

**申請國科會補助國內專家學者出席國際會議核銷注意事項**  
**NCKU Directions for Domestic Scholars Applying for Reimbursement of Expenses for Participation in International Academic Conferences Under NSTC-granted Projects**

一、 專案補助出席國際會議，應依國科會核定補助金額、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 NSTC-granted project shall be administered in accordance with the NSTC-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、 補助專家學者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)生活費：

依會議地點之日支生活費報支，如有住宿免費宿舍、過境旅館或在交通工具歇夜及返國當日，依照「國外旅費報支要點」第九點規定報支。

(三)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

(四)手續費：

包括護照費、簽證費及機場服務費，請檢附單據。

(五)保險費：

依外交部與保險公司簽署共同供應契約之「因公赴國外出差人員綜合保險金額新臺幣 400 萬元」標準，檢附保險費收據，如非採上述標準投保者，僅得報支該標準之保險費用。

II. Subsidized items for the participation of domestic scholars in international academic conferences:

(1) Airfare:

1. Applicants boarding flights on Taiwanese airlines with an economy class round-trip ticket for the NSTC 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) Living Expenses:

Reimbursement of daily living expenses shall be administered on the basis of the amount of daily living expenses designated for the location of conference. Should there be any expenses involving free accommodation, transit hotel stay, overnight stay on a means of transportation, or other related activities on the day of return, reimbursement shall be administered according to Rule Nine of the Directions for the Overseas Travel Allowance Disbursement, enacted by the Executive Yuan.

(III) 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).

(IV) Processing Fees:

Reimbursement of processing fees including passport fee, visa fee, and airport service fee shall be administered with related receipts.

(V) Insurance Premium:

Applicants shall purchase individual coverage of up to NT\$4 million in travel insurance in accordance with the maximum rate of a general insurance policy designated for overseas travelers, as prescribed in the agreement between the Ministry of Foreign Affairs and the insurance company. Reimbursement of insurance premium for coverage at the maximum rate of NT\$4 million shall be administered with a payment receipt.

三、請於國科會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、國科會補助公文、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 NSTC, 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，不可與國科會之專題研究計畫分攤費用，但可與其他非國科會補助經費分攤。

VI. Should the NSTC-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 NSTC-granted project. However, they may apply for reimbursement from non-NSTC subsidies.