

	Forecast 预计	Actual 实际
Number of days of the event 会议天数		
No. of participants 参会人数:		

Summary	FORECASTED		ACTUAL		Variance
	Total in RMB 预计总额	Average cost per person and per day	Total in RMB 实际总额	Average cost per person and per day 实际人均日消费	
1 Accommodation 住宿:	-	-	-	-	
2 Catering 餐: 酒店内	-	-	-	-	
3 Meeting room: 酒店内	-	-	-	-	
4 Transport – Non Air 其他交通工具	12,160.00	-	8,700.00	-	-3,460.00
5 Catering 餐: 非酒店内	-	-	-	-	
6 Meetings facilities 会议设施:	-	-	-	-	
7 Registration 注册:	-	-	-	-	
8 Agency Management Fee 服务费	972.00	-	696.00	-	-276.00
9 Tax/VAT 增值税税金	-	-	-	-	
9 Actual additional expenses 实际	-	-	-	-	
10 Total 总计	13,122.00	-	9,396.00	-	-3,726.00

