

媒体总计 20人 Total media 20per					
内容 ITEM	单价 Unit PRICE	天数 Day	数量 QUANTITY	价格 SUM	备注 Remark
媒体交通费 Media Traffic Fees	500	1	45	22,500	
媒体交通费 Media Traffic Fees	459	1	9	4,133	
酒店 Accommodations foMedia	900	9	8	64,800	
用餐 Meals for Agency Staff	217	10	2	4,336	
交通费 Traffic Expense	357	2	8	3,587	
摄影费	41,430	1	1	65,100	
Total				164,456	
服务费				16,446	
总计：（不含增值税6%）				180901	
总计：（含增值税6%）				191756	
<p>*注：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 Hotel standard please refer to 'Expense Reports', currently Shanghai, Beijing, Guangzhou and Shenzhen's cap is RMB 1100, other cities' cap is RMB 900, if hotel expense is over the cap, please remark the reason clearly</p> <p>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 Dinner/Lunch (Entertainment) and Souvenir please follow 'Entertainment Reception, Gift and Meeting Management Policy'</p> <p>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</p> <p>4. 为免疑义，天数和数量请明确备注清楚 Day and Quantity please remark clearly to avoid any doubt</p>					

