**关于因执行外国专家项目邀请的外国专家产生补贴（讲课费）由校内教师代领的情况说明**

国际处、计财处：

兹有本人作为项目负责人 （姓名、学院）因获批科技部高端外国专家项目（项目号或申请编号： ），因执行该项目需要，于 年 月 日至 年 月 日邀请外国专家（姓名： ；护照号码： ）来校交流（或远程协助），根据项目执行情况，依据**科技部关于印发《国家外国专家项目和经费管理办法》的通知-国科发专[2021]49号**文件规定，申请（以下类型二选一）

（1）专家生活补贴费用合计 元（上限1000元/天）

（2）讲课费用 元（上限3000元/次，税前）（注明讲课时间地点费用的合同、讲座视频截图等附件材料应通过科技部引智服务系统在报销申请版块上传）

因专家本人原因 （说明原因内容），专家未办理中国境内银行卡，特申请通过代领方式领取此费用，代领人姓名 ；代领人工资号 ；代领人手机号：

**项目负责人**承诺专家将获得以上全部费用。专家本人确认以上情况属实。

**代领人承诺将以上费用通过转账方式转给专家本人**。

校内项目教师（代领人）签字：

外国专家签字：

**Information note on allowances (lecture fees) incurred by foreign experts invited for the implementation of foreign expert projects and received by University employees on their behalf**

International Office, Financial Office of SWJTU:

This is (Foreign Expert Name), Passport Number , with the invitation from (staff at SWJTU), to conduct the program funding by the foreign experts program granted by the Ministry of Science, P. R. China from (date) (month) year to (date) (month) (year). Based upon the agreement, the living allowance to me is yuan RMB (max 1000 yuan per day before tax) OR the lecture subsidy is yuan RMB (max 3000 yuan per lecture attached with an agreement before tax) (Attachments such as contracts, lecture video screenshots, etc. with lecture time and location fees should be uploaded in the reimbursement application section through the MOST Services system).

Due to my personal reason that (indicate exact reason such as tight schedule or privacy reasons), I would like to apply for receive these allowance via \_\_\_\_\_(SWJTU staff) on my behalf. I personally promise that the above situation is true and will receive the above funds truthfully.

Staff Member’s Signature at SWJTU:

Foreign Expert’s Signature