

## 外籍教师办理因公出国（境）手续提示

执行因公出访任务需提前办理审批手续，以保证回国后顺利核销账目，提示如下：

### 1、办理时间

请务必于出访前完成校内手续的办理，建议至少提前 10 个工作日提交网上申请，提前 5 个工作日提交纸质材料，审批通过后将为您发放报销材料。

若未在出访前提交纸质材料至国际处审批，将会影响之后的报账事宜

### 2、提供材料

(1) 正式邀请函 办理校内出访手续时需提供正式邀请函，需包含以下要素：1) 以官方信纸打印；2) 要有邀请人签字；3) 内容需包含邀请时间（精确到日）、访问地点、访问目的。

正式的邀请函是我们审批的最重要依据之一，因此，即使无需办理签证也需提交正式邀请函作为办理校内手续的一部分。

(2) 日程安排 除国际会议外，需提供出访期间日程安排，包括出访时间及在外期间详细活动。

### 3、办理流程

(1) 在线提交申请 请在外事平台出国出境系统填写网上申请

(2) 进行公示 因公出访需在本学院进行为期五天的公示

(3) 报国际处审批 网上审核通过后提交纸质申请表、邀请信、日程安排、公示证明至国际处

(4) 领取批复材料 通过审批后可到国际处领取批复材料

关于因公出国境手续办理，如有疑问可咨询本学院外事秘书

派出科联系方式 电话：新校区：85356010/8535606 老校区：27405157 邮箱：[das@tju.edu.cn](mailto:das@tju.edu.cn)

## Application for Business Trips Abroad

### I Time

Before the commencement of the business trips abroad, TJU faculty are required to get approval. On-line application should be submitted at least 10 working days prior to commencement of trip and paper materials 5 working days.

***Please be sure to complete all your application procedures before your trip, otherwise the reimbursement for travel expenses shall be affected.***

### II Documents

(1) Official invitation letter

An official invitation letter should be attached, covering 1) university/company/institute letterhead; 2) signature; 3) date of departure/return, duration, destination, and purpose of trip.

***Please note that the official invitation letter is necessary for approval though you may not need it for visa application.***

(2) Itinerary

Except application of attending conference, an itinerary stating planned start/departure date, location, and detailed activities is required.

### III Application Procedures:

(1) On-line application Please fill in your travel application form on-line.

(2) Application publicity The travel information should be displayed on school website or bulletin board.

(3) Materials submission The paper materials including application form, invitation letter, itinerary, statement of publicity should be submitted to Section of Dispatch, Office of International Cooperation.

(4) Approval Approval can be obtained after the whole process has been completed.

**For further information please contact office of your school**

**Section of Dispatch:** Tel 85356010/ 27405157/85356061

E-mail: [das@tju.edu.cn](mailto:das@tju.edu.cn)