

Appendix 1

Honorarium Application Form

Program	
Organization Format	On-site      Online
Time	Date: From                      To Total Days:
Visit Plan	

Invited Experts Total	(The number of rows can be increased according to the actual situation)							
No	Name	Affiliation	Title	Honorarium (RMB)	Transportation (RMB)	Lodging (RMB)	Dining (RMB)	Others (Please clarify)
1								
2								
3								
4								
5								
(Format: RMB/per/day* day= RMB)(after tax)								
Budget Total								
Budget Code								
Applied by								
Approved by Program Head								

Approved by PVCAA	
Approved by VC (If Above 100,000 RMB)	

Note:

1. Payment Scope: 1/3 covered by the faculty, 1/3 covered by the program, and 1/3 covered by RIGS.
2. Payment Standard for honorarium (per visit):
  - A) Academician: RMB 2300
  - B) Full Professor: RMB 2000
  - C) Associate Professor/Director of Research Institution: RMB 1800
  - D) Assistant Professor: RMB 1500
  - E) Researcher: RMB 1000
  - F) For on-site speakers the honorarium will follow standard defined above.  
For on-line speakers the honorarium will be RMB 500 per lecture.
3. The payment standard for transportation, lodging, dining and other items, shall be implemented in accordance with the "Staff Reimbursement Policy and Regulations" issued by Finance Office.