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湖南工业大学差旅费管理办法（试行）    根据《[中央和国家机关差旅费管理办法](http://baike.baidu.com/view/11860525.htm)》【财行（2013）531号】、《湖南省省直单位差旅费管理办法》【湘财行（2007）10号】的规定，按照勤俭节约、从紧必需的原则，结合学校实际情况，特制定本办法。  第一条 本办法所指差旅费是指出差人员到常驻地以外地区开展公务活动或进修培训、工作调动、探亲所必需的费用，开支范围包括城市间交通费、住宿费、伙食补助费和寄存、托运等杂费。  第二条 工作人员出差的交通费标准  1、         出差人员乘坐车、船、飞机席位等级标准：   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 交通工具  级　别 | 火车（含高铁、动车、全列软席列车） | 轮船（不包括旅游船） | 飞 机 | 其他交通工具（不包括出租小汽车） | | 校领导、教授及相当职务人员 | 火车软席（软座、软卧）  高铁/动车一等座  全列软席列车一等软座 | 二等舱 | 经济舱 | 凭据报销 | | 其余人员 | 火车硬席（硬座、硬卧）  高铁/动车二等座  全列软席列车二等软座 | 三等舱 | 经济舱 | 凭据报销 |                 2、出差人员乘坐飞机须从严控制。因出差路途较远或因学校公务急需，须经分管副校长批准方可乘坐飞机（为科研工作出差的，由项目负责人审批）。未经批准乘坐飞机或超标乘坐软席车者，按其同程硬席卧铺票价报销。购买打折机票不超过火车硬卧票价的可以报销。  3、经批准出差人员乘坐飞机的，民航机场管理建设费和航空旅客人身意外保险费（限每人每次一份），可凭票报销。  4、出差乘坐火车，从当日晚８时到次日晨７时乘车６小时以上，或连续乘车超过12小时的，可购同席卧铺票，凭票报销。  5、凡符合本条第4款的规定而未购买卧铺票的，按实际乘坐的硬座票价的80％给予补助。乘坐动车组和可以乘坐软卧而改乘硬卧的，不再给予补助。  6、出差人员凭城市之间的交通票据和住宿费票据，每人每天补助市内交通费80元，包干使用，不再报销其他市内交通费(含往返机场的交通费)。  7、出差人员未按规定等级乘坐交通工具的，超支部分自理。  第三条 工作人员出差的住宿费标准  1、住宿标准上限（单位：元/人、天）：   |  |  |  | | --- | --- | --- | | 职 务 | 标 准 | | | 湖南省内 | 其他省份 | | 校领导、教授及相当职务职称人员 | 450 | 见附表 | | 其他人员 | 350 | 见附表 |   2、职工出差，按实际住宿天数计算住宿费，凭票据实报销；未达到住宿标准的，节余不补，超支自理。  3、住宿费必须使用公务卡结算方式办理结算。  4、出差住宿费由接待单位免费接待，无住宿费发票的，一律不予报销住宿费、伙食补助费和市内交通费。  出差人员实际发生住宿而无住宿费发票的，如果是住在自己家里的，或到边远地区出差，无法取得住宿费发票的，由出差人员说明情况并提供详细住址（附外景照片）、房主身份证号码、电话号码等相关佐证材料，经所在部门领导批准，可以报销城市间交通费、伙食补助费和市内交通费，其他情况一般不予报销差旅费。  第四条 出差人员凭城市之间的交通票据和住宿费票据，每人每天补助伙食补贴100元，包干使用，不再报销其他餐饮票据。  第五条 乘坐公共交通工具出差且当天返回的，凭城市之间的交通票据按出差标准6折计算出差补贴，补助伙食补助费60元和市内交通费50元，包干使用。  第六条 参加会议、培训的差旅费按下列标准执行  1、工作人员到外地参加会议，凭会议通知及票据报销会务费（或培训费、资料费）、城市间交通费。会议统一安排食宿，并由会议承办单位统一开支的，不再报销会议期间的住宿费和伙食补助费；未交纳会务费（或培训费、资料费）的，可持会议通知单或召开会议、培训单位证明，其住宿费、伙食补助费按本办法规定标准报销。会议期间不报销市内交通费。在途期间的伙食补助费、市内交通费按本办法规定标准报销。  2、凡经组织批准带薪参加各种脱产培训学习（含参加党校、行政学院或社会主义学院等脱产培训学习）并在校食宿的，在校学习期间每人每天伙食补助费标准为：省外12元，省内8元；在本地城区参加培训学习的不予报销交通费，到外地参加培训学习的，凭票据报销城市间交通费，在途期间的伙食补助费、市内交通费按本办法规定标准报销。  3、除主管部门安排的、必须参加的并由会议、培训统一安排食宿的，其食宿超过标准的由分管副校长签字后凭票报销外，其他会议、培训超过部分一律不得报销。  第七条 工作人员调入、搬迁的差旅费按下列标准执行  工作人员调动工作在途期间的交通费、住宿费、伙食补助费，按上述差旅费规定，由学校报销。其行李、家具等托运费，在每人每公里1元以内由学校凭据报销。托运费只得报销一次。  第八条 工作人员出差或调动工作期间，经分管校领导批准就近回家省亲办事的，其绕道城市间交通费，扣除出差直线单程交通费，超过部分由个人自理。绕道和在家期间不予报销住宿费、伙食补助费和市内交通费。因公外出发生的招待费、礼品费、办公用品等其他票据不得在差旅费中报销。  第九条　职工经学校批准赴外地读研读博的差旅费按下列标准执行：  1、省外读研读博者，交通费按本办法规定每学期报销一次往返路费，省内不予报销。  2、住宿费发票必须盖有培训学校的公章才予报销，在外住宿发票一律不予报销。  3、伙食补助费、市内交通费等其他一切费用不予报销。  第十条 职工探亲路费按下列标准执行  1、乘坐火车的，不分职级，一律报硬席座位费。  2、乘坐轮船的，可报四等舱位费（或比统舱高一级舱位费）。  3、探亲途中的市内交通费，可按起止的直线公共电车、汽车、轮渡等凭据报销。  4、教职工探亲不得报销飞机票，因故乘坐飞机的按直线车船票价报销，多支部分自理。  5、职工探亲途中连续乘坐长途汽车及其他民用交通工具，夜间停驶必须住宿的，其住宿费按规定标准凭据报销。  6、已婚职工四年一次探望父母的往返路费，在本人月标准工资（国家基本工资：岗位工资和薪级工资）30%以内的，由职工本人自理，超过部分由学校按有关规定报销。单身职工每年可报探望家居异地父母往返路费一次。配偶两地分居职工每年可报往返探亲费一次。  7、教职工探亲期间的伙食费、行李物品寄存费、托运费等项开支，不予报销。  第十一条　差旅费开支审批程序及权限  1、职工因公出差，由院（部、所、处室）负责人审批。其中部门正职干部出差由分管校领导审批。  2、使用科研经费出差，需向所在单位请假，课题负责人审批。  3、经批准外出进修学习，使用师资培养经费的；职工调动工作、职工探亲费用的报销由人事部门负责人审批。  4、经批准参加党校、行政学院等脱产培训学习的，由组织部门负责人审批。  5、因公临时出国的，应根据国家有关部门批件或学校主要领导的批示，由提供经费部门签署意见，并逐级上报校长审批。  第十二条 本办法于自2016年1月1日起执行，本办法由计划财务处负责解释。    附表：湖南工业大学差旅住宿费和伙食补助费标准表        湖南工业大学  二O一五年十二月三十日      湖南工业大学差旅住宿费和伙食补助费标准表  单位:元/人.天   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 地区 (城市) | 住宿费标准 | | 淡旺季浮动标准建议 | | | | 伙食补助费标准 | | 旺季期间 | 旺季上浮价 | | 上浮比例 | | 校领导、教授 | 其他人员 | 校领导、教授 | 其他人员 | | 北京市 | 650 | 500 |  |  |  |  | 100 | | 天津市 | 480 | 380 |  |  |  |  | 100 | | 河北省（石家庄） | 450 | 350 |  |  |  |  | 100 | | 山西省（太原） | 480 | 350 |  |  |  |  | 100 | | 内蒙古（呼和浩特） | 460 | 350 |  |  |  |  | 100 | | 辽宁省（沈阳） | 480 | 350 |  |  |  |  | 100 | | 大连市 | 490 | 350 | 7-9月 | 590 | 420 | 20% | 100 | | 吉林省（长春） | 450 | 350 |  |  |  |  | 100 | | 黑龙江省（哈尔滨） | 450 | 350 | 7-9月 | 540 | 420 | 20% | 100 | | 上海市 | 600 | 500 |  |  |  |  | 100 | | 江苏省（南京） | 490 | 380 |  |  |  |  | 100 | | 浙江省（杭州） | 500 | 400 |  |  |  |  | 100 | | 宁波市 | 450 | 350 |  |  |  |  | 100 | | 安徽省（合肥） | 460 | 350 |  |  |  |  | 100 | | 福建省（福州） | 480 | 380 |  |  |  |  | 100 | | 厦门市 | 500 | 400 |  |  |  |  | 100 | | 江西省（南昌） | 470 | 350 |  |  |  |  | 100 | | 山东省（济南） | 480 | 380 |  |  |  |  | 100 | | 青岛市 | 490 | 380 | 7-9月 | 590 | 450 | 20% | 100 | | 河南省（郑州） | 480 | 380 |  |  |  |  | 100 | | 湖北省（武汉） | 480 | 350 |  |  |  |  | 100 | | 湖南省（长沙） | 450 | 350 |  |  |  |  | 100 | | 广东省（广州） | 550 | 450 |  |  |  |  | 100 | | 深圳市 | 550 | 450 |  |  |  |  | 100 | | 广　西（南宁） | 470 | 350 |  |  |  |  | 100 | | 海南省(海口） | 500 | 350 | 11-2月 | 650 | 450 | 30% | 100 | | 重庆市 | 480 | 370 |  |  |  |  | 100 | | 四川省（成都） | 470 | 370 |  |  |  |  | 100 | | 贵州省（贵阳） | 470 | 370 |  |  |  |  | 100 | | 云南省（昆明） | 480 | 380 |  |  |  |  | 100 | | 西　藏（拉萨） | 500 | 350 | 6-9月 | 750 | 530 | 50% | 120 | | 陕西省（西安） | 460 | 350 |  |  |  |  | 100 | | 甘肃省（兰州） | 470 | 350 |  |  |  |  | 100 | | 青海省（西宁） | 500 | 350 | 6-9月 | 750 | 530 | 50% | 120 | | 宁　夏（银川） | 470 | 350 |  |  |  |  | 100 | | 新　疆（乌鲁木齐） | 480 | 350 |  |  |  |  | 120 | | |
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