

申請科技部補助研究生出席國際會議核銷注意事項

NCKU Directions for Graduate Students Applying for Reimbursement of Expenses for Participation in International Academic Conferences Under MOST-granted Projects

- 一、專案補助出席國際會議，應依科技部核定補助金額、補助項目申請，非核定補助項目(例如：國內交通費用)不可報支。
 - I. An application for reimbursement of expenses for participation in an international academic conference under a MOST-granted project shall be administered in accordance with the MOST-approved amount of subsidy for items in the designated category. No reimbursement of expenses shall be allowed for unapproved subsidized items, such as domestic travel expenses.

- 二、補助研究生出席國際會議之補助項目：
 - (一)機票：
 1. 臺灣至會議地點最直接航程之本國班機往返經濟艙。檢附(1)電子機票或機票票根。(2)旅行社代收轉付收據或國際航空機票購票證明單或其他足資證明支付票款之文件。(3)登機證或航空公司開立之搭機證明或足資證明出國事實之護照。
 2. 如非本國班機，請檢附「國立成功大學因公出國人員搭乘外國籍航空公司班機申請書」(經首長或授權代理人核定)。
 - (二)註冊費：大會所發之註冊費收據(如為網路列印者，請標註“此為唯一收據”並核章)

- II. Subsidized items for the participation of graduate students in international academic conferences:
 - (I) Airfare:
 1. Applicants boarding flights on Taiwanese airlines with an economy class round-trip ticket for the most direct route between Taiwan and the conference location shall submit a reimbursement application with:
 - (1) An electronic ticket or ticket stub.
 - (2) A travel agency ticket payment receipt, certificate of ticket issuance, or other proof of ticket payment.
 - (3) A boarding pass, boarding certificate, or passport with proof of overseas travel.
 2. Those boarding flights on foreign airlines shall submit a reimbursement application with a completed form of NCKU Application for Boarding Flights on Foreign Airlines approved by the agency head or the authorized signatory.
 - (II) Registration Fee:

Payment receipt issued by the conference organizer (If printed online, it shall be specified as the only receipt signed or stamped by the applicant for verification).

三、請於科技部網頁上傳心得報告及經費結報，並列印上傳經費結報明細畫面

III. Please submit your overseas travel report and final budget report online to the Ministry of Science and Technology and print out the screen image of the final budget report.

四、經費報支時請填具國外出差旅費報告單，除檢附上述報支項目單據外，出國請假單、科技部補助公文、會議邀請函(或論文接受函)、會議議程、經費結報上傳畫面請一併檢附。

IV. An application for reimbursement of expenses shall be submitted with an Overseas Travel Report, an approved leave application form for overseas travel, a project subsidy document issued by MOST, a letter of invitation or acceptance from the conference organizer, conference agenda, the screen-image of the final budget report, in addition to payment receipts for project-related expenses stated above.

五、報支項目如為外幣者，以外幣兌換水單之匯率(需檢附水單)或以出國前一日之臺灣銀行即期賣出匯率換算之；採線上繳費，請檢附信用卡帳單明細影本，該費用之信用卡刷卡手續費可合併報支。

V. In case of a payment in foreign currency, a reimbursement application shall be submitted with a foreign exchange memo (remittance receipt) with calculation of related expenses based on the memo or the spot exchange rate of Taiwan Bank on the eve of overseas travel. In case of online payment, a copy of a credit card statement shall be enclosed in an application for reimbursement, which includes the bank processing fee.

六、此類出國補助計畫之核定經費如有不足，不可與科技部之專題研究計畫分攤費用，但可與其他非科技部補助經費分攤。

VI. Should the MOST-approved amount of subsidy for items in this category be insufficient, applicants shall not apply for reimbursement of expenses from subsidy for items in other categories of a MOST-granted project. However, they may apply for reimbursement from non-MOST subsidies.