## Policy on SMP Labour Fee Payments to Seminar Speakers

## Appendix A:  Guidelines of Labour Fee Payments

For details on the guest lecturer invitation process and payment procedures, please refer to the following guidelines:

**I. Pre-invitation Preparation and Identity Verification**

**Verify Guest Lecturer Identity and Visa Status**:

- **Chinese Nationals (including Hong Kong, Macao, and Taiwan) or Foreign Nationals with a Chinese Permanent Residence Permit**:
  Can be invited directly. Proceed to prepare subsequent reimbursement documents.

- **Foreign Nationals without a Permanent Residence Permit**:

  - All foreign guest lecturers must be registered with HR before the scheduled talk date. HR contact: Ms. Wenyu Pu (Email: Wenyu.Pu@xjtlu.edu.cn, Tel: 88161046)
  - Visa compliance is critical for foreign guest lecturers without permanent residence.
    - Payment can only be processed for a Visit Visa (F-Visa), Type-A Work Visa (Z-Visa) and High-Level Talent Visa (R-Visa).
    - Tourist (L-Visa) / Family Visit (Q-Visa, etc.) / Visa-Free/ Visa Exemption are **NOT** eligible for labour fee payments.

  - For guest lecturers with a Visit Visa (F-Visa), Type-A Work Visa (Z-Visa) or High-Level Talent Visa (R-Visa) requiring payment, please complete *Appendix A-1, A-2, A-3* and submitted to HR (Wenyu Pu) at least one month prior to the scheduled talk for reporting to Entry and Exit Bureau (EEB).

  - For guest lecturers with other visa types, payment cannot be made. However, they may still engage in unpaid activities. For such cases, simply email HR (Wenyu Pu) with the following information:
    a) Guest lecturer's personal details
    b) Purpose of the visit
    c) Duration of stay
  - Payment of guest lecturer fees for online-only participation does not require EEB reporting in advance.

**II. Post-Lecture Documentation Collection**

Collect the following materials from the guest lecturer after the lecture:

a. **For Mainland Chinese Nationals**:
- Photocopy of National ID Card (Front & Back).
  (Note: The copy must bear the handwritten note: "This copy is consistent with the original" followed by the guest lecturer's signature.)
- Photocopy of Bank Card.
- Bank Account Information (Bank Name, Branch, etc.).
- Contact Details.

*(Refer to **Appendix A-4** for the complete list).*

b. **For All Other Individuals**:

If pay to a Chinese Bank account (Only RMB can be received):

- Photocopy of Passport (Main Page/Information Page).
- Photocopy of Bank Card.
- Bank Account Information (Bank Name, Branch, etc.).
- Contact Details.

*(Refer to **Appendix A-4** for the complete list).*

If pay to a foreign bank account:
- Photocopy of Passport (Main Page/Information Page).
- Nationality/Date of Birth/Place of Birth/… (Personal Information)
- Bank Account Number and relevant international payment details.

*(Refer to **Appendix A-5** for the complete list).*

## III. Application for University Seals for Service Agreement

a. Complete the Service Agreement (***Appendix A-3***).
b. Apply for the University Seal on the agreement. Application Reason should be stated with detailed seminar time and title, and the attachments should involve:

   - A scanned copy of the completed Service Agreement on Intranet.
   - Bio of guest
   - Seminar poster (if any)

   The request will route for approval by the Head of Department (HoD) and the Dean.

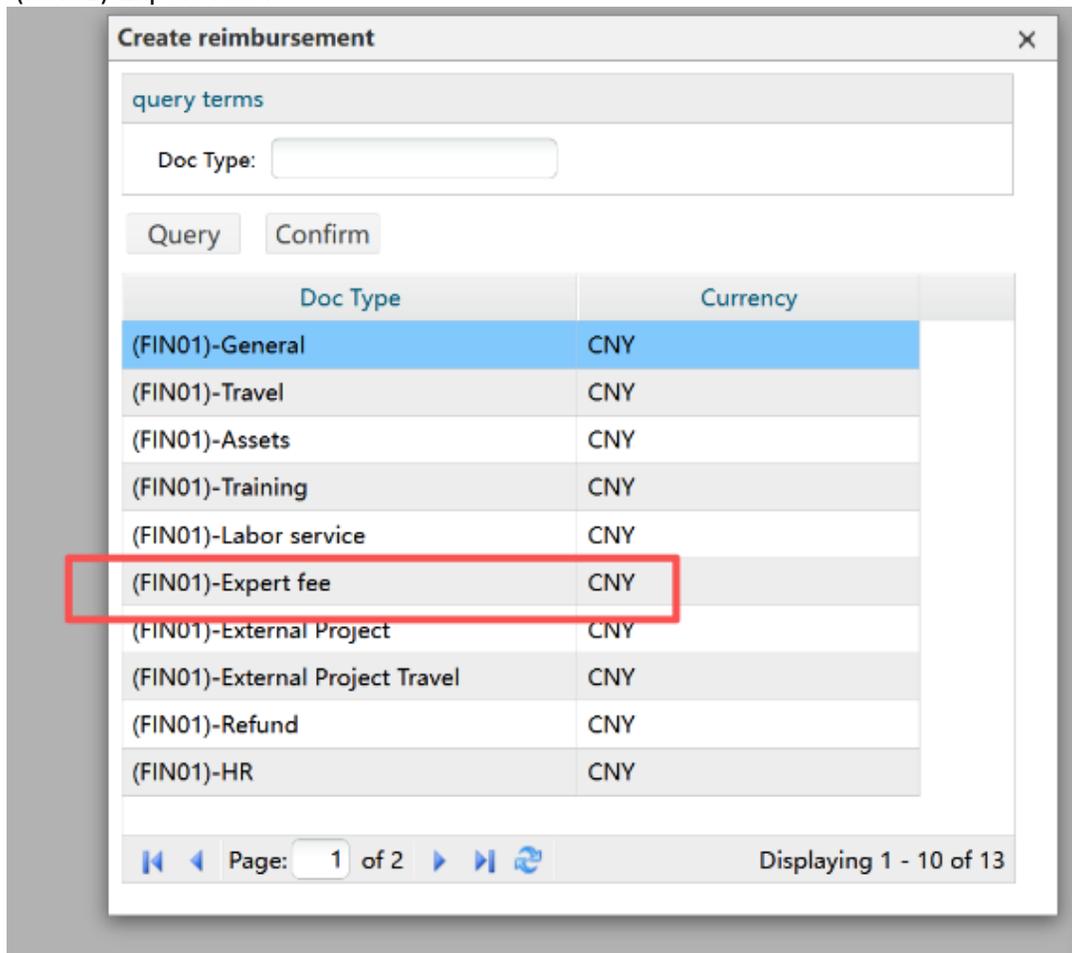   (For the specific system operation procedures, please refer to ***Appendix A-6***).

c. Once approved in the system:

- Print a copy of the Intranet approval confirmation.
- Take the original Service Agreement along with the approval confirmation to the President Office (PO) to obtain the official university seal.

## IV. Reimbursement Procedure

After receiving the sealed original agreement:

a. Log in to the Expense Control System to submit a new reimbursement request under '(FIN01)-Expert Fee'.

| Create reimbursement | | ✕ |
|---|---|---|
| **query terms** | | |
| Doc Type: | | |
| **Query**  **Confirm** | | |
| **Doc Type** | **Currency** | |
| (FIN01)-General | CNY | |
| (FIN01)-Travel | CNY | |
| (FIN01)-Assets | CNY | |
| (FIN01)-Training | CNY | |
| (FIN01)-Labor service | CNY | |
| (FIN01)-Expert fee | CNY | |
| (FIN01)-External Project | CNY | |
| (FIN01)-External Project Travel | CNY | |
| (FIN01)-Refund | CNY | |
| (FIN01)-HR | CNY | |
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b. Key Field Selections:
- Beneficiary Type: Vendor.
- Beneficiary: code 2215 (Pay to non-employee individual).
- Project:
  a. No project, if the payment is covered by the School/Department.
  b. Choose your own project.

c. In the 'Description' field, provide the following details:

- Guest lecturer's name and title (e.g., Prof., Dr.), brief biography and affiliation (University/Company).
- Talk Title and Abstract.

d. Reimbursement lines and payment schedule should be completed in line with actual arrangements. The reimbursement amount must exactly match the amount specified on the sealed Service Agreement.
(Note: if the reimbursement will be made in a foreign currency, the amount on the Service Agreement must also be clearly stated in that foreign currency.)

e. For Foreign Currency Payments:
- Selection the right payment currency. (Supported foreign currencies only include: AUD, CAD, EUR, GBP, HKD, JPY, NZD, SGD, USD.)
- When entering the amount, the system will prompt for Exchange Rate Type.
   - Recommended Selection for exchange rate type: Choose CORPORATE - Finance Exchange Rate. The system will automatically populate the official finance monthly exchange rate.
   - Alternative (If necessary): If you choose USER, you must manually look up and enter the correct exchange rate. Ensure the source and rate are accurate.

f. Attach the following documents in the system:

- The scanned copy of the sealed Service Agreement.
- The guest lecturer's ID card copy (Chinese), Travel Permit to/from Mainland copy (Hong Kong/Macao/Taiwan Residents), or passport copy (Foreign) collected in Section II.

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**V. Reference**

*Appendix A-1: Application for Inviting Guest Lecturer*

*Appendix A-2: Writing Assurance*

*Appendix A-3: Service Agreement*

*Appendix A-4: Pay to Chinese Bank – Labour Fee Materials*

*Appendix A-5: Pay to Foreign Bank – Labour Fee Materials*

*Appendix A-6: Guidelines for University Seal Application on Service Agreement*