

澳門大學智慧城市物聯網國家重點實驗室 第二屆內地優秀大學生暑期研習營 2024 費用報銷指南

一、交通購買要求

1. 參加活動學生自行購買往返機票、火車票。**機票必須在攜程網上購買，火車票必須在 12306.cn 上購買**；如在其他渠道購買，恕未能報銷。
2. **機票或火車票的購買日期必須在本實驗室取錄電郵之後**；如果購買日期在電郵通知之前，恕未能報銷。
3. 機票僅限經濟艙位，火車票僅限二等座，其他艙位恕未能報銷。
4. 所購買往返機票火車票必須開具電子發票：
個人電子發票、沒有稅號
電子發票抬頭必須為：澳門大學
備註必須寫：攜程購買 + 訂單號
5. 前往澳門日期不得早於 **2024 年 7 月 15 日 (週一)**；離開澳門日期不得晚於 **2024 年 7 月 18 日 (週四)**。如有其它特殊情况需要提前電郵到指定電郵要求審批 kiddpun@um.edu.mo。

二、報銷要求

1. 活動結束前，請簽署“已付款證明書”，並把來澳門的**紙質版**登機牌或火車票證明交回工作人員。
2. 活動結束後**三日內**，請將以下文件上傳到指定連結，**逾期上傳及不清晰的票據證明皆無法報銷**：
 - 機票：攜程購買確認信；
 - **電子票據證明**，包括**來回的**登機牌或火車票、電子發票
 - 收款人、收款信息（銀行分行及卡號，或支付寶號碼）
3. 報銷流程預計將收到完整有效的報銷文件後的 90 個工作日內完成。**如果超時未收到報銷款可發郵件到指定電郵詢問 kiddpun@um.edu.mo**。

三、交通報銷上限（實報實銷）

出發／返回地	往返總價
廣東省以內	澳門幣 500
廣東省以外	澳門幣 2,500



智慧城市物聯網國家重點實驗室(澳門大學)
Laboratório de Referência do Estado de Internet das Coisas para a Cidade Inteligente
(Universidade de Macau)
State Key Laboratory of Internet of Things for Smart City (University of Macau)

滙率以澳門大學財務部公佈為準（按發票開具月份為準）：
https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/

四、澳門簽注、旅行保險

1. 每位同學需在出發之前自行辦理澳門旅行簽注，要求請見[國家移民管理局](#)及[澳門治安警察局](#)。
2. 每位同學需自行購買在 7 月 15 日至 7 月 18 日的澳門旅行保險。
3. 辦理簽注費用和旅行保險費用由學生自行承擔。

五、其它事宜

1. 除上述直接前往澳門的機票、火車票之外，所有城市內的交通費用不被報銷，包括往返到機場和火車站的交通費用等。
2. 如對其他未盡事宜有所疑問，請務必發郵件至 kiddpun@um.edu.mo 諮詢，行政人員會盡快反饋。

State Key Laboratory of Internet of Things for Smart City (University of Macau) The 2nd Summer Camp for Outstanding University Students in Mainland 2024 Reimbursement Guidelines for Transportation Fee

I. Purchase requirement

1. Students participating in the camp are required to purchase their own round-trip tickets (air tickets and/or train tickets). **Air tickets must be purchased on Ctrip while train tickets must be purchased on 12306.cn.** Tickets purchased through other channels cannot be reimbursed.
2. The purchase date of air tickets or train tickets must be after IOTSC's official admission email; if the purchase date is before the email notification, tickets cannot be reimbursed.
3. Only economy class for air tickets or second class for train tickets can be reimbursed.
4. A receipt must be issued for the round-trip tickets (air tickets and/or train tickets):
Personal e-receipt, no tax number
Header for e-receipt: To: University of Macau
Remarks on e-receipt: purchase completed on Ctrip and booking reference number: XXX
5. The date of arrival in Macau shall **not be earlier than July 15, 2024 (Monday)**; the date of departure from Macau shall **not be later than July 18, 2024 (Thursday)**. For any special cases, please email for special approval: kiddpun@um.edu.mo.

II. Reimbursement requirement

1. Before the end of the camp, please sign the "Declaration Form" and hand the **hard copies of boarding pass or train ticket to Macau** to the concerned staff.
2. Within **three days** after the camp, please upload the following documents to the designated link. **Late submission and unclear documents will not be reimbursed:**
 - Proof of e-receipts, round-trip boarding passes or train tickets
 - Beneficiary name, banking information (bank branch and card number, or Alipay number).
3. Reimbursement is expected to be completed within **90 working days upon submission of valid documents**. If no reimbursement received within 90 working days, please email for inquiry: kiddpun@um.edu.mo.

III. Upper Limits for Transportation Expenses (based on actual expenses)

Departure/Return Destination	Total limit for a round-trip
Inside Guangdong	MOP500



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU



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Outside Guangdong	MOP2,500
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The exchange rate is subject to the announcement by the Finance Office of the University of Macau (according to the month in which the e-receipt issued):

https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/

IV. Valid Travel Documents, Visa Fees & Travel Insurance

1. Each student must apply for valid Macau travel documents and visa before departure. For details, please refer to the requirements of the Macao Immigration Department.
2. Each student needs to purchase travel insurance to Macau from July 15 to July 18.
3. The visa application fee and travel insurance fee are borne by the students themselves.

V. Others

1. Except for the above-mentioned air tickets and/or train tickets directly to Macau, all transportation expenses within the city will not be reimbursed, including transportation expenses to and from the airport and train station, etc.
2. For any inquiries, please email to: kiddpun@um.edu.mo.