

Q1: Can the budget of the school be diverted?

Q2: Can the budget of the university be increased?

Q3: What is the standard for travel expenses?

A1: If you want to apply for the current inter-tenant expense transfer, you must fill in the "Budget Circulation (Additional) Application Form".

Explain the reason for the use and obtain the consent of the first-level supervisor and the director of the accounting office of the unit before the transfer can be used. If the flow project is a plan fund, it is necessary to add the plan responsible window to confirm that the flow meets the requirements of the plan. Follow the instructions above. The flow of funds between the regular gate and the capital gate or the flow of expenses of different natures must be signed and approved by the president. It can be used only after the approval.

A2: If any budget user wants to supplement the budget due to business needs, it must be signed and approved by the President or the Budget Committee. After the approval of the application form for budget flow (additional) is completed, the copy or meeting shall be signed and signed. It can only be added after the record.

A3: Please refer to the Accounting Office website for domestic and overseas travel expenses.