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[https://www.100test.com/kao\\_ti2020/231/2021\\_2022\\_\\_E7\\_BB\\_8F\\_E9\\_AA\\_8C\\_E4\\_BA\\_A4\\_E6\\_c85\\_231715.htm](https://www.100test.com/kao_ti2020/231/2021_2022__E7_BB_8F_E9_AA_8C_E4_BA_A4_E6_c85_231715.htm) 在这一对话中, Jean Simmons 要开始她的第一次商务旅行。她正和同事 Kyle Mathews 谈论此事。 Jean: Hey Kyle, guess what! The boss is sending me to the West Coast for a marketing seminar next month. 嗨, Kyl, 你猜怎么着! 老板下月要我去西海岸参加一个市场营销研讨会。 Kyle: Ah hah, you must be happy. You ' ve been itching to go on a business trip for months. 啊哈, 你肯定很高兴。你想出差都想好几个月了。 Jean: Yeah, and he said there ' ll be more coming up, so I should get a corporate card. Problem is, I don ' t know how to proceed, and I didn ' t want the boss to know that. Can you fill me in? 是的, 他说以后还有更多。所以我应该有一张公司信用卡。但问题是我不知道如何申请, 而且不想让老板知道。你能帮我吗? Kyle: Sure, no problem. First, go see the secretary and tell her where you ' re going and when. She ' ll arrange for transportation and hotel through our travel agent, and give you the tickets and itinerary in a few days. At the same time, ask her for an application form for the card. 当然了, 没问题。首先去找秘书, 告诉她你要去哪儿, 什么时候去, 她会通过我们的旅行代理, 为你安排交通和酒店, 并在几天内给你旅程表。同时问她要一张信用卡申请表。 Jean: Will I use the card for everything? 一切费用都要用那张卡吗? Kyle: No, we have company credit arrangements with some major airlines and hotels. For this trip, you ' ll probably only use it for food. Not all restaurants

accept the card, so you may have to pay cash. 不，我们和一些主要航空公司和酒店都有公司信用协议。这次旅行你也许只会用它来吃饭。但并不是所有的饭店都接受这种信用卡。你也许要付现金。 Jean: Do I pay out of my own pocket? 我要花自己的钱吗？ Kyle: Afraid so. We used to have cash advances, but the company stopped that when they started issuing cards. 恐怕是。我们以前是预支差旅费，但自从公司使用信用卡后，就停止了。 Jean: Will the company reimburse everything? 公司会报销所有费用吗？ Kyle: No, there are maximum per diem rates. I ' ll give you a list. Of course, personal items aren ' t covered. And make sure you keep all your receipts. You ' ll have to attach them to your expense account when you get back. 不，有每日最高限额。我会给你一个表。当然私人用品不算在内。记得必须保留所有收据。回来后，你必须把他们贴在报销单上。 Jean: Anything else? 还有其他的吗？ Kyle: Since you ' ll be traveling often, apply for a frequent flyer card. Gathering frequent flyer miles is one of the perks of OCS travel. And let me know how you like living out of a suitcase. 既然你要经常出差，去申请一张飞行积分卡。积累飞行里程是商务旅行的额外补贴之一。到时候告诉我你是怎么带着旅行包生活的。转贴于：考试大\_商务英语考试 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)