

申請科技部補助邀請國外專家學者來台生活費及機票款核銷注意事項
**NCKU Directions for Reimbursement of Living Expenses and Airfare for
Visiting International Scholars Under MOST-granted Projects**

A reimbursement application shall be submitted with related documents as follows:

1. 檢附科技部補助公文。
A copy of the subsidy document from the Ministry of Science and Technology (MOST).
2. 學者本人簽名之交通費收據(主計室常用表單 07)。
A receipt of payment for transportation expenses, signed by the visiting scholar (Form 07, available on the BAS Office webpage).
3. 電子機票及足資證明機票票價支付事實之收據或發票粘貼於「支出憑證粘存單」。(主計室常用表單 0A)
Submission of your e-ticket and a payment voucher attached with receipts or invoices of payment for airfare (Form OA, available on the BAS Office webpage).
4. 以學者搭機前一天臺銀賣出即期匯價證明，換算機票票價，或其他付款證明。
A certificate of the spot exchange rate of the Bank of Taiwan on the eve of flight for airfare calculation, or other proof of payment.
5. 學者本人簽名之綜合所得收據。
National Cheng Kung University Individual Income Tax Receipt, signed by the visiting scholar.
6. 學者本人簽名科技部生活費收據。(主計室常用表單 17)
MOST receipt of payment for living expenses, signed by the visiting scholar (Form 17, available on the BAS Office webpage).
7. 學者出入境證明。
A certificate of entry and exit dates.
8. 薪資所得扣繳稅額繳款書。
A demand notice for withheld tax from salaries income.
9. 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。
Please submit your project report and final budget report online to the Ministry of Science and Technology and print out the screen image of the final budget report.
10. 若已事前辦理暫借，煩請檢附墊付款歸墊通知單。(主計室常用表單 04)
Applicants who have completed an application for advance payment shall enclose a reimbursement notice of advance payment (Form 04, available on the BAS Office webpage).