Dear professor,

For closing your reimbursement issue in HIT after your leaving, according to the requirements of the new financial policy, please prepare these documents. The details are as following:

1. Scanning of your passport (the page with your photograph), we can also copy the page when you arrive at HIT;

2. Scanning of your passport (the page with Chinese visa and the entry, exit stamps);

3. Travel itinerary and **all boarding passes (**the return boarding passes can be scanned**)**;

4. If you do the payment by credit card, it also needs the scanning or electronic banking records for your air tickets purchasing.