

# 温州肯恩大学文件

温肯大发〔2024〕46号

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## 关于印发《温州肯恩大学用餐经费列支和管理办法（2024年9月修订）》的通知

各部门、各学院：

《温州肯恩大学用餐经费列支和管理办法（2024年9月修订）》已经2024年第三十次党政联席会议通过，现予印发，请遵照执行。

特此通知。

温州肯恩大学  
2024年9月11日

# 温州肯恩大学用餐经费列支和管理办法

(2024年9月修订)

为厉行勤俭节约，进一步规范预算项目经费管理和使用，明确可列支餐费的情况，现规定用餐经费列支和管理办法如下：

## 一、用餐类型及标准

### (一) 公务接待用餐

公务接待餐费在招待费专项列支，餐费列支范围、标准和程序按归口管理部门制定的公务接待管理制度执行。

### (二) 工作餐

#### 1. 活动工作餐

业务部门举办特定活动确实需要安排人员用餐的，应在活动方案内列明，活动方案应按照预算和报销管理相关规定事先经有权审批人书面批准。活动工作餐标准不超过普通快餐标准，在活动相关专项预算经费列支。

#### 2. 业务对接来宾工作餐

部门（学院）因校外人员来校对接业务确需提供工作餐的，在部门一般公用经费列支：教学单位在教学维持经费项目列支，非教学单位在综合行政费项目列支。来宾工作餐仅向校外来宾提供，不对校内陪同人员提供，用餐标准为学校食堂普通快餐价格水平。

#### 3. 员工加班工作餐

一般情况下，员工加班不安排工作餐，因特殊情况确需为因工作误餐的人员安排餐食的，用餐标准为学校食堂普通快餐价格水平。员工加班工作餐在部门一般公用经费列支：教学单位在教学维持费项目列支，非教学单位在综合行政费项目列支，报销时应注明报销事由。

### （三）会议或培训用餐

已经列入年度预算安排的我校举办或承办的对外会议或培训需安排用餐的，可以按会议费、培训费规定和标准在相关业务专项列支。

### （四）学校组织员工活动用餐

学校组织员工活动如教师职业发展培训、外教文化活动、党员学习活动、统战活动等确实需要用餐的，餐标按不超过人均40元安排，在各责任部门相关经费中列支。

## 二、用餐形式及管理要求

1.公务接待可以在校外或食堂用餐。校外用餐严格执行一次一结，在学校食堂用餐可以定期与食堂结算，结算间隔时间由归口部门根据业务实际情况在相关公务接待规定内确定，结算间隔时间应合理，结算明细应包含每次接待事由、人数、金额及相关审批资料。

2.活动工作餐原则上在食堂用餐，确因活动在校外举行需要在外用餐的，报销事由应注明。

3.业务对接来宾工作餐和员工加班工作餐仅限学校食堂普通快餐形式。财务部对各部门（学院）业务对接来宾工作餐、员工加班工作餐的支出情况进行定期公示。

4.会议和培训用餐原则上应在会议和培训活动地点或附近安排。

5.员工活动地点在校内的，应在学校食堂用餐；在校外的，在活动地点就近选择合理用餐地点。

### 三、生效及解释

本办法自颁布之日起生效，财务部负责解释。《温州肯恩大学用餐经费列支和管理办法（2021年修订）》（温肯大发〔2021〕44号）同时废止。

# **Policy on Meal Expenses**

**(Revised in 2024)**

To vigorously practice frugality and further standardize the management and use of budget project funds, and to clarify the situations where meal expenses can be reimbursed, the following regulations are hereby stipulated.

## **1. Meal Types and Standards**

### **1.1 Reception Meals**

The cost of official reception meals shall be reimbursed under the budgetary project of "Reception", and the scope, standards, and procedures for the expense allocation of meals are implemented in accordance with the official reception management system established by the competent management department.

### **1.2 Working Meals**

#### **1.2.1 Working Meals in Events**

If a meal for external participants in an event organized by a functional department (college) is necessary and appropriate, the meal arrangement should be specified in the event plan. The event plan should be approved in writing in advance by the person(s) with proper authority in accordance with the relevant budget and reimbursement regulations and rules. The per-person cost for an event working meal should not exceed that of regular Chinese fast food. And the costs shall be reimbursed in the same budgetary project of the event.

#### **1.2.2 Working Meals for General Visitors**

In a situation of a meal need to provide a working meal to a visitor on campus for business, a department (college) may cover the meal with its general operational budget: teaching units may use the budget project of "Academic Operation", and non-teaching units may use the budget project of "Administrative Overheads". Visitor working meals are only provided to visitors, and accompanying employees are not eligible for such meals. The meal standard is at the regular Chinese fast-food price level of the university canteen.

#### **1.2.3 Employee Overtime Working Meals**

Generally, working meals are not arranged for employees working overtime. In special cases where such meals are necessary, the meal standard will be set at the regular Chinese fast-food price level. The reimbursement for employee overtime working meals shall be covered by the general operation budget of the departments (colleges): teaching units may use the budget project of "Academic Operation", and non-teaching units may use the budget project of

"Administrative Overheads". A description of the overtime work in question is required in the reimbursement claim.

### 1.3 Meals in Conferences or Training

In a budgeted non-internal conferences or training organized by the university, where meals are necessary, they can be reimbursed according to the relevant regulations on conference expense and training expense in the corresponding budgetary projects.

### 1.4 Meals in Employee Activities

For the internal activities where a meal is necessary and appropriate, such as employee professional development training, cultural activities for foreign employees, party member study activities, united front activities, etc., the meal expense may be covered by the corresponding budgetary projects with the per-person cost not exceeding RMB 40 yuan.

## 2. Form and Other Requirements

2.1 Reception meals may be arranged on or off campus. Settlements and reimbursements of off-campus reception meals must be made one at a time, with each reception claimed separately. On-campus meals may be settled with the university canteen at reasonable intervals compatible with the business pattern. The department managing the reception budget should specify the settlement interval in the reception regulations it is required to make. The settlement details attached to the reimbursement claims should include the description of the reception, the number of attending guests and staff, the amount, and the evidence of approval for the reception.

Event meals should generally be provided by the university canteen. If it is necessary to dine out on such occasions as the event being held off-campus, a description is required in the reimbursement claim.

Visitor working meals and employee overtime working meals should be offered in the form of regular Chinese fast food provided by the university canteen. The Office of Finance should regularly publicize the details of spending in visitor working meals and employee overtime working meals of each department (college).

Meals for meetings and training should generally be arranged at the event venue or in its vicinity.

## 3. Effect and Interpretation

This revised version shall come into effect from the date of promulgation to replace its prior version. The Office of Finance is responsible for the interpretation of these measures.