**Business Trip / Training Application出差/培训申请表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Filled in by Applicant, or assigned staff member此栏由申请人或指定员工填写** | | | | | | |
| Applicant(s)  申请人 |  | | | | | |
| Trip / Training Purpose  出差/培训事由 | (Note: Please attach invitation email or information regarding the training)  （备注：请附上受邀邮件或培训相关信息） | | | | | |
| Trip Period  出差日期 | From由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To至 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Trip Destination  出差地点 | |  |
| SH Campus  所属校区 |  | | | Department & Account Code部门及账号 | |  |
| Transportation  Air / Train Ticket  交通：机票/火车票  *(Leave blank if not required*无需订票可不填此项*)* |  | Date  日期 | Approx Time  出发时间 | Preferred Airport / Train or Station起落机场/出发及到达火车站点 | | Flight or Train Number (if specific details known) 航班号/火车车次（如果已有请填写） |
| Departure  去程 |  |  |  | |  |
| Return  回程 |  |  |  | |  |
| Visa Application  签证 | Please arrange your own visa application. HRD can provide required supporting documents.  请自行安排签证申请，HRD 可提供办理签证时需要学校开具的材料 | | | | | |
| Accommodation  住宿 | Do you need assistance with accommodation? Yes / No (Circle one)  如需预订住宿，请打勾□  Please provide hotel details if you have them: 如您已有酒店信息，请提供。 | | | | | |
| Business Trip / Training Form Completed by: 出差/培训申请人:  *Name姓名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Signature签字: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | Date日期： / / | |
| Business Trip / Training Form Approved by: 出差/培训批准人：  (Co-Principal – Academic Staff / GMSO&DH – Non Academic Staff)  （校长-教学员工/总经理及主管-非教学员工）  *Name姓名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Signature签字: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | Date日期： / / | |

***Procedures for Business Trip / Training Application:***

***出差/培训申请流程：***

1. Fill in the above *Business Trip / Training Application* form and attach any additional details of the business trip (e.g. invitation letter) or the training (e.g. conference / workshop information). Hand in the approved form at least 2 weeks prior to departure. 填写以上出差/培训申请表，附上邀请信或会议/工作坊相关信息。请至少在出发前2周递交申请。
2. Attach *Payment Requisition form* along with accompanying invoice for workshop / conference (if applicable) and the bank information for payment. Ensure the PR form is signed by Co-Principals (Academic Staff) / GMSO (Non Academic Staff). 填写*Payment Requisition form*，附上工作坊/会议发票以及付款账户信息。PR表格由校长（教学员工）或总经理/部门主管（非教学员工）签字。
3. Submit items 1 and 2 above, to the relevant HRD staff.

递交以上项目1和2给人力资源部相关人员。

1. HRD will submit the *Payment Requisition form* and accompanying documentation to Accounts, for payment of the workshop / conference (if applicable).

HRD 将递交*Payment Requisition form*以及相应材料给财务部，由财务部支付工作坊/会议的费用（如需要）。

1. Once the forms are received and payment processed, HRD staff will follow up with the transportation and accommodation arrangements, informing the participating staff of the Flight and Booking confirmation. The relevant Co-Principals / GMSO will be copied in to correspondence during this time.

在收到出差/培训申请表并且注册费用支付后，HRD 员工将安排交通及住宿，相关确认信息发邮件 给申请人并抄送校长或总经理/主管。

1. For information regarding expense claim procedures, please see *Business Trip Expense Guidelines* on HR Online - <http://sharepoint.sh.ycis-schools.com/hrd/SitePages/index.aspx>

有关报销事宜，请在HR Online 上参考*Business Trip Expense Guidelines*

<http://sharepoint.sh.ycis-schools.com/hrd/SitePages/index.aspx>

Revised: Feb 9th, 2017