



ANU China Study Hub Travel Reimbursement Plan - 2021.7-11

Shanghai Local Transportation

Category	Grants	Time Frame	Application Supporting Documents
Every day Public Transportation: Check-in Hub for at least 4 hours/day	10 RMB/Day	Opening Days from 26th July to 19th November (Inclusive)	Application Form Public Transportation Fapiao (Taxi, Subway)

Selected Event Travel (One Event/Person Only)

Category	Grants	Time Frame	Application Supporting Documents
Transportation (2 rounds)		Dedicated Events	Application Form Transportation Fapiao (Train ticket or flight ticket AND flight fapiao) and Hotel Fapiao Hotel Receipt of the stay for the event day *2 rounds mean one round from your hometown (on ID card) to Shanghai/Chengdu/Shenzhen and from Shanghai/Chengdu/Shenzhen to your hometown. Special occasions have to be explained to the staff. *Train: max second class, Flight: max economic class *2 days before/after event for arrival and departure
Train/Flight (one way) <300 RMB	Reimburse as the actual ticket cost		
Train/Flight (one way) >300 RMB	Reimburse 300RMB max		
Accommodation			
Maximum 1 night	200RMB/Night		

Study Hub Usage (One Trip/Person Only)

Category	Grants	Time Frame	Application Supporting Documents
Transportation (2 rounds)		Opening Days from 26th July to 19th November (Inclusive) at least 10 sessions (4 hours/session)	Application Form Transportation Fapiao (Train ticket or flight ticket AND flight fapiao) and Hotel Fapiao Hotel Receipt of the stay for the event day *2 rounds mean one round from your hometown (on ID card) to Shanghai/Chengdu/Shenzhen and from Shanghai/Chengdu/Shenzhen to your hometown. Special occasions have to be explained to the staff. *Train: max second class, Flight: max economic class *2 days before/after event for arrival and departure
Train/Flight (one way) <300 RMB	Reimburse as the actual ticket cost		
Train/Flight (one way) >300 RMB	Reimburse 300RMB max		
Accommodation			
Check-in Hub for at least 10 sessions (4 hours/session)	max 200RMB/Night and/or 2000RMB in total	Exam Preparation Days and Exam Period: 1st to 19th November (Inclusive)	

Application Submission Time 1:

Reimburse Time 1:

Application Submission Time 2:

Reimburse Time 2:

Reimburse Method

10am-6pm 11-15 October

End of October

10am-6pm 22-26 November

End of December/Start of January

Alipay

Submission Method(Online + Offline both are needed)

Online: Please send email to studyhub.sh@anu.edu.au, including (1) reimbursement application form (2) scanned ID card & student ID card, if you do not have a student ID card please email to explain the circumstances (3) scanned copies of all supplementary documents (e.g. screenshots of itineraries, invoices, etc.)
Email format: City (Shanghai/Shenzhen/Chengdu)_student name_student number. **Offline:** Please prepare all the supporting documents (print version) and send to the hub (in person or by kuaidi mail): 澳大利亚上海快闪学习空间, 021-6212 5537, 上海市长宁区平武路80号澳洲之家5楼503室200000
澳大利亚成都快闪学习空间, 028-67533606, 成都市锦江区红星路3段1号成都国际金融中心IFS 1号楼45层
澳大利亚深圳快闪学习空间, 0755-66841375, 广东省深圳市福田区华富街道皇岗路5001号wework深业上城店5楼。
材料不齐全或逾期提交材料均不受理。 Please send this excel form and a scan copy of your ID card and student card to studyhub.sh@anu.edu.au using your ANU email. If you don't have student card, please let us know in the email.

Fapiao Information (Only this fapiao title will be accepted)

名称: 澳上会商务咨询(上海)有限公司
纳税人识别号: 9131000032217728X7
地址、电话: 上海市静安区安远路127号2幢1层C2室(集中登记地) 65228210
开户行及账号: 中国银行上海康定支行453369488851

Please read below carefully before you apply:

*This is open to current students only.

*Please apply after the actual days/event.

* All applications will be checked based on your check-in record by the hub staff.

*Please double check your info on the application for in order to receive your grants accurately. Any missing documents might cause false disclaim due to the financial requirements.

*If the event dates and the study hub usage dates are the same, we will only reimburse for one time.

* We only accept submissions within the 2 application periods.

* For other special occasions, please contact our staff for further information.