

**2023 Guangzhou International Auto Show Buick KOC Promotion Activity
Budget List**

广州车展KOC活动，25名外地KOC；其中3人同时参加媒体日和专业公众日，提供2晚住宿；其余外地koc提供1晚住宿。

2023 Guangzhou autoshow KOC activity. 25koc from other cities; Among them, 3 core KOCs from outside the city participated in both Media Day and Professional Public Day. These 3 individuals provided 2 nights of accommodation, while the remaining personnel provided 1 night of accommodation.

工作人员4人，每2人提供一间标间房间，用于支持媒体日koc传播活动。

10 staff members, with one standard room provided for every 2 people.

项目 Item	内容 Details	人民币单价 Unit Price (RMB)	单位 Unit	数量 Quantity	小计 Subtotal	备注 Remark
koc相关费用/Koc Related Expenses						
住宿 Hotel	koc住宿 koc Hotel	1000	1	28	28,000	外地koc共25人，其中3人同时参加广州车展媒体日与公众日，该3人提供2晚住宿，其余人员提供1晚住宿。A total of 25 people from other cities participated in the KOC, of which 3 people participated in both the Guangzhou Auto Show Media Day and Public Day. These 3 people provided 2 nights of accommodation, while the rest provided 1 night of accommodation
	Total小计				28,000	
餐饮 Restaurant	晚餐 koc Dinner	290	1	25	7,250	koc晚餐，餐标290元/人 Meals for koc during on arriving day
	Total小计				7,250	
活动PPT费用 PPT making	PPT	1000	1	18	18,000	PPT费用
	车费	19500	1	1	19,500	
	Total小计				37,500	
	Total小计				72,750	
koc费用总计/Total Koc Expenses					72,750	

工作人员相关费用/Activity Staff Related Expenses						
工作人员 Agency Staff	工作人员住宿 Staff Hotel	902	1	10	12,010	工作人员总计4人，每2人提供一间标间房间，用于支持媒体日koc传播活动。 There are a total of 8 staff members, with one standard room provided for every 2 people, with 2 people staying for 2 days to support media day KOC promotional activities.
	Total小计				12,010	
旅行社费用总计/Total Travel Agency Expenses					84,760	

费用总计/Grand Total Expenses					84,760	
服务费agency service fee10%					8,476	
税Tax					5,594	
费用总计/Grand Total Expenses					98,830	

1.住宿标准参照《费用报销标准及管理办法》，国内目前北上广深一般不超过RMB1100，其他城市一般不超过RMB900，如超过上限，请备注说明原因。

Please refer to 'Expense Reports' for hotel standard, cap for Shanghai, Beijing, Guangzhou and Shenzhen's is RMB 1100, other cities' cap is RMB 900, if hotel expense is over the cap, please remark the reason clearly.

2. 餐费（招待费）及礼品等相关费用标准请按照公司《招待、礼品、会务管理制度》执行。

For expense of Dinner/Lunch (Entertainment) and Souvenir, please follow 'Entertainment Reception, Gift and Meeting Management Policy'.

3. 媒体交通费补偿人均上限RMB500，按实报销。

Media traffic reimbursement shall be based on actual expense, and the cap is RMB500 per person.

4. 为免疑义，天数和数量请明确备注清楚。

Please clearly remark Days and Quantities to avoid any doubt

