

## The Notes for reimbursement of the travel expenses (for Faculty and Research Fellow)

2023/10/31 updated

### Registration Fee

「出席國際會議」核銷時請檢附「議程表」及「邀請函或論文被接受函」等；  
「執行國際合作與移地研究」則請檢附「每日行程表或邀請函」等。

An application for reimbursement of expenses for participation in an international conference shall be submitted with a copy of the conference agenda and a letter of invitation or acceptance, while a reimbursement application for execution of international collaboration and off-site research shall be submitted with a copy of daily itinerary or a letter of invitation.

須於出國前繳交報名等費用者，得以實際支付日匯價辦理報支，該費用以信用卡支付者，得以信用卡結算匯率辦理報支。

Payments for registration fees made before overseas travel shall be reimbursed based on the rate of remittance on the day of payment. Payment for registration fees by credit card shall be reimbursed based on credit card exchange rates.

國外憑證或網路列印憑證(如註冊費)，請經手人簽章。

Foreign documents or payment receipts (e.g., for registration fees) printed online shall be stamped with the applicant's seal or signed by the applicant.

出差人員出國前未辦理結匯者，出差旅費應以出國前一日（如逢假日往前順推）臺灣銀行賣出即期美元參考匯價為依據辦理報支。出國前已辦理結匯者，可依結匯水單匯率計算。

Business travelers who have not completed a foreign exchange settlement before overseas travel shall apply for expense reimbursement based on the spot offer rate of USD announced by the Bank of Taiwan on the eve of departure for overseas travel (the last working day before the day of departure). Those who have completed foreign exchange settlements before overseas travel shall apply for reimbursement based on the exchange memo (remittance receipts).

### Transportation

機票費補助為台灣至會議地點或研究地點最直接航程經濟艙票價

Airfare shall be subsidized for an economy class round-trip ticket. Please select the direct route between Taiwan and the location of the conference. Please note that Taiwanese Airlines (China Airlines, EVA Air, Mandarin Airlines, Tigerair Taiwan, UNI Air, STARLUX Airlines) is the first priority. If you have other reasons to select a foreign airline, please submit the "[Application for Boarding Flights on Foreign Airlines](#)" with the reimbursement.

國外出差期間搭乘市區大眾運輸，應屬日支生活費零用金，不得另報支交通費。

Travel expenses for public transportation in a city during an overseas business trip shall be reimbursed under the category of daily living allowance. An additional reimbursement of transportation fees is not allowed.

### **Living Expenses (for Faculty and Research Fellow)**

請依舉辦會議地點或研究地點所列每日生活費數額核銷日支生活費。

Reimbursement of daily living expenses shall be administered on the basis of the amount of daily living expenses designated for the location of the conference or research.

住宿免費宿舍、過境旅館或在搭乘之交通工具歇夜班機及返國當日，其日支生活費為 30%。

Should there be expenses involving free accommodation, transit hotel stay, overnight stay on public transport, or other related activities on the day of return, applicants shall be subsidized with a 70% discount on the designated living allowance.

會議中有供餐，應依早、午、晚餐分別扣除 4%、8%、8%餐費。

If provided with free meals during the conference, applicants shall deduct the amount for each provided item from the total amount of their living expenses, with 4% for breakfast, 8% for lunch, and 8% for dinner.

### **Reimbursement**

Please submit the following documents for the reimbursement of the travel expenses:

1. The Approval Sheet of Online Business Trip Application (Please apply for the Business trip online at least 5 working days before your travel.)
2. The NSTC Subsidy Letter
3. a copy of the conference agenda
4. a letter of conference paper acceptance
5. the receipt of the registration fee
6. Application for Boarding Flights on Foreign Airlines (If you take on Taiwanese flight, you don't need to submit this.)
7. the receipt of the flight expense
8. the electronic ticket or the flight itinerary
9. the flight ticket stub
10. the ticket stub for the local public transportation (Kaohsiung <--> Airport)
11. the receipt for the visa fee