

strict check on the quality of visit tasks; ② being convenient for visit achievements shared by various colleges of whole university; ③ being convenient for the formulation of visiting plan around large target of university education and teachers. Implementation methods can be: annual visiting plan submitted by various colleges, overall plans and coordination made by international office, reported to personnel office and administration office of university, work tasks and time arranged according to visit tasks, corresponding funds matched by finance department, etc.

Thirdly, establish a multi-level, multi-department participated foreign affairs management team. International office takes charge of centralized management, sets up secondary college competent leadership and part-time foreign affairs secretary post, and forms whole staff participation official visit management model from functional departments to various secondary colleges, from managers to teachers.

In short, with the internationalized development of higher education, the increasing times of university teachers' official

visit as well as the diversification of visit funds origin, the management of official visit funds disbursement is facing with increasingly prominent problems. Universities should take foreign affairs department as a centralized management unit, formulate normative management model and establish stratified management team together with other departments to lay a solid foundation for the development of foreign affairs work.

References

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