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

**外籍教师租房、机票补贴申请表**

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| 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 | |  | | | | |