年的前30天，一份固定资产采购申请单应被呈递以获批准（确保其已被编入预算）



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9. Prior to obtaining the new car, arrangements must be made to sell the old car. The old car must be sold within a maximum of two weeks from the date the new car is purchased
在获得新车前，必须安排好出售旧车。旧车必须最晚在新车采购日期起两周内卖出