

**All-new Buick GL8 Legacy Media Test Driving-Southern line
Budget List**

媒体总计111人（均为本地）；工作人员11人（PR Agency工作人员，均来自外地）
Total media 111 (all local); staff 11 (PR Agency staff, all from out of town)
活动共1天，实拍车辆*8全新别克陆尚
1-day event, actual vehicle*8 All-new Buick GL8 Legacy

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
媒体相关费用/Media Related Expenses						
用餐 Meals	媒体午餐 Media Lunch	300	1	111	33,300	媒体共111人，餐标300元/人 Total media 111, RMB300 for each.
	Total/小计				33,300	
媒体交通费报销 Reimbursement	媒体交通费 Media Taxi Fee	500	1	111	55,500	发布会媒体共111人，实报实销，不超过500元/人 Media 111. Reinforce all media traffic fee according to the actual expense. Cap is 500rmb per person.
	Total/小计				55,500	
媒体费用总计/Total Media Expenses					88,800	
活动相关费用/Event Related Expenses						
工作人员 Agency Staff	工作人员住宿 Staff Hotel on activity days	1000	1	6	6,000	工作人员11人（均外地），2人入住一间标间，男女分开住，共需6间标间。媒体活动共1天，工作人员提前1天抵达准备，共2天1晚。 Eleven staff members (all out-of-town), two in a standard room, gender-segregated, for a total of six standard rooms. The media event will last 1 day, with staff arriving 1 day in advance to prepare for the event, for a total of 2 days and 1 night.
	工作人员餐费 Staff Meals	100	2	11	2,200	工作人员午餐，11人，提前1天活动准备，媒体活动日1天，共2天。餐标100元/人 Staff Lunch, 11 people, 1 day of event prep in advance, 1 day of media event day, 2 days total. Meal standard 100 RMB per person
	工作人员餐费 Staff Meals	100	2	11	2,200	工作人员晚餐，11人，提前1天活动准备，媒体活动日1天，共2天。餐标100元/人 Staff dinner for 11 people, 1 day of event prep in advance, 1 day of media event day, 2 days total. Meal standard 100 RMB per person
	Total/小计				10,400	
活动费用总计/Total Event Agency Expenses					10,400	
费用总计/Grand Total Expenses					99,200	

- 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.
- 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'.
- 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.
- 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.



All-new Buick GL8 Legacy Media Test Driving-Northern route
Budget List

媒体总计116人（均为本地）；工作人员11人（PR Agency工作人员，均来自外地）
Total media 116 (all local); staff 11 (PR Agency staff, all from out of town)
活动共1天，实拍车辆*8全新别克陆尚
1-day event, actual vehicle*8 All-new Buick GL8 Legacy

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
媒体相关费用/Media Related Expenses						
用餐 Meals	媒体午餐 Media Lunch	300	1	116	34,800	媒体共116人，餐标300元/人 Total media 116, RMB300 for each.
	Total小计				34,800	
媒体交通费报销 Reimbursement	媒体交通费 Media Taxi Fee	500	1	116	58,000	发布会媒体共116人，实报实销，不超过500元/人 Media 116. Reinforce all media traffic fee according to the actual expense. Cap is 500rmb per person.
	Total小计				58,000	
媒体费用总计/Total Media Expenses					92,800	
活动相关费用/Event Related Expenses						
工作人员 Agency Staff	工作人员住宿 Staff Hotel on activity days	1000	1	4	4,000	工作人员7人（均外地），2人入住一间标间，男女分开住，共需4间标间。媒体活动共1天，工作人员提前1天抵达准备，共2天1晚。 7 staff members (all out-of-town), 2 in a standard room, gender-segregated, for a total of 4 standard rooms. The media event will last 1 day, with staff arriving 1 day in advance to prepare for the event, for a total of 2 days and 1 night.
	工作人员餐费 Staff Meals	100	2	7	1,400	工作人员午餐，7人，提前1天活动准备，媒体活动日1天，共2天。餐标100元/人 Staff Lunch, 7 people, 1 day of event prep in advance, 1 day of media event day, 2 days total. Meal standard 100 RMB per person
	工作人员餐费 Staff Meals	100	2	7	1,400	工作人员晚餐，7人，提前1天活动准备，媒体活动日1天，共2天。餐标100元/人 Staff dinner for 7 people, 1 day of event prep in advance, 1 day of media event day, 2 days total. Meal standard 100 RMB per person
	Total小计				6,800	
活动费用总计/Total Event Agency Expenses					6,800	
费用总计/Grand Total Expenses					99,600	

- 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.

