**Guideline for Receipt**

* 1. Gather all the receipts for the expenditure of journey and compile them according to the receipt account form provided by Office of Business Administration.

영수증 반드시 제출해야 함

 - 500,000 won will be supported for “Rediscovery of Korea Project”.

 Rediscovery of Korea의 여행경비로 50만원을 지원하며, 초과비용이 발생하는 부분은 추가 지원하지 않습니다.

- Please do receive helps from your Korean members when spending your money to avoid incorrect receipt receiving from the stores (Very Important for Accounting Process!)

 거래명세서 제출 등 부적절한 영수증이 발행되지 않도록 한국친구들의 도움을 받으세요.

b. Please note that

- You CAN NOT submit individual credit card receipts or cash receipts claiming tax benefits under the name other than Ajou University.

(To claim tax benefits under the name of the university when making cash **payments, you must present the business registration number of the university: 124-82-10324**)

개인신용카드는 절대 사용 불가, 반드시 학교 사업자번호(124-82-10324)를 대면서 현금영수증을 요청하면 발행하여주니 이를 제출하여야 합니다.

 - Each handwritten receipt cannot exceed the amount of 30,000 won (all handwritten receipts must contain business registration numbers of the sellers)

 간이영수증은 제출 불가하며, 3만원 이하라도 반드시 해당업체의 사업자번호가 있어야 합니다.

- Taxi fare receipt MUST not be submitted to Office of Business Administration.

 택시비용은 영수증 정산이 불가합니다.

1. How to submit the receipts

 - Please find your Korean friends for Discovery of Korea and fill out the form (Attached-Statement of Accounts) with all the receipts.

- All teams should submit the attached form as soon as the event for teams ends.

 여행일정이 끝나는 대로 영수증 제출하여야 합니다.

Globiz Human Resource Cultivation Program