**Application Form for Accommodation and Air Ticket Allowances**

**外籍教师租房、机票补贴申请表**

|  |  |  |  |
| --- | --- | --- | --- |
| Name(外教姓名) |  | Faculty(所在院系) |  |
| Purpose of Application申请事由□Apply for Accommodation Allowance. I would like to apply for my 2,000 RMB monthly rent allowance from (Month), (Year) to (Month), (Year ) for a total of RMB.申请租房补贴。申请 年 月至 年 月的租房补贴，每月为2000人民币，总金额为 元。□Apply for Air Ticket Allowance. I would like to apply for my Air Ticket allowance from (Month), (Year) to (Month), (Year) for a total of 10,000 RMB.申请机票补贴。申请 年 月至 年 月的机票补贴，总金额为10,000元人民币。NOTE: The air ticket allowance could be applied after one year of work.注：机票补贴工作满一年才可申请 |
| Total(申请金额) |  (RMB)  | Date(申请时间) |   |
| Signature of applicant申请外教签名 |  |
| Signature of transactor经办人签名 |  |
| Decisions from the International Affairs Office国际交流处意见 |  |