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1 PURPOSE 目的

Purpose of this procedural document is to formalise the key responsibilities and duties in the management, validation, reporting, and reimbursement of business expenses.
本流程文件的目的是规范业务费用的管理、验证、报告和报销中的主要责任和义务。

2 SCOPE OF APPLICATION 适用范围

This procedural document applies to expenditures incurred by all the employees of Mayoly China (heretofore refer to Mayoly) and non-Mayoly employees working on assignment for Mayoly China (temporary staff or contractor, Collectively referred to as "Employees") due to corporate business in Mainland China.
该规程适用于所有 Mayoly 中国（后续简称为"Mayoly"/"Mayoly 中国"/"Mayoly"）员工和所有为 Mayoly 中国工作的第三方派遣员工（短期员工或者合同工，统称"员工"）在中国大陆因公司业务所产生的支出。

3 RESPONSIBILITIES 责任

Actors 行动者	Responsibilities 责任
Employees (employee for a business trip and expense submitter) 员工 (出差人和费用提交人)	• Submit the expense reports in compliance with this procedure. 提交符合此规程的费用报告 • Be responsible for all the expense content for the reimbursement. 对所报销费用内容负责
Line manager or above, or the authorized person (expense approver) 直线经理或以上级别, 或被授权人 (费用审批人)	• Review and approve the expense reports submitted from their immediate subordinates, ensure that the reports are in compliance with this procedure (especially confirm business purpose and reasonability of expenses, and check the integrity of the supporting documents and accuracy of the amount submitted for reimbursement). 审核批准直接下属的费用报告,确保遵守此规程(特别是确认业务目的，费用的合理性和检查支持文件的完整性和金额的准确性) • Send the expense reports back to corresponding employees when additional explanation/documents are required or when the reports don't meet this procedure. 在另外要求解释/文档或不符合该规程的情况下, 发送费用报告返回给相应员工 • Any findings of serious policy/procedure violation should be reported to the Business Ethics department of China. 对任何严重违反政策/规程的发现，应告知 Mayoly 中国商业道德部门

Finance Department 财务部门	• Check that the originals have been received and tick corresponding box in the Concur via accounting procedural documents 通过会计流程，检查原件已收到并在 Concur 系统里勾选相应的标记 • Processes and pays the amount payable to the employee within a reasonable number of working days from the date the expense report was approved. Finance department would pay corresponding money to the reimbursement applicant within a reasonable time frame from the day that the expense report was approved. 自费用报告被批准之日起，资金部门将在合理的工作日内安排支付给报销人
Corporate governance department/China Compliance Committee 公司治理部门/中国合规委员会	• Assess whether the reported violations are true or not their severity 评估被报告的违规行为是否属实及严重性 • Report the serious policy violations to appropriate senior management for investigation and further measures if necessary 如果有必要,对严重违反政策的行为报告给适当的高级管理层以求进行调查和后续行动 • Take necessary measures 采取必要的措施

4 DEFINITION 定义

Term 条款	Definition 定义
Business Trip 业务出差	• It refers to a journey that employees stay away from the designated work location for necessary business activities within a period of time. A journey from home to the designated work location is not regarded as business trip. 在一定时间内员工因进行必要的业务活动远离指定工作地点即为业务出差，从居住所在地到工作地不视为出差
Business Expenses 业务费用	• It refers to expenses incurred during the business trip. Typical business expenses include but not limited to: transportation, accommodation, meals, etc. 费用是出差期间产生的费用。典型的费用包括但不限于：交通、住宿、用餐等
Corporate Credit Card 公司信用卡	• Mayoly China provides corporate credit card for employees, and allows users to buy goods and pay for services in accordance with this procedure. Mayoly 中国为员工提供公司信用卡，允许使用者在本规程规定的内容以内购买物品和支付服务

	• Employee liability card. Employees should directly pay back the bill to bank according to the monthly statement of the corporate credit card by due date. Any overdue fine/interest fee and so on should be borne by employees themselves. Employee should apply for the reimbursement timely. 员工承债卡，根据企业信用卡月结单，员工应该在偿债到期日前直接偿还银行，任何逾期滞纳金/利息费用等应由员工自己承担，员工应及时报销

5 REQUIREMENTS 要求

5.1 Compliance with Laws and Other Internal Policies 符合法律和其他内部政策

Any business expense must comply with applicable laws and all the effective internal policies, guidelines, rules and regulations at that time ("Other Internal Policies"):

任何业务费用必须遵守适用法律以及所有当时有效的内部政策、指引和规章制度（"其他内部政策"）：

- Mayoly Code of Ethics
  Mayoly 道德准则
- Mayoly China Employee Handbook
  Mayoly 中国员工手册
- Mayoly China Local Politics include but not limited to:
  - 314364-SOP MAYOLY China Local Directive on Interaction with HCPs/HCOs
  - 308117-SOP MAYOLY China Travel Policy
  - 325242-PLY MAYOLY China Mobile Device Management and Mobile Phone Expenses Management Regulations

  Mayoly 中国当地政策，包括但不限于：
  - 314364-SOP Mayoly 中国合规指南：与医疗卫生专业人士及医疗卫生专业机构的互动交流
  - 308117-SOP Mayoly 中国商务差旅政策
  - 325242-PLY Mayoly 中国移动设备管理及手机费用管理规定
- All the applicable laws, regulations, rules, polices, codes of practice and standards, especially those regulations related to the interactions with HCP/HCO

  所有适用的法律、法规、规章、政策、行业规范及标准，特别是与医疗卫生专业人士/医疗卫生专业机构互动交流的规定

5.2 General Requirements 总体要求

- All business expenses must comply with all applicable laws, regulations, industry codes, the Mayoly Code of Conduct, the Mayoly Anti-Corruption Policy, Local Directive on Interactions with HCP/HCOs, this Local T&E Policy and all applicable procedural documents about business expenses.

业务活动中产生的所有费用都应遵守所有适用的法律、法规、行业规范及标准、Mayoly 道德准则、Mayoly 反腐败规程、Mayoly 中国合规指南：与医疗卫生专业人士及医疗卫生专业机构的互动交流、本业务支出报销程序以及其他业务活动相关的规章规范。

- The owners of corporate credit cards shall always pay with their corporate credit cards, whenever payment is required (no pre-payment) and payment by card is possible. For specific categories of payments where the use of corporate credit card is a must, please refer to the following sections 8.
  在任何需要支付且可以使用刷卡支付的情况下，员工都应使用公司商务卡进行支付。对于特定的业务支出，必须使用公司商务卡进行支付，详见本规程第8章节。
- For any kind of expense reimbursement, supporting documents including but not limited to tax invoices, should be provided to prove that the expenses have been incurred with business rationale.
  对于任何形式的费用报销都应提供包括税务发票在内的支持文件，以证明费用真实发生。
- When several employees participate in the same activity and group expenses are incurred (which means meals here, excluding working meals for internal meeting, accommodation and travel expense), the employee with the highest post rank among these participants must pay for it and submit an expense report in Concur system. Besides, the information of all the participants must be listed in the Concur.
  当多位同部门员工参加同一活动并发生集体费用（此处指用餐，不包括内部会议工作餐、住宿和差旅），参加人中岗位等级最高的员工必须支付费用并在 Concur 系统中提交费用报告，必须在 Concur 系统中列明所有参加者的信息。
- A reimbursement cycle is from the 21st day of last month to the 20th day of current month (according to the transaction date). The reimbursement cycle is regarded as the applicable cycle of expense limitation every month.
  以上月 21 日至本月 20 日（以交易时间为准）作为一个报销周期，并根据报销周期作为每月消费限额的适用周期。
- This standard serves as the upper limit for reimbursement in Mayoly China. Each business department could formulate or adopt more stringent guidelines according to this standard.
  本标准作为公司费用报销标准上限，所有业务部门可根据自身实际情况在本标准基础上制定和实行更严格严谨的核定。
- Employees can apply for reimbursement once per month.
  员工每月申请一次费用报销。
- Employees should apply for reimbursement every month timely. If there is any delay of reimbursement application due to special circumstances (which should be no more than 3 reimbursement cycles in any case), employees need to fill the reasons in the column of “Comments” in Concur before submitting the application for reimbursement.
  员工应每月及时申请报销，如有特殊情况推迟申请报销（在任何情况下都不可超过三个报销周期），员工需在 Concur“备注”栏中注明原因方可申请报销该费用。
- Managers remain accountable for ensuring that the T&E reports comply with this T&E Policy and any other applicable procedural document on T&E matters. It is the

responsibility of the manager to answer any question that could arise related to the T&E reports he/she has formally approved. In all cases, the managers remain accountable including when delegating approvals.

管理者有责任确保其审批的报销支出符合本规程及其他适用规程的要求。管理者有责任明确答复其所批准的费用报销中可能出现的问题。当管理者授权他人对报告进行审批的话，管理者本人对这个审批也承担责任

- Business expenses which exceed the standards stipulated in this SOP due to the work requirements can't be reimbursed unless they are approved by the general manager and finance director of Mayoly China.

  确因工作需要，超过本流程规定的业务支出，需经 Mayoly 中国总经理及财务总监批准，方可报销。

5.3 Eligible expenses 符合条件的费用

Reimbursement application is available for the following business expenses under the condition that they comply with this procedural document and other internal policies:

在符合本规程和其他内部政策的前提下，以下业务费用可以通过报销申请进行报销:

- External communication and interaction (Local Directive: Interactions with HCPs/HCOs）
  外部沟通与互动（依据：《合规指南：与医疗卫生专业人士、医疗卫生专业机构的互动交流》
  - Hospital Department meeting meals
    科室会用餐
  - Pharmacy meeting meals
    药店会用餐
  - Business meeting meals
    业务会议用餐
- Internal communication and activities
  内部沟通与活动
  - Working meals for internal meeting （Delivery）
    内部会议餐 (外卖)
  - Internal Working Meals
    内部工作餐
  - Team building
    团队建设
- Business trip
  商务差旅
  - Travelling Meals
    差旅用餐
  - Train
    火车
  - Taxi

差旅出租车
    - Public transportation
      公共交通
    - Hotel accommodation
      酒店住宿
    - Laundry expenses
      洗衣费
    - Excess baggage charges
      超出的行李托运费
    - Other travel expenses (explanation must be provided)
      其他差旅费用 （必须提供说明）
- Other expenditures
  其他开支
    - Mobile phone expense
      手机电话费
    - Small office supplies
      小型办公用品
    - Post fee
      邮寄费
    - Visa
      签证费
    - Subscription fees for special issues
      专刊订阅费
    - Physical examination fee (for new comer’s physical examination and annual physical examination only)
      体检费用 (仅限新入职员工及年度体检)
    - Printing expenses
      印刷费
    - Internet access fee
      互联网接入费用
    - Other business expenses
      其他业务费用
    - Vehicle maintenance and repair (for rental car only)
      汽车维修(仅公司租车)
    - Office maintenance and related expenses
      办公室维护及相关费用

5.4 Non-eligible expenses 不符合条件的费用

Expenses which are subjected to regulations of this procedure and other internal policies, and can't be reimbursed include but not limited to:

受制于本规程和其他内部政策的规定，不得申请进行报销的费用包括但不限于:

- All the fee-for-service with HCPs and sponsorship/grants/charitable donations with external stakeholders

  所有与医疗卫生专业人士之间的付费服务，以及任何与外部利益相关者之间的赞助、资助、慈善捐赠等项目

- Promotional items, Brand reminder and medical books

  促销品，品牌提示物及医学书籍

- Air ticket

  机票

- Ground transportation incurred in employee's base city

  员工工作所在地城市当地交通

- Fuel expenses

  汽油费

- Parking expenses

  停车费

- Other non-eligible expenses as defined by the company

  其他公司规定的不符合规定的费用

6 EXTERNAL COMMUNICATION AND INTERACTION 外部沟通与互动

6.1 General Rules 一般规则

- According to the requirements in MAYOLY China Compliance Guidelines (CN-DIR-001/314364-SOP) and other MAYOLY China procedural documents (including the limit of hospitality expenses), Mayoly can only provide moderate and reasonable meals and beverages which are ancillary to the main purpose of the event. Besides, the dining place must be appropriate.

  根据 Mayoly 中国合规指南(CN-DIR-0011/314364-SOP)及其他 Mayoly 中国规程要求（包括招待费用限额），Mayoly 只可以提供适中、合理以及合适于会议主题的膳食和饮料，并选择适当的就餐地点。

- It is prohibited to reimburse meals occurred in restaurants that are included in *MAYOLY China Prohibited Restaurant/Hotel List.*

  不得选择在《Mayoly 中国禁止餐厅/酒店清单》中列明的酒店、餐厅就餐。

- Employees should avoid expenses of frequent meals with the same current or potential supplier or business partner.

应避免经常与同一现有或潜在的供应商、业务伙伴产生餐饮费用。

6.2 Hospital Department Meeting/ Pharmacy Meeting Meals 科室会/药店会用餐

- **Definition 定义：**

1) It refers to promotional meetings held in hospitals/pharmacies, organized and controlled by Mayoly for the purpose of discussion on approved indications of Mayoly products.

   在医院或药店内举办、由 Mayoly 主办并控制的推广会议，其目的是针对 Mayoly 产品开展有关经批准的适应症的讨论。

- **Initiator & Mayoly Staff 发起人&Mayoly 员工：**

1) Hospital Department Meeting 科室会：
   - Hospital Sales Force 医院销售团队员工
2) Normally, hospital department meetings should be organized by the Medical Representative responsible for the specific hospital, and the eligible for the reimbursement of related department meeting meals. District Managers can organize hospital department meeting and apply for the reimbursement only when there is vacancy or absence of the Medical Representative in the hospital. Hospital department meetings organized by District Managers must be confirmed by Sales Force Effectiveness and pre-approved by Business Unit Head at the beginning of each month. Besides, the approval documents must be submitted as supporting document in Concur. This rule also applies to pharmacy meetings.

   在一般情况下，医院科室会应由所负责的代表组织并由该代表申请报销相关餐费。除非遇到代表空岗、代表长期不在岗的情况，地区经理可代为组织科室会议并报销费用。该类由地区经理组织的科室会应在每月月初获取销售绩效部门的确认以及业务单元负责人的批准，并在报销中将批准文件作为附件提交并附加在 Concur 中。此原则同样适用于药店会。
3) Pharmacy Meeting 药店会：
   - Retail Sales Force 零售部门销售团队员工

- **Audience 受众：**

1) HCPs 医疗卫生专业人士

- **Limitation 限额：**

1) The meal must only be provided on the same day of the meeting

   就餐必须与会议于同一天进行
2) No more than 2 time per day

   每天不超过 2 次用餐
3) Limit: no more than 5,000 RMB per employee per month

(Reference : 314364-SOP *MAYOLY China Local Directive on Interactions with HCPs/HCOs*)

用餐限额：每人每月不得超过 5,000 元

（参照：314364-SOP《合规指南：与医疗卫生专业人士及医疗卫生专业机构的互动交流》）

- **Hospital Department Meeting working meal policy & requirements for reimbursement**

  科室会用餐规则及报销要求

  1) Ordering take-out food at online platform:

  Take-out food should be ordered via Mayoly China designated platform. EMOS is currently used for Hospital Department Meals.

  外带餐食必须通过公司指定的平台购买。“益会通”平台目前是公司指定的科室会组织平台。

  1.1) Dining location: meeting room / office in the hospital

  用餐地点：会议活动医院内

  1.2) Cost limit: no more than 100 CNY/HCP (meal and non-alcohol beverage are allowed to order separately)

  费用额度：外订餐食不得超过100元/每人（主餐和非酒精饮品可分开订购）

  1.3) Financial documents required for reimbursement 报账票据：

  1.3.1) Invoice 发票

  1.3.3) Order list provided by platform 订餐平台的订餐明细

  1.4) Business Documents required to submit into EMOS as the evidence of current meeting

  提供会议的适当记录和会议支持文件：

  1.4.1) List all participants with full name in EMOS

  EMOS 填写参加者（内部参与人员全名和外部参与人员全名）

  1.4.2) Remark the meeting objective and Comando number in Concur

  EMOS“备注”中列明业务目的及 Comondo 资料编码

  1.4.3) Clear photo showing all participants

  清晰显示所有参加者的会议照片

  1.4.4) Clear photo showing the take-out food

  购买的餐食照片

  1.4.5) CRM Records of Hospital visit

  拜访医院的 CRM 记录

  1.4.6) Attendees list signed by each participant by oneself

  会议参会者本人签字的会议签到表

  1.5) Payment method 付款要求：

Payment will be made directly from Mayoly China to EMOS platform.
付款由公司直接向益会通平台支付。

2) Hospital department meeting hold outside of Hospital and Dining out at Restaurant

医院外召开的科室会，在医院外就餐

This kind of transaction is allowed when: 合理情形：

- Meeting scheduled close to dinner time
科室会的召开时间在接近晚餐时间

2.1) Dining location: Restaurant locates within 10kms to Hospital, and it's out of Mayoly China restaurant forbidden list
用餐地点：距离医院 10 公里范围内而且未被 Mayoly 中国禁止的餐厅/酒店

2.2) Cost Limit: no more than 300 CNY/HCP (including alcohol beverage provided by restaurant which amounts less than 50% of total cost. Take-out beverage outside of restaurant is not allowed)
费用额度：与医疗卫生专业人士的单次餐费不得超过 300 元/每人（包含酒水饮料，酒水不得超过 50%，不得外购）

2.3) Financial documents required for reimbursement 报账票据：

3.3.1) Invoice 发票

3.3.3) Manu sealed with invoice stamp by restaurant 菜单（需要餐厅盖发票章）

2.4) Business Documents required to submit into EMOS as the evidence of current meeting
提供会议的适当记录和会议支持文件：

2.4.1) List all participants with full name in EMOS
填写参加者（内部参与人员全名和外部参与人员全名）

2.4.2) Remark the meeting objective and Comando number in EMOS
EMOS "备注"中列明业务目的及 Comondo 资料编码

2.4.3) Clear photo showing all participants
清晰显示所有参加者的会议照片

2.4.4) CRM Records of Hospital visit
拜访医院的 CRM 记录

2.4.5) Attendees list signed by each participant by oneself;
会议参会者本人签字的会议签到表

2.4.6) Approval by DM and RM via E-mail before the event taking place, and submit the email in Concur as supporting document

必须在费用发生前一天经过地区经理和大区经理的邮件批准，并在报销时作为支持文件提交

2.5) Payment method 付款要求：

Payment will be made directly from Mayoly China to EMOS platform.
付款由公司直接向益会通平台支付。

6.3 Business Meeting Meals (Applicable for Business Departments) 业务会议用餐（适用于业务部门）

- **Definition 定义：**
  1) Business meetings are allowed during the interactions between Mayoly and external stakeholders such as HCPs, suppliers, business partners and potential business partners, under the following pre-conditions:
  在 Mayoly 与医疗卫生专业人士，供应商，业务伙伴，潜在的业务伙伴等外部利益相关者互动的过程中，可以允许发生业务会议，但是需要满足以下前提：
  2）Purpose of these meetings should be discussion about business related matters, such as future projects, events to be held or other pre-determined purposes;
  该类会议的目的是关于业务相关内容的讨论，如：将来的项目、将要举办的活动或其他已预先确定的目的；
- **Initiator & Mayoly Staff 发起人&Mayoly 员工：**
  1) Business function CLT Member
  业务部门的中国领导团队成员
  2) Regional Manager
  大区经理
  3) Marketing Staff
  市场部员工
  4) Hospital Affairs Staff
  医院事务部员工
  5) Retail KA Staff
  零售部门大客户员工
  6) Commercial Staff
  商务部员工
  7) Trade Staff
  Trade 员工
  8) Local Market Access Staff
  地方市场准入员工
  9) Medical Affairs and Medical Scientific Liaison

医学事务及医学联络官

- **Non-Mayoly Participants 非 Mayoly 参加人：**
  1) External stakeholders such as HCPs, suppliers, business partners, potential business partners
     医疗卫生专业人士，供应商，业务伙伴，潜在的业务伙伴等外部利益相关者
- **Limitation 限额：**
  1) No more than RMB 300 per person per time
     每人每次用餐不可超过 300 元人民币
  2) No more than two meals per day
     每天不超过 2 次用餐
  3) Limit: The cap for each kind of staff per month
     - 5,000 RMB for CLT member
     - 3,000 RMB for others

     用餐限额：每月每人业务会议餐费上限
     - CLT 成员 5000 元人民币
     - 其他人员 3000 元人民币
  4) Proper amount of alcoholic beverage can be provided in such meetings, but the cost of alcoholic beverage must not take over 50% of the total cost of the meal
     可以在此类会议中提供适度的酒精饮料，但酒精饮料的费用不可超过该次用餐的总费用的 50%
- **Other requirements 其他要求：**
  1) Such meals must be paid by Mayoly corporate card. Bank card receipt and invoice must be provided and uploaded in the Concur for reimbursement.
     必须使用公司商务卡刷卡支付，在报销时需将银行刷卡联及发票同时提供并上传于 Concur 支持文件中。
  2) Itemization must be provided and attached in CONCUR regardless of the expense amount.
     无论消费多少金额，菜单明细必须提供并上传于 Concur 中。
  3) Full list of participants (external and internal, full name) must be provided in Concur.
     必须提供完整的就餐人员名单（全名，包括内部参与人员和外部参与人员）于 Concur 系统。
  4) Business purpose must be indicated and input in the column of “Comments” of Concur.
     用餐必须注明业务目的，并在 Concur“备注”中列明。

6.4 Business Meeting Meals (Supporting department) 业务会议用餐 （支持部门）

- **Definition 定义：**
  1) Business meetings are allowed during the interaction between Mayoly and external stakeholders such as HCPs, suppliers, business partners and potential business partners, under the following pre-conditions:

     在 Mayoly 与医疗卫生专业人士，供应商，业务伙伴，潜在的业务伙伴等外部利益相关者互动的过程中，可以允许发生业务会议，但是需要满足以下前提：

     2）Purpose of these meetings should be discussion about business related matters, such as future projects, events to be held or other pre-determined purposes;

     该类会议的目的是关于业务相关内容的讨论，如：将来的项目、将要举办的活动或其他已预先确定的目的；

     3）It's available to provide proper meals for business meetings.

     可以为业务会议提供适当的餐饮招待

- **Initiator & Mayoly Staff 发起人&Mayoly 员工：**
  1) Supporting Department Manager 支持部门经理级别员工

- **Non-Mayoly Participants 非 Mayoly 参加人：**
  1) External stakeholders such as suppliers, business partners, potential business partners 供应商，业务伙伴，潜在的业务伙伴等外部利益相关者

- **Limitation 限额：**
  1) No more than RMB 300 per person per time

     每人每次用餐不可超过 300 元人民币
  2) No more than two times per day

     每天不超过 2 次用餐
  3) Upper limit per month: 3,000 RMB per employee per month

     每月用餐限额：3,000 元
  4) Proper amount of alcoholic beverage can be provided in such meetings, but the cost of alcoholic beverage must not take over 50% of the total cost of the meal

     可以在此类会议中提供适度的酒精饮料，但酒精饮料的费用不可超过该次用餐的总费用的 50%

- **Other requirements 其他要求：**
  1) Such meals must be paid by Mayoly corporate card. Bank card receipt and invoice must be provided and uploaded in the Concur for reimbursement.

必须使用公司商务卡刷卡支付，在报销时需将银行刷卡联及发票同时提供并上传于 Concur 支持文件中。

2) Itemization must be provided and attached in Concur regardless of the expense amount.
无论消费多少金额，菜单明细必须提供并上传于 Concur 中。

3) Full list of participants (external and internal, full name) must be provided in Concur.
必须提供完整的就餐人员名单（全名，包括内部参与人员和外部参与人员）于 Concur 系统。

4) Business purpose must be indicated and input in the column of "Comments" of Concur.
用餐必须注明业务目的，并在 Concur "备注" 中列明

7 INTERNAL COMMUNICATION AND ACTIVITIES 内部沟通与活动

7.1 Internal Meeting Work Meals (Delivery) 内部会议工作餐（外卖）

- **Application condition 适用条件:**

  Internal meeting work meals are only applicable to internal meetings organized by members of Mayoly China leadership team (CLT), and CLT-1 for business functions.
  内部会议工作餐仅适用于由 Mayoly 中国领导团队成员、以及直接向中国领导团队汇报的管理人员组织的内部会议。

  Working meals occurred in workplace due to work or meetings. Only delivery is allowed for such meals. Locations are limited to Beijing and Tianjin offices.
  因工作或会议需要，发生在工作场地的工作餐。只得为外卖且地点仅能为北京和天津办公室。

  Only initiators or their assistants could order meals through takeaway platform and apply for reimbursement.
  仅会议发起人或其助理可以通过外卖平台订餐并申请报销。

- **Initiator & Mayoly Staff 发起人&Mayoly 员工:**

  1) Mayoly China Leadership Team member (CLT)
  Mayoly 中国领导团队成员

  2) CLT-1
  直接向 Mayoly 中国领导汇报的管理人员

- **Participants 参加者:**

  1) Only MAYOLY staff
  仅 Mayoly 员工

- **Limitation 限额:**

  1) No more than RMB 50 per person per time
  每人每次用餐不可超过 50 元人民币

- **Other requirements 其他要求:**

1) The list of all participants must be provided in Concur
必须在 Concur 中填写全部就餐人员名单
2) The internal meeting theme must be indicated in the column of "Comments" in Concur
必须注明内部会议主题，并在 Concur "备注" 中列明
3) Itemization must always be provided and attached in Concur regardless of the expense amount.
无论消费多少金额，菜单明细必须提供并上传于 Concur 中。

7.2 Internal Working Meal 内部工作餐

- **Application condition 适用条件:**

For business purpose, meal expenses incurred by internal Mayoly employees.
因工作原因和 Mayoly 员工共同用餐产生的餐费。

1) The meals should be for working purposes;
必须是工作需要产生的餐费
2) It should be avoided to frequently having working meals or with certain employees repetitively or during weekends; in case working meals take place during weekend, valid rational should be provided for reimbursement.
应避免高频发生内部工作餐、频繁与同一位员工用工作餐，避免在周末发生内部工作餐，如在周末发生该类用餐，必须在报销时说明理由。

- **Initiator & Mayoly Staff 发起人&Mayoly 员工:**

1) Mayoly China Leadership Team member (CLT)
Mayoly 中国领导团队成员
2) Business function Directors / AD reporting to CLT (CLT-1)
业务部门直接向 Mayoly 中国领导团队汇报的经理(须同时为总监或副总监级别）
3) District Manager (HP/Trade/Retail team) for internal meetings with the team
地区经理 （医院/分销/零售团队）因内部会议产生费用

- **Participants 参加者:**

Only employees of Mayoly
仅 Mayoly 员工

- **Limitation 限额:**

1) No more than RMB 200 per person per time. It's recommended that lunch expenses limit to RMB 100 per person per time.(not mandatory)
每人每次用餐不可超过 200 元人民币，建议午餐人均不超过 100 元（不强制）。
2) Monthly limits defined as per:
报销人及月度限额：

	Business Department 业务部门 (Sales&HP&MKT&MA&COM) （销售&医院事务&市场部&市场准入&商务）	Supporting Function 其他部门
CLT	3,000	1,500
CLT-1 (须同时为总监或副总监级别)	1,500	-

District manager (HP/Trade/Retail team): 1000 yuan / person / year
地区经理（医院/分销/零售团队）：1000 元/人/年

Internal order (controlled and budgeted at BU head level) should be used when district managers apply the reimbursement
地区经理申请报销时应使用内部订单号(控制和预算在 BU head 级别)

3) Proper amount of alcoholic beverage can be provided in such meetings, but the cost of alcoholic beverage must not take over 50% of the total cost of the meal.
可以在此类会议中提供适度的酒精饮料，但酒精饮料的费用不可超过该次用餐的总费用的 50%。

- **Other requirements 其他要求：**

1) The list of participants must be provided and filled in Concur.
必须在 Concur 中填写就餐人员名单。

2) Meeting topic must be indicated and listed in the column of "Comments" in Concur.
必须注明内部会议主题，并在 Concur "备注" 中列明。

3) Itemization must be provided and attached in Concur regardless of the expenses amount.
无论多少金额，菜单明细必须提供并作为附件上传于 Concur。

7.3 Team Building 团队建设

- **Application condition 适用条件：**

Team building refers to internal team activities uniformly organized by the company or initiated by the company managers for strengthening contact and communication among departments, and enhancing understanding and solidarity of different departments of Mayoly.
为了加强部门/跨部门的联系与沟通，增进 Mayoly 各部门的了解和团结，由公司统一组织或公司经理发起的内部团队活动和跨部门用餐。

- **Initiator & Mayoly Staff 发起人&Mayoly 员工：**

1) Mayoly China Leadership Team member (CLT)
Mayoly 中国领导团队成员

- **Participants 参加者：**

1) Only employees of MAYOLY
   仅 Mayoly 员工

- **Limitation 限额:**

1) Team building should be carried out through team activities, e.g. outing, mountain climbing, sports activities. Annual budget per employee is RMB 1000. The reimbursement could be with valid invoice through Concur or through corporate travel agent applying PR/PO process. Department Head (most senior member in an activity) or department assistant could claim TB activities. Team activities should not be more than 5 times per year.

   团队建设以活动形式进行，每一名员工年度限额 1000 元。可以组织旅游、爬山、体育活动等，并持真实发票通过 Concur（或 PR/PO)由最高级别人员或者部门助理通过经批准的 IO 进行报销。此类团队活动一年不应超过 5 次。

2) Proper amount of alcoholic beverage can be provided in team building, but the costs of alcoholic beverage must not take over 50% of the total cost of the meal.

   对于所有类型的团队活动，可以提供适度的酒精饮料，但酒精饮料的费用不可超过该次用餐的总费用的 50%。

- **Other requirements 其他要求:**

1) The list of participants must be provided and filled in Concur.
   必须在 Concur 中填写参加人员名单。
2) Itemization must be provided and attached in Concur regardless of the expenses amount.
   无论多少金额，菜单明细必须提供并作为附件上传于 Concur。
3) Approval from HR BP should be obtained prior to the activity and should be submitted as supporting documents for expense claims.
   活动前须经人事部批准, 批准文件应作为团建报销的依据
4) It is prohibited to invite external clients to participant team building activities.
   团队建设不得邀请任何外部客户参加

8 BUSINESS TRIP 商务差旅

8.1 Limitation and consolidation of travels 差旅限制与整合

- **Mayoly staff travelling together 员工共同出差**

For security consideration and ensure business continuity, we request that for journeys on the same flight, in the same vehicle, train or by any other transportation means:

为防范意外事故的风险，保障业务的连续性，员工出差乘坐的飞机、火车、汽车等交通工具建议如下:

- No more than four (4) senior managers of CLT members or key management departments may travel together.

  CLT 管理层或关键部门：不能超过 4 名以上高级经理乘坐同一交通工具；

- No more than 50% of a manager's direct line reports may travel together, with or without that manager.

  同部门员工：不能超过 50%以上人员乘坐同一交通工具。

If necessary, the manager of the function or department in question may be asked to change their travel arrangements.

在必要的情况下，可以调整相应经理或部门的差旅安排。

- **For all meetings less than four hours, Mayoly recommends to use online communication tools as many as possible.**

  对于小于 4 小时的会议，应尽可能使用在线沟通工具参加会议。

  In line with cost & time saving principle, business travel activities should be optimized as far as possible, such as choosing alternative way to reduce travel, especially for regular and repeated meetings. Available online communication tools are just one of these alternatives, including for example:

  遵循节约成本和时间的原则，尽可能优化商务差旅活动，选择可替代的方案减少差旅，尤其是重复或常规的会议活动，应利用有效的在线沟通工具进行，如：

  - Audio conferencing / 电话会议系统
  - Video conferencing /视频会议系统

  It is possible to reduce the number of trips by optimization and consolidation, which requires to well plan the trip in advance and make reservation beforehand therefore the optimal price for the cost saving and budget control can be achieved.

  通过优化和组合，差旅数量尽可能减少，需要差旅者提前规划好出差行程并进行提前预订，提前预订也可以获得最优的价格，这也是降低成本与预算控制的需求。

  When organizing internal meetings / activities (e.g. training or team meetings) for which the participants will need to travel, organizers should take account of the event locations, the timing and other factors to minimize the overall travel costs.

  如果组织内部会议/活动（如培训或团队会议），应该考虑活动地点、时间等方面因素，确保整体差旅费用最小化。

8.2 Business travel agency 差旅供应商

All employees should book air tickets from designated travel supplier. Hotel could be booked from designated travel supplier or Ctrip; the railway tickets, visa service, car rental etc. are optional for use based on availability of the service and actual situation.

所有员工必须通过公司指定的差旅供应商预定和购买机票。酒店可以通过公司指定的差旅供应商或携程旅行预定；供应商如提供火车、签证、短租车等服务，差旅者可根据实际情况选择使用。

Travel supplier offers online reservation and offline reservation, the transaction costs of online reservation are lower than offline reservation, travellers should use online reservation as much as possible adhering to cost saving principle.

差旅供应商提供线上和线下预订服务，线上预订工具比人工电话预订更节省服务费，差旅者应本着低成本原则，尽可能使用线上预订工具。

It is the responsibility of each traveller to ensure the traveller profile information is correct (e.g. name, ID number, passport number, mobile phone, cost center, company mail etc.) when logging on travel system.

差旅者进入预订平台进行机票、酒店预定前，首先应核实个人差旅档案信息，差旅者有责任确保相关信息正确无误（例如：姓名、身份证号、护照号、手机号、成本中心、公司邮箱等）。

- **Online reservation tool:** It is preferred and recommended to use the online platform to compare tickets/hotels prices and make appropriate reservation accordingly.

  在线预订工具：差旅者首选使用线上平台比较机票、酒店价格信息，并进行相应预订。

- **Offline reservation tool:** when the itinerary for your business trip is more complicated (involving multiple destinations) , the quotation and reservation process should be handled via the travel supplier's international expert by telephone or e-mail in order to obtain an optimal price and favorable itinerary.

  线下人工预订：线下预定服务适用于多个目的地或航段较复杂的国际差旅，差旅者可通过电话/邮件联系国际机票服务专家进行报价及比较优惠方案。

8.3 Travel approval 差旅审批

- **China employees 中国员工**
  - Domestic：no approval via email for trip application

    国内：不需要通过邮件审批再进行差旅预订
  - International：the request should be submitted to Finance VP and GM via email for approval no less than 30 days before travel departure

    国际：境外差旅应不少于差旅前 30 天向财务副总裁及总经理提交邮件申请，获得审批方可执行。
  - The complete approval documents should be kept and attached as evidence when reimbursing via Concur system.

    差旅者必须保留完整的国际差旅审批邮件，文件将作为 Concur 费用报销依据
- **Employees belonging to overseas reporting line 汇报线在境外员工**

- Domestic：no approval via email for trip application

  国内：不需要通过邮件审批再进行差旅预订

- International：request approval from line manager via email, ticket class follow Mayoly Group policy, nevertheless travels along with Chinese colleagues either same level or higher level should follow Mayoly China travel policy.

  国际：境外差旅通过邮件向直接上级申请获得审批，机票舱位授权采用集团政策，但与中国同级别或更高级别员工同行时，需要采用中国员工政策。

- The complete approval documents should be kept and attached as evidence when reimbursing via Concur system.

  差旅者应保留完整的国际差旅审批邮件，文件将作为 Concur 费用报销依据。

8.4 Air transportation 航空机票

- **Air travel request and approval 机票预定及审批**

  - Travelers are asked to comply with travel policy with compliant behaviors. To obtain the lowest price, travelers should try to book /issue the domestic flight tickets 7 days (inclusive) and international flight tickets 14 days (inclusive) prior to the travel date.

    为了获得最优惠的机票价格，差旅者应提前规划差旅行程，国内机票预定和出票应该尽可能不晚于出发日 7 天，国际机票预定和出票不晚于出发日 14 天。

  - The traveler submits the travel request through the travel system， then enter into approval process, both domestic and international tickets cannot be issued until get approval from line manager.

    差旅者在供应商系统内提交机票预订申请，获得直接上级审批后供应商方可出票。

  - Flights above 2000€ / RMB 16,000 will be subject to an approval from a Business Unit SVP or ELT member.

    超过 2000 欧元/16,000 人民币的航班需要得到业务部门 SVP 或者集团执行副总裁的审批。

- **Change and refund tickets 改票、退票**

  - Based on actual business situation, travelers may operate ticket change or refund for domestic / international tickets. Those operations should be validated by line manager before effective.

    根据实际业务情况，差旅者可以操作机票退改签。此操作需经直接经理批准后方可生效。

- **Air tickets class & the lowest logical fare 机票舱位及最低票价**

- The traveler should choose the lowest logical fare at the time of reservation, please refer to following details for class:

  差旅者应遵循航班当日合理时间段的最低票价原则预订及购买机票，航班舱位规定如下：

Rules	Class
Domestic • Recommended price: the lowest price,	Economy class
International/No more than 5 hour's flight • Recommended price: the lowest price,	Economy class
International/More than 5 hour's flight • Recommended price: the lowest price,	business class for CLT members /Economy class for other employees

规则	舱位
国内航班 • 建议价格: 最低价格	经济舱
国际航班/不超过 5 个小时 • 建议价格: 最低价格	经济舱
国际航班/超过 5 个小时 • 建议价格: 最低价格	CLT 成员商务舱 /其他员工经济舱

8.5 Travelling Meals 差旅用餐

- **Application condition 适用条件：**
  1) Meals taken by employees of Mayoly China in a business trip
     Mayoly 中国员工履行商务差旅行为产生的差旅用餐
  2) Location:
     费用发生地：
     - On the day of departure and return, meal expenses occurred could be applied for reimbursement, but the total expenses of the day should be controlled according to the lower trip expense standard between the base-city and the destination.
       出发及返程当天，如产生其工作餐费，可以申请报销，但该日差旅餐费总额以所在地与差旅目的地的差旅标准孰低的原则控制
     - During other business trip time except the situation above, only meal expense occurred in the trip destination could be applied for reimbursement.
       除以上情况外的其他差旅时间，仅允许差旅地点的餐费报销
- **Mayoly Participants Mayoly 参加人：**
  1) Employees of Mayoly who are on a business trip
     进行商务差旅的 Mayoly 员工
- **Non-Mayoly Participants 非 Mayoly 参加人：**
  1) None 无
- **Limitation 限额：**

1) Limit of meal expenses in China 国内餐费上限：

City	Limit
Beijing, Shanghai, Guangzhou, Shenzhen and Hangzhou	No more than 150 RMB/day
Other cities	No more than 100 RMB/day

城市	餐费上限
北京，上海，广州，深圳及杭州	不超过 150 元/天
国内其他城市	不超过 100 元/天

2) International meal cap 国际餐费上限

For international business trip, meal cap should be referred to Mayoly global standards of each country, if unavailable, the meal expenses will be reimbursed against actual expenses and cap is 60 Euro/day.

境外出差餐费上限可参照集团规定的各国标准执行，如集团标准未覆盖的国家按照上限 60 欧元/天餐标执行。

- **Other requirements 其他要求：**

1) Business trip purpose must be indicated and listed in the column of "Comments" in Concur.

必须注明差旅业务目的，并在 Concur "备注" 中列明。

2) Itemization must be provided and attached in Concur regardless of the expenses amount.

无论多少金额，菜单明细必须提供并作为附件上传于 Concur。

3) When buying foods from supermarket, only instant foods and beverages are allowed to be reimbursed.

从超市购买食品时，仅限即食食品及饮料可以报销。

4) If any other type or reimbursable meal is arranged for the employee on business trip, he/she must not reimburse business trip meal for the same meal slot.

如果出差期间员工被安排任何形式的其他用餐，则不得重复报销差旅用餐。

8.6 Train 火车

- **Application condition 适用条件：**

1) Train costs occurred when employees of Mayoly China are on a business trip

Mayoly 中国员工进行商务差旅产生的火车费用

- **Limitation 限额：**

1) Domestic business trip: Seat is selected according to the principle of lowest fare. The first-class seat could be selected when there is no second-class seat. It's not allowed to

select business class seat and sumptuous first-class seat. (Reference: *308117-SOP MAYOLY China Travel Policy*)

国内：本着最低票价的原则选择舱位，如无二等座，允许乘坐一等座，不允许乘坐公务舱、豪华头等舱。

2) International journey: lowest fare always. Eurostar: Standard class premier / Thalys: comfort class 1. The Business premier is non-compliant.

国际：本着最低票价的原则选择舱位，Eurostar 可选择 Standard class premier/ Thalys 可选择 Comfort class 1，不允许乘坐豪华头等舱。

- **Other requirements 其他要求：**

1) In cases where train is more convenient, travel by train is the preferred option to adopt. Traveler can take the airplane for domestic trip if the journey is more than 4 hours by train.

国内动车或城际列车更为便捷的情况下应首选乘坐火车，火车时间超过 4 小时以上时，可选乘飞机出行

2) Business trip purpose must be filled in the column of "Comments" in Concur.

必须在 Concur"备注"中填报差旅目的。

8.7 Taxi 差旅出租车

- **Application condition 适用条件：**

1) Taxi costs occurred when employees of Mayoly China are on a business trip

Mayoly 中国员工履行商务差旅行为产生的出租车费用

2) Location:

费用发生地：

- Taxi fare related to airport/railway station shuttle within local scope/scope of jurisdiction can be applied for reimbursement, but Ctrip air-ticket advance order/train ticket should be provided as supporting documents (attached into Concur simultaneously).

  员工本地/管辖范围内的市内机场/火车站相关的出租费可以申请报销。但需同时提供携程机票预订单 / 火车票作为支持文件 （同时附加在 Concur）

- For other trip time except the situation above, only taxi expenses incurred in the city for business trip could be applied for reimbursement.

  除以上情况外的其他差旅时间，仅允许申请报销出差城市的出租车费

- **Other requirements 其他要求：**

1) Business trip purpose must be filled in the column of "Comments" in Concur.

必须在 Concur"备注"中填报差旅目的

2) Departure and destination of the trip should be filled and submitted. If taxi is ordered via "Didi" or other platform, itinerary should be provided as part of supporting documents.

应填报乘车起始点和目的地。如果通过"滴滴"或其他平台打车，请提供行程单作为报销凭证之一。

8.8 Public transportation 公共交通

- **Application condition 适用条件:**
  1) Public transportation costs occurred when employees of Mayoly China are on a business trip
     Mayoly 中国员工履行商务差旅行为产生的公共交通费用
  2) Location:
     费用发生地:
     - Public transportation costs related to airport/railway station shuttle within local scope/scope of jurisdiction can be applied for reimbursement, but Ctrip air-ticket advance order/train ticket should be provided as supporting documents in CONCUR
       员工本地/管辖范围内的市内机场/火车站相关的公共交通费可以申请报销。但需同时提供携程机票预订单 / 火车票作为支持文件 附加在 Concur 中
     - For other trip time except the situation above, only public transportation costs incurred in the city for business trip could be applied for reimbursement.
       除以上情况外的其他差旅时间，仅允许申请报销出差城市的公共交通费

- **Other requirements 其他要求:**
  1) Business trip purpose must be filled in the column of "Comments" in Concur.
     必须在 Concur "备注" 中填报差旅目的。
  2) If employees need to go to the destination by ship, vessel expenses could be reimbursed. However, it's not allowed to go there by cruise ship in this case.
     如差旅目的地要求乘船前往，船舶费用可以申请报销。在该情况下不允许乘坐游轮前往。

8.9 Hotel Accommodation 酒店住宿

- **Application condition 适用条件:**
  1) Accommodation costs occurred when employees of Mayoly are on a business trip
     Mayoly 中国员工进行商务差旅产生的住宿费用

- **Limitation 限额:**
  1) Limit of domestic accommodation 国内住宿上限:
     Accommodation cap per night for each traveler, including breakfast, service charge and taxes.
     差旅者每晚住宿上限（包括早餐费、服务费以及税费）:

Cities	CLT member/Senior Manager	Manager	Employee
Beijing, Shanghai, Guangzhou,	No more than 900 RMB/night	No more than 800 RMB/night	No more than 700 RMB/night

Shenzhen, Hangzhou			
Other cities	No more than 700 RMB/night	No more than 650 RMB/night	No more than 600 RMB/night

城市	CLT 成员/高级经理	经理	员工
北京、上海、广州、深圳、杭州	不超过 900 元/晚/间	不超过 800 元/晚/间	不超过 700 元/晚/间
其他城市	不超过 700 元/晚/间	不超过 650 元/晚/间	不超过 600 元/晚/间

2) International accommodation 国际酒店住宿

Trips in overseas countries, the accommodation cap should be referred to Mayoly global standards, if unavailable, relevant expenses can be reimbursed with reference to local three or four stars hotel standards.

境外出差住宿标准可参照集团规定的各国标准执行，如集团标准未覆盖的国家参照当地 3 星或 4 星级酒店标准执行。

- **Other requirements 其他要求：**

1) Travelers are required to book hotels via travel system or Ctrip and use company credit card to warrant & pay. Related accommodation charges should be reimbursed via Concur system.

酒店住宿必须通过公司指定差旅供应商或携程旅行预订房间，并使用公司商务信用卡支付/担保，通过 Concur 系统报销费用。

2) For business travels, travellers should book as a priority the hotels with corporate agreements in order to get a better price. Department managers should standardize subordinates' hotel level and budget standards based on budget control principle.

差旅者根据差旅目的地必须尽可能预定公司协议酒店，以便得到更好的价格，各部门经理可以根据预算控制的需要规定下属员工入住酒店级别标准及预算标准。

3) Due to special business reason, if travellers need to book hotel exceeding budget, they must get approval from Function VPs/Senior Directors.

如工作特殊原因，差旅者需要预订超出预算范围的酒店，必须得到部门副总裁/高级总监的审批。

4) In travelling period, employees are recommended to share the room.

员工出差期间，鼓励共享房间。

5) Business trip purpose must be filled in the column of "Comments" in Concur.

必须在 Concur"备注"中填报差旅目的。

6) Besides invoice, a detailed list of consumption which are issued by the hotel and Ctrip booking order must be provided.

除发票以外，应提供酒店出具的消费明细单及携程预订订单

8.10 Laundry expenses 洗衣费

- **Application condition 适用条件：**

  For employees whose time for a business trip is more than five days, laundry expenses could be reimbursed. Employees also need to submit bills and details issued by the hotel.

  对于出差时间长于 5 天的员工，公司予以报销员工的洗衣费用，员工需要提交酒店出具的账单和明细

- **Other requirements 其他要求：**
  1) Business trip purpose must be filled in the column of "Comments" in Concur.
     必须在 Concur“备注”中填报差旅目的。
  2) Bills and details issued by the hotel must be provided and attached into the Concur.
     酒店出具的账单和明细必须提供并附加于 Concur。

8.11 Excess baggage charges 超出的行李托运费

- **Application condition 适用条件：**
  1) It's applicable to the situation when employees of MAYOLY China need to take a great quantity of materials and equipment during the business trip due to the work.
     Mayoly 中国员工因工作原因需在商务差旅期间需携带大量物资/设备
- **Other requirements 其他要求：**
  1) Business trip purpose must be filled in the column of "Comments" in Concur.
     必须在 Concur“备注”中填报差旅目的。
  2) Information of the material/equipment must be filled in the "Comments" in Concur.
     该物资/设备的信息必须在 Concur“备注”中填报

8.12 Visa 签证费

- **Application condition 适用条件：**

  The cost of passport, Hong Kong, Macao and Taiwan transfer permit costs will be borne by the traveler. Visa will be borne by company if the trip is for business needs.

  公司不承担员工护照、港澳台通行证费用，因公出差签证/签注费用允许报销。

- **Other requirements 其他要求：**
  1) Business trip purpose must be filled in the column of "Comments" in Concur.
     必须在 Concur“备注”中填报差旅目的。

9 OPERATING EXPENSES 运营费用

9.1 Overtime Meals 加班用餐

- **Application condition 适用条件:**
  1) Employees in the office and factory need to work after normal working time in the working location as the work requirement. It's not applicable to the situation when employees are on a business trip out of the normal working time or the situation of overtime working outside the resident office or factory.
     办公室和工厂员工由于工作需要，必须在正常工作时间以外，在常驻办公室超时工作。在正常工作时间以外出差、非常驻办公室的加班不适用。
  2) More than 2 hours of overtime working on weekdays
     工作日加班工作超过 2 小时
  3) More than 4 hours of overtime working at weekends/public holidays
     假期 / 周末加班工作超过 4 小时
- **Limitation 限额:**
  1) No more than RMB 50 per person
     人均费用不可超过 50 元人民币

9.2 Mobile Phone Expenses 手机电话费用

- **Limitation 限额:**

	Individual monthly mobile phone expense reimbursement cap 个人月度手机费报销上限
CLT	不适用 N/A
Sales 销售人员	200
Non sales 非销售人员	-

- **Other requirements 其他要求:**
  1) Details of mobile phone consumption must be provided for reimbursement.
     报销时必须提供手机消费明细单。

9.3 Others

- The communication and interaction between employees of Mayoly China and visitor of Mayoly Group are carried out according to the Mayoly Group standards.
  Mayoly 中国员工与集团访客的交流互动参照集团标准执行。
- International business trip of employees of Mayoly is carried out according to the Mayoly Group standards.
  Mayoly 员工国际差旅参照集团标准执行。
- Other expenditures related to company business should be applied for reimbursement truthfully according to the principle of costs saving as much as possible.
  其他与公司业务相关的业务支出，应本着尽可能节约公司成本的原则如实报销。

10 PAYMENT METHOD 支付方式

- Hospital department meetings and pharmacy meetings are processed via EMOS. Payments will be made by Mayoly to EMOS vendor through PR/PO process.

  医院科室会及药店会通过 EMOS 举办。Mayoly 通过 PR/PO 的形式直接与 EMOS 供应商进行结算。

Expense Type 费用类型	For Credit Card Payment Only (Bank card receipt) 仅限商务卡刷卡支付 （银行刷卡联）	Business Card Payment or Online Payment by Business Card (WeChat/Alipay, etc.) 商务卡刷卡 或商务卡在线支付 （微信/支付宝等）	Business Card Payment or Online Payment or Cash payment 商务卡刷卡 或在线支付 或现金支付
Business Meeting Meals 业务会议用餐	√		
Internal Meeting Meals (Delivery) 内部会议餐(外卖)		√	
Internal Working Meals 内部工作餐		√	
Team building 团队建设		√	
Travelling Meals 差旅用餐		√	
Train 火车			√
Business Trip Taxi 差旅出租车			√
Public transportation 公共交通			√
Hotel Accommodation 住宿		√	
Laundry Expenses 洗衣费		√	
Excess baggage charges 超出的行李托运费			√
Visa 签证费			√
Overtime Meals 加班餐费		√	
Mobile Phone Expenses 手机电话费用			√

- Before getting Mayoly corporate business card, new comers are allowed to use personal credit/debit card for payment, but the personal credit/debit card number must be sent to finance department for recordation.

  新入职员工在取得公司商务卡前，允许使用个人信用/借记卡支付相关费用，但该卡号必须发送至财务部申请备案。

- For all the expenditures which are required to be paid with the corporate business card, bank card receipt must be provided as the supporting appendix for the reimbursement, and be attached into Concur. After being imported into the Concur, banking transactions should match with corresponding costs.
  所有要求必须使用公司商务卡刷卡支付的费用，银行刷卡联必须作为支持附件在报销时提供，并附加在 Concur 中。银行交易记录在导入 Concur 后，需与对应的费用关联匹配。
- The corporate business card should only be used for corporate business. Transaction record of each reimbursement cycle should be submitted timely.
  公司商务卡应仅可用于公司业务，每个报销周期产生的交易记录应及时提交。
- For others expenses which are not listed, card payment should be selected as the first choice, and then online payment could be selected. The last choice is cash payment.
  其他未列明的费用应将刷卡支付作为首选，其次选择在线支付，最后选择以现金支付。

11 PROCESS 过程

11.1 Tool 工具

- Expense reports are managed in the Concur.
  Concur 系统中进行费用报告的管理

11.2 Exchange Rate 汇率

- For the expenditures paid corporate business card, the transaction amount will be converted to RMB in Concur automatically. Employees should use the exchange rate for reimbursement application.
  对于使用公司商务卡支付的费用，交易的金额会在 Concur 中自动转换为人民币。员工应使用该汇率申请报销。
- For the expenditures paid with cash, Concur will provide an adjustable reference rate. The exchange rate could be adjusted if it’s not the same as that when employees pay for the expenditures. However, the bank exchange memo needs to be the supporting document.
  对于使用现金支付的费用，Concur 会提供可以被调整的参考汇率。如果这个汇率不是员工支付时的汇率，汇率可以被调整。但需要将银行换汇水单作为支持文件。

11.3 Submission of reimbursement application 提交报销申请

- To complete the expense report
  完成费用报告的填写
- To scan the supporting documents and upload them to Concur
  扫描支持文件并上传提交到 Concur

- To submit the application for expense reimbursement (including the scanned supporting documents)
  提交费用报销申请（包括扫描的支持文件）
- To provide (send) originals of all the documents for (to) the China finance department
  提供所有文件的原件（寄）给中国财务团队

11.4 Application Approval by the Line Manager 由直线经理批准申请

- In the examination and approval of reimbursement application submitted by subordinates, it should be confirmed that the report and expenses meet the requirements of this procedural documents, other internal polies and budget, and legitimate business activities of employees (the activity is real, and is conducted for legitimate and reasonable business purpose); Besides, the authenticity of the reimbursement content should be reviewed. The manager approving it should be responsible for the review once it's approved.
  检查并批准下级的报销申请时，应确认报告和费用符合本规程、其他内部政策、预算要求和员工合法业务活动(活动真实，且为正当合理的业务目的)；并应对报销内容的真实性进行审批，一经批准，批准经理应承担审批责任。
- When there are situations of lack of information, errors, inconsistencies or policy violations, the expense report should be sent back to the employee for additional explanation or rectification of errors and inconsistencies. If major violations are found, informing the Business Ethics department of China is necessary.
  如果缺少相关信息、错误，不一致或违反政策，需将费用报告退回员工并要求更多解释或纠正错误和不一致。如果有重大违规发现，应通知中国商业道德部门。

11.5 Payment by the Finance Department 财务部付款

- To check that the originals have been received and tick corresponding box in the Concur via accounting procedural documents
  通过会计流程，检查原件已收到并在 Concur 系统里勾选相应的标记
- To pay corresponding money to the reimbursement applicant within a reasonable time frame from the day that the expense report was approved.
  自费用报告被批准之日起，在合理的工作日内安排支付给报销人。

11.6 Failure to be Reviewed by the Approve Manager 审批经理未能审核

- If the line manager has not approved the expense report within 4 natural days, the report will be automatically escalated to the next level for approval (set via Concur).
  如果直线经理在 4 个自然日未批准费用报告，将自动升级到下一个级别以求批准(通过 Concur 系统设置)。
- In case of planned absence, the approve manager should authorize other managers to conduct the review.
  在计划缺席的情况下，审批经理应授权给其他经理审批。

12 FILE MODIFICATION HISTORY 文件修改历史

Version 版本	Effective date 生效日期	Modification of previous version 对上一版本更改
1.0	2016/10/01	Creation 首创

2.0	2018/06/21	1. Change document format and number 变更文件格式编号 2. Update scope and requirement of reimbursement 更新费用报销范围及要求
3.0	2019/06/21	1. Change the Hospital Department meeting dining type and change the initator 修改科室会用餐形式及举办人； 2.Change the business meetings cost limitation and initiator 修改业务会议举办人及费用限额; 3.Consolidate employee's travelling policy 合并员工差旅政策； 4.Modify the accommodation limitation 修订住宿费标准； 5. Add policy for District Internal Meeting Meal 增加地区内部会报销标准
4.0	2022/07/01	1. Update platform EMOS for Hospital Department Meeting and Pharmacy Meetings 更新益会通作为医院科室会和药店会的平台； 2. Update requirements relating to internal activities including team building 更新了关于包括团队活动在内的内部活动相关规定； 3. Add the requirements for flights over EUR 2,000 /RMB 16,000 增加了关于超过 2000 欧元/16,000 人民币机票报销的相关要求
5.0		1.Update initiator and monthly/ yearly limits of Internal working meal and payment method；更新内部工作餐的发起人及月度/年度限额及支付方式； 2.Update team building initiator 更新团队建设的发起人； 3.Update business travel agency 更新差旅供应商； 4.Update mobile phone expense applicants and reimbursement cap 更新手机电话费的报销人和限额

SEND TO 发送至：

MAYOLY ALL		