	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Cash Paid Out</b>	<i>CODE:</i> 05.01.039
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## PURPOSE 目的

The purpose of this policy is to ensure that cash paid out is properly documented to prevent any misappropriation as well as to protect the interest of the cash handling personnel.

此政策的目的是为了**确保现金无任何非法挪用，且正常的现金垫付被适当记录，以保护现金经手人的利益**

## POLICY 程序

- “Cash Paid Out” Vouchers are intended to be only chargeable to guest folio and the following information must be duly recorded therein, without exception:  
 现金垫付单规定为只可对住店客人进行支付，并计入客账；以下项目必须适当地登记在内，不得遗漏：  
 :
  - The guest name.客人姓名
  - Room number.房间号码
  - Date.日期
  - Description of the charge.费用说明
  - The amount of paid out.垫付数额
  - Name and signature of the cashier preparing the voucher.收银员姓名及签字
  - Signature of the recipient.收款人签字
  - Approval signature.批准人签字
  
- The “Cash Paid Out” Vouchers must be duly signed by the recipient of the cash and must be authorized and approved by the Assistant Manager or the Front Office Manager, without exception.  
 现金垫付单必须由接收者及时签字并经大堂副理或前厅经理授权批准，没有例外
  
- Payments on behalf of guests must be supported with the proper vouchers.  
 为了客人的利益，付款必须附有正确的凭证
  
- Except for deposit refund, the maximum cash paid out should not exceed RMB2,000.00 per guest per stay. Any amount in excess of this amount must be authorised by the Director of Finance & Business Support or Manager on Duty. In the event of deposit refund, the transaction should be approved by the Assistant Manager and supported with the concerned guest folio, indicating the unutilized balance paid out to the guest.  
 除定金返还外，付给每一个住店客人（每次入住）的最大现金垫付不得超过人民币2000元。超过此限额的数额必须经财务总监或行政值班经理授权，发生定金返还时，必须由大堂副理批准，并附有相关的客人账单，以证明退还给客人的余额正确无误
  
- In all cases, it should be explained to the guest that any unutilized deposit is refunded upon his/her departure.  
 所有情况下，都应向客人解释说明所有定金将于离店时退还
  
- In the event that if a registered guest uses his/her credit card, which is acceptable by the hotel, and subject to cash availability at the Hotel for advance, a 5% (five percent) is imposed as commission charge.  
 如果住店客人使用酒店允许的信用卡要求提取现金，并且酒店有足够现金的情况下，须加收客人5%的手续费

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**CREDIT CARD PAID OUT CHARGING EXAMPLE 信用卡支付收取费用的案例**

- If a guest request for a credit card cash advance of RMB2,000, the commission payable is 5% of the amount charged, i.e. RMB100. (Please note henceforth, that the commission chargeable is not based on the actual paid out of RMB1,900 but credit card charge of RMB2,000.)  
 如果有一个客人要求信用卡提现人民币2000元，应收手续费为提现总额的5%，及人民币100元。（请告知客人，收取的手续费是基于信用卡支付的2000元，而不是实际提现金额1900元）

Henceforth the actual paid-out to the guest is RMB1,900. Below is the breakdown of the transactions:

因此，向客人支付的实际金额是人民币1900元。以下是此笔交易的细目情况：

- 8000 Paid out → RMB 1,900  
 8000垫付 → 人民币1900元
- 5104 Miscellaneous Other → RMB 100  
 5104杂项收入 → 人民币100元
- Credit Card Charge → RMB 2,000  
 信用卡支付 → 人民币2000元
- Personal cheque cashing is prohibited.  
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