

Students Abroad Business Trip Application (Nov. 2023 updated)

**** Please note that students must apply for student leave and the business trip application before the business trip at least 5 working days before your business trip. Otherwise, students cannot reimburse the travel expenses.**

1. Please apply for student leave online. (<http://sis.nsysu.edu.tw>)



Please select "official leave".

國立中山大學
學務綜合資訊平台
NSYSU Student Affairs Information System

Hello! Welcome to use the system!
※ Please select your need function menu.

Menu List: Students function Logout

Graduation Survey
Dormitory Repair
Student leave

學生請假申請

請假類別 (Types of leave requests): 課業請假

請假類別 (Leave category): 請選擇請假類別

開始日期時間 (Start date-time): 請選擇請假類別

結束日期時間 (End date-time):

請假事由 (Reason for leave):

請假證明上傳 (Upload leave certificate):

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本站建議使用 Microsoft IE6 以上版本觀看，並設定800 X 600 或 1024 X 768 解析度以達最佳預覽效果
連絡信箱: stuzaa@mail.nsysu.edu.tw

Please upload the conference agenda/schedule as an attachment.

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Student leave

(End date-time)

請假事由 (Reason for leave): 限中文100字內

請假證明上傳 (Upload leave certificate):

(僅限上傳PDF檔案, 2M為限(pdf file))

選擇檔案 未選擇任何檔案

未選擇任何檔案

繼續下一步(next) 返回請假單管理(Back to previous page)

同學如回以下事項需請假者，請假類別請選擇【**新冠肺炎相關**】進行請假，請假日數不列入出勤紀錄，不影響學業成績評量。

(1)因接種疫苗後，有不良反應者(以三天為原則)，請假事由於明疫苗接種日親友身體不適狀況，請假時，證明文件請檢附疫苗接種證明。

(2)因確診或接觸者須居家隔離請假者，請假時，證明文件請檢附(居家)隔離通知書，請假時，證明文件請檢附(居家)隔離通知書。

(3)因家人或室友確診發生防疫或有?者(非密切接觸)，請假時，證明文件請檢附家人或室友之(居家)隔離通知書。

(4)因送醫須居家檢疫請假者，請假時，證明文件請檢附(居家)隔離通知書。

請同學詳細閱讀以下說明：

(1)本系統已請假期間：2022.08.01至2022.12.31。

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學生個人請假管理

學年學期查詢
 (Search by academic year and semester)
 學年(academic year) 111
 學期(semester) 上學期/First semester

請假日期查詢
 (Query by leave date)
 11/25/2022 ~ 12/04/2022

請假類別
 (leave category) 全部

請假單查詢(start query)

新增請假單(Fill out the leave form)

請假單編號 (No.)	學年 (academic year)	學期 (semester)	請假類別 (Leave category)	日期 (Date)	導師 確認 (Confirm by tutor)	主任確 認 (Confirm by Department Chair)	課程確 認 (Confirm by Instructor)	證明文 件 (Certified documents)	維護功能 (Maintenance function)
	111	1	公假 (Official Leave)	2022/11/25~2022/12/04	已確 認	已確 認	檢 視	證 明 文 件	修 改 刪 除 印 刷

PRINT

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 連絡信箱: stuzaa@mail.nsysu.edu.tw

Your student leave must be confirmed by the tutor, the department chair, and the instructor (in case you have courses on that day). Before you print it out, please make sure the confirmed fields show “已確認”; If it shows “未確認”, you have to wait for their confirmation. By the way, if you don't have any courses on that day, you can ignore the field “confirmed by the instructor”.

**** Please print out the student leave form after you finish the online application.**

2. Fill in the "NSYSU Student Take a Business Trip Application Form".
 Download the form from the ICE webpage.
 Fill in the required fields in the red frame. Don't forget to collect the advisor's signature as proof of approval. Then, sign your name at the bottom of the form.

國立中山大學學生出差申請單

(國內 Domestic 國外 Abroad 出差用 For business trip)

NSYSU Student Take a Business Trip Application Form

- 凡本校學生因公出差者，依照「學生請假規定」暨「國內外出差旅費報支要點」規定須事先辦理，並應於出差完畢後十五日內檢具出差旅費報告表及相關書據報核。
 Students on business trips are required to apply for leave in accordance with the "Regulations on students' leave" and "key points for reporting travel expenses at domestic and abroad", and the travel expense report form and related documents shall be submitted for approval within 15 days after the completion of the business trip.
- 學生陳送出差申請單時，必須併陳學生請假單及檢附有關文件，以憑轉報。
 When students submit the application form for business trip, they must also present the application form for leave and attach relevant documents for transfer.
 如出差期間有課程務必辦理請假程序。
 If there are courses during the business trip, you must apply for leave separately.

學生姓名 Name	學號 St. No.	系所 Department	
出差事由 Reason of business trip		連絡電話 Phone Number	
出差地點 Place of business trip	出差起迄 日期/天數 Period of business trip	自 From 年 Y 月 M 日 D 起 共 天 Days 至 End 年 Y 月 M 日 D 止 All	
經費來源 Source of funds (請務必填註) Please must fill in	檢附文件 Relevant documents attached		
擬乘交通工具 Proposed vehicle (請以打「V」註記) Please mark it with V	<input type="checkbox"/> 汽車 car <input type="checkbox"/> 捷運 MRT <input type="checkbox"/> 火車 Train <input type="checkbox"/> 高鐵 High speed rail <input type="checkbox"/> 飛機 Airplane <input type="checkbox"/> 船舶 ship <input type="checkbox"/> 計程車 Taxi		
搭乘計程車原因 Reasons for taking a taxi (單趟 400 元為限) Limited to 400 yuan per trip ※檢據核銷	※凡公民營汽車到達地區，除因業務需要，經機關核准者外，其搭乘計程車之費用，不得報支。 Where a citizen's car arrives at an area, the cost of taking a taxi shall not be reported except for business needs and approval of the authority.		
初審 Checked by	導師或指導教授(計畫主持人、業務承辦人) A mentor or professor(Project host、Business undertaker)		系所主管(業務主管) Department head(Business Director)
國外出差 審核 Business trip abroad Checked by	申請「國外」出差者加會下列欄位，國內出差免會。 The following column will be added to the application for "Abroad" business trip. 1、 境外生(僑生、陸生、外籍生)出國，須加會僑外組。其他身分不需加會僑外組。 Overseas students (overseas students, terrestrial students, foreign students) going abroad should be checked by OIA/DOISA. 2、 役男出國須加會學務處，並請記得申請役男出境。 The perform ROC military service men going abroad should be checked by OSA/SAD, and remember to apply for going abroad.		
核定 Verification (國內:授權系所主管) Domestic: Authorized Supervisor (國外:授權學務長) Abroad: Dean of Student Affairs	一級行政或學術主管 The academic/administrative executive	國際處僑外組: OIA/DOISA: (境外生需加會, 其他身分免會) Overseas students (overseas students, terrestrial students, foreign students)	學務處(請申請者勾選身分) <input type="checkbox"/> 尚未服役的役男-需加會。 Not yet in service. <input type="checkbox"/> 役畢、免役、女生與外籍生-不需加會。Completion of service、No service、Girl and Foreign students.
中華民國 ROC. 年 Y 月 M 日 D 填報人 Name: _____ (簽章 Signature)			

3. Submit the following documents to the office at least 5 working days before your business trip.

✓ "NSYSU Student Take a Business Trip Application Form"

(Download the form from the ICE webpage)

✓ "Student leave form"

(printout from the online application system)

4. Reimbursement

Please collect the receipts for the business trip. We should reimburse the travel expenses within 15 days after the completion of the business trip.