

範例一 (通案) Example 1 (General)

國立成功大學國外出差旅費報告表

NCKU Overseas Travel Expenditure Report

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number			請購單號 Purchase requisition number	會計編號 Project accounting code	
						505050	D103-00000	
姓名 Name of applicant		李○○ ○○ Li		職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer	
出差事由 Reason		至瑞士日內瓦參加○○○○○研討會並發表論文 To present a paper in the conference on _____ at Geneva						
出差起訖日 Duration		自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日 From _____ to _____						
月 Month	8	8	8	8	8	8		
日 Date	18	19	20	21	22	23		
起訖地點 Route	台南 Tainan -高雄 Kaohsiung -香港 Hong Kong -瑞士蘇黎世 Zurich, Switzerland	瑞士蘇黎世 Zurich, Switzerland -瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland -香港 Hong Kong	香港 Hong Kong -高雄 Kaohsiung -台南 Tainan	本頁合計 Sub-Total
工作記要 Working notes	如事由 As the specified reason	開會 Conference	開會 Conference	開會 Conference	如事由 As the specified reason	如事由 As the specified reason		
交通費 Travel expenses	飛機 Airplane	31,000						
	船舶 Ship							
	長途大眾陸運工具 Long distance public transportation	106					106	212

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

生活費 Living expenses		2,863	9,543	9,543	9,543	2,863	2,863		37,218
辦公費 Office business fees	手續費 Processing fee								
	保險費 Insurance fee	412							412
	行政費 Administrati on fee		16,555						16,555
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees	725							725
總計 Total		35,106	26,098	9,543	9,543	2,863	2,969		86,122
備註 Notes		匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費 Living expenses: US\$318/日*3.9日*30.01=NT\$37,218 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725				帳號 Post Office Account No.	0 3 1 0 7 1 - 0 1 2 3 4 5 6		
上列出差旅費計 新臺幣(大寫)		捌萬陸仟壹佰貳拾貳元整。		具領人(蓋章) 李 ○ ○		Expenditures in total: NT\$ _____ . Recipient: _____ (signature or seal)			
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief					

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
 Supervising Unit    Personnel Officer    BAS Office    BAS Office Director    President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

## **一、本案範例填表說明 Instructions for Report Writing:**

1. 依「國內出差旅費報支要點」報支國內交通費，由台南成功大學出發至高雄機場來回搭乘自強號。(如搭乘高鐵需檢附高鐵票;如國內交通租車需事先敘明業務需要之理由專簽核准並檢據辦理)

In this case, payments for domestic travel expenses shall be processed and reimbursed according to the Regulations for Applying the Domestic Trip Allowance. The applicant should board a Tze-Chiang Express train for a round trip between Tainan (NCKU) and Kaohsiung airport (If the applicant boards a high speed railway train, tickets shall be submitted in an application for reimbursement. If the applicant needs to rent a car, a special report specifying reasons shall be approved in advance, and a reimbursement application for the payment shall be submitted with related receipts).

2. 8月18日去程過境香港並於蘇黎世轉機，當日於飛機上過夜，生活費報支日內瓦生活費之30%。

On August 18, the applicant made a transit stop in Hong Kong en route to Zurich for a transfer flight to Geneva, with an overnight stay on board. The applicant is allowed to apply for reimbursement of 30% the living expenses in Geneva.

3. 8月22日回程經蘇黎世，當日於飛機上過夜，生活費報支日內瓦生活費之30%。

On August 22, the applicant returned on a flight from Geneva en route to Zurich for a transfer flight, with an overnight stay on board, to Hong Kong. The applicant is allowed to apply for reimbursement of 30% the living expenses in Geneva.

4. 8月23日過境香港並回到國內，當日無住宿事實，生活費報支日內瓦生活費之30%。

On August 23, the applicant made a transit stop in Hong Kong en route to Taiwan. The applicant shall be allowed to apply for reimbursement of 30% the living expenses in Geneva.

5. 生活費以出國(公假)前1天美金台銀賣出匯率(前一天8月16及17為假日，往前順推為8月15日匯率計)註冊費以歐元繳費，匯率以出國(公假)前1天歐元賣出匯率計。(如出國前有結匯者則附上兌換水單證明換匯匯率，註冊費或報名費以信用卡支付者得以信用卡結算匯率報支)。

Living expenses shall be calculated based on the foreign exchange rates announced by the Bank of the Taiwan on the eve of departure for official overseas travel (if August 16 and 17 are non-working days, the rates announced on August 15 shall apply). Registration fees shall be paid in Euro, calculated based on the rates announced by the Bank of the Taiwan on the eve of departure for official overseas travel. Please note that applicants who have completed foreign exchange settlements shall submit an exchange memo and that those who have paid registration fees by credit card shall be reimbursed based on credit card exchange rates.

6. 禮品交際及雜費於每日600元內檢據核銷，本案為瑞士境內租車費。

Payments for gift and entertainment expenses, and miscellaneous fees shall be reimbursed with receipts for a maximum of NT\$600 per day. This rule applies to the payment for car rental in Switzerland in this case.

7. 具領人處簽名或蓋私章，金額有修正處亦同。

This report shall be signed or sealed by the recipient in the designated column. Signature or seal is also required to verify any corrections made to an amount.

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

## **二、本案範例檢附之憑證 Required Certificates and Documents for Reimbursement :**

1. 交通費：電子機票、旅行業代收轉付收據、各行程登機證、因公出國人員搭乘外國籍航空公司班機申請書  
Transportation fees: E-tickets, travel agency payment receipt, boarding pass for each flight, and a completed form of NCKU Application for Boarding Flights on Foreign Airlines

2. 生活費：出國(公假)前1日台銀美金賣出匯率資料

Living expenses: a document of the foreign exchange rates announced by the Bank of the Taiwan on the eve of departure for official overseas travel

3. 辦公費：註冊費國外繳費證明、出國(公假)前1日台銀歐元賣出匯率資料(換算註冊費台幣)、註冊費事先簽准公文影本(註冊費屬行政費，依規定需於出國前將預計支用之行政費簽報機關首長核准)、投保公司保險費收據及和泰保險公司保險費明細表(本案例高於共同供應契約和泰保險公司保費，以和泰公司保費為核銷上限)、租車費收據

Office business fees: an overseas payment receipt of registration fees, a document of the foreign exchange rates announced by Bank of Taiwan on the eve of departure for official overseas travel (for conversion of registration fees to NTD), a copy of a previously-approved document for the payment of registration fees (Payments for registration fees from the category of administration fees shall be approved in advance by the head of agency), payment receipt of insurance fees and an insurance policy exhibit from Hotai Insurance Co. (Payment for insurance shall be reimbursed with the maximum insurance fee designated in the agreement between the Ministry of Foreign Affairs and the insurance company (Hotai, for example), and payment receipt of car rental.

4. 憑證：出國差假申請單、出國專簽公文影本、研討會行程、出國報告審核表及出國報告書  
Other certificates: a leave form for overseas travel, a photocopy of an approved document for overseas travel, conference agenda, an Overseas Travel Report, and an Overseas Travel Review Form.

國立成功大學國外出差旅費報告表

NCKU Overseas Travel Expenditure Report

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number			請購單號 Purchase requisition number	會計編號 Project accounting code
						505050	D103-00000
姓名 Name of applicant		李○○ ○○ Li		職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer
出差事由 Reason		至瑞士日內瓦參加○○○○○研討會並發表論文 To present a paper in the conference on _____ at Geneva					
出差起訖日 Duration		自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日 From _____ to _____					
月 Month	8	8	8	8	8	8	
日 Date	18	19	20	21	22	23	
起訖地點 Route	台南-高雄-香港-瑞士蘇黎世 Tainan-Kaohsiung-Hong Kong-Zurich, Switzerland	瑞士蘇黎世-瑞士日內瓦 Zurich, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦-香港 Geneva, Switzerland-Hong Kong	香港-高雄-台南 Hong Kong-Kaohsiung-Tainan	本頁合計 Sub-Total
工作記要 Working notes	如事由 As the specified reason	開會 Conference	開會 Conference	開會 Conference	如事由 As the specified reason	如事由 As the specified reason	
交通費 Travel expenses	飛機 Airplane	31,000					31,000
	船舶 Ship						
	長途大眾陸運工具 Long distance public transport	106				106	212
生活費 Living Expense	2,863	8,780	8,016	8,016	2,099	2,863	32,637

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

辦公費 Office business fees	手續費 Processing fee								
	保險費 Insurance fee	412							412
	行政費 Administrati on fee		16,555						16,555
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees	725							725
總計 Total		35,106	25,335	8,016	8,016	2,099	2,969		81,541
備註 Notes	匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費 Daily living allowance: US\$318 8/19 研討會供晚餐扣 8% 8% deducted for dinner on Aug. 19 8/20 及 8/21 供午餐及晚餐各扣 16% 16% deducted for lunch and dinner each day on Aug. 20 and 21 8月22日供午餐扣 8% 8% deducted for lunch on Aug. 22 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725					帳號 Post Office Account No.	0 0 3 1 0 7 1 - 0 1 2 3 4 5 6		
上列出差旅費計 捌萬陸仟壹佰貳拾貳元整。 具領人(蓋章) 李 ○ ○ 新臺幣(大寫) Expenditures in total: NT\$ _____ . Recipient: _____ (signature or seal)									
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief					

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
 Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

## 本案範例填表說明及檢附憑證 Instructions for Report Writing:

1. 填表說明及檢附憑證如範例一。

The applicant shall complete this report with required certificates and documents for reimbursement according to the general instructions for report writing, as given for Example 1.

2. 與範例一不同處:參加研討會之行程提供 8 月 19 日晚餐、8 月 20 日及 8 月 21 日午餐及晚餐、8 月 22 日午餐,依規定生活費 20%為膳食費,早餐、午餐、晚餐分別以生活費日支數額 4%、8%、8%計算,有其他來源供膳者應於日支生活費中扣除(如有供宿則扣除 70%日支生活費)。

**In this case, the applicant was provided by the conference organizer with free dinner on August 19, free lunch and dinner on August 20 and 21, and free lunch on August 22. According to regulations, 20% of the daily living allowance is designated for meal expenses, with 4% for each breakfast, 8% for each lunch and 8% for each dinner. If provided with free meals, applicants shall deduct meal expenses accordingly from the daily living allowance (if provided with free accommodation, applicants shall deduct a 70% amount from the daily living allowance).**

※本表請逐日逐欄填寫清楚,如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

Example 3: Visiting different cities during a business travel

國立成功大學國外出差旅費報告表

NCKU Overseas Travel Expenditure Report

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number		請購單號 Purchase requisition number	會計編號 Project accounting code		
					505050	D103-00000		
姓名 Name of applicant		李○○ ○○ Li	職稱 Position		教授 Full professor	職等 Grade	簡任 Senior executive officer	
出差事由 Reason		至瑞士蘇黎世○○大學參訪及日內瓦參加○○○○研討會並發表論文 To visit__University at Zurich and present a paper in the conference on _____ at Geneva						
出差起訖 Duration		自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日						
月 Month	8	8	8	8	8	8		
日 Date	18	19	20	21	22	23		
起訖地點 Route	台南-高雄-香港-瑞士蘇黎世 Tainan-Kaohsiung-Hong Kong-Zurich, Switzerland	瑞士蘇黎世 Zurich, Switzerland	瑞士蘇黎世-瑞士日內瓦 Zurich, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦-香港 Geneva, Switzerland-Hong Kong	香港-高雄-台南 Hong Kong-Kaohsiung-Tainan	本頁合計 Sub-Total	
工作記要 Working notes	如事由 As the specified reason	參訪 Visit	開會 Conference	開會 Conference	如事由 As the specified reason	如事由 As the specified reason		
交通費 Travel expenses	飛機 Airplane	31,000					31,000	
	船舶 Ship							
	長途大眾陸運工具 Long distance public	106				106	212	



	transport								
生活費 Living expenses		2,719	9,063	9,543	9,543	2,863	2,863		36,594
辦公費 Office business fees	手續費 Processing fee								
	保險費 Insurance fee	412							412
	行政費 Administration fee		16,555						16,555
	禮品交際及雜費 Gift and entertainment expenses, and miscellaneous fees	725							725
總計 Total		34,962	25,618	9,543	9,543	2,863	2,969		85,498
備註 Notes	匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT\$40.28 生活費: 前往公務目的地蘇黎世每日日支費 US\$302, 日內瓦 US\$318 Daily living allowance: US\$302 for Zurich; US\$318 for Geneva 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725					帳號 Post Office Account No.	0031071-0123456		
上列出差旅費計新臺幣(大寫) 捌萬伍仟肆佰玖拾捌元整。 具領人(蓋章) 李 ○ ○ Expenditures in total: NT\$ _____ . Recipient: _____ (signature or seal)									
出差人及聯絡電話 Applicant and Contact Phone Number	計畫主持人 Principal Investigator			單位主管 Unit Chief					

管控單位  
Supervising Unit

主辦人事人員  
Personnel Officer

主計室  
BAS Office

主計室主任  
BAS Office Director

校長或其授權代簽人  
President/Authorized

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

### 本案範例填表說明及檢附憑證 Instructions for Report Writing:

1. 填表說明及檢附憑證如範例一。

The applicant shall complete this report with required certificates and documents for reimbursement according to the general instructions for report writing, as given for Example 1.

2. 8 月 18 日去程過境香港當日於飛機上過夜，以第 1 站公務目的地蘇黎世之日支生活費 US\$302 之 30% 計，8 月 19 日到達蘇黎世參訪並於當地過夜，以蘇黎世日支生活費 US\$302 計；8 月 20 日由蘇黎世至日內瓦參加研討會並於日內瓦過夜，以日內瓦日支生活費 US\$318 計。

In this case, on August 18, the applicant made a transit stop in Hong Kong en route to Zurich, the first city of destination, with an overnight stay on board. The applicant is allowed to apply for reimbursement of 30% the daily living allowance (US\$302) in Zurich. On August 19, the applicant arrived at Zurich for a visit, with an overnight stay there. The applicant is allowed to apply for reimbursement of 30% the daily living allowance (US\$302) in Zurich. On August 20, the applicant arrived at Geneva for a conference, with an overnight stay there. The applicant is allowed to apply for reimbursement of the daily living allowance (US\$318) in Geneva.

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

範例四(由 2 項經費來源分攤)

Example 4: Expenses reimbursed from two sources of finance

國立成功大學國外出差旅費報告表

第 1 頁共 1 頁

NCKU Overseas Travel Expenditure Report

Page 1 of 1

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number		請購單號 Purchase requisition number		會計編號 Project accounting code	
					505050		D103-00000	
姓名 Name of applicant		李○○ ○○ Li		職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer	
出差事由 Reason		至瑞士日內瓦參加○○○○○研討會並發表論文 To present a paper in the conference on _____ at Geneva						
出差起訖日 Duration		自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日 From _____ to _____						
月 Month	8	8	8	8	8	8		
日 Date	18	19	20	21	22	23		
起訖地點 Route	台南-高雄-香港-瑞士蘇黎世 Tainan-Kaohsiung-Hong Kong-Zurich, Switzerland	瑞士蘇黎世-瑞士日內瓦 Zurich, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦-香港 Geneva, Switzerland-Hong Kong	香港-高雄-台南 Hong Kong-Kaohsiung-Tainan	本頁合計 Sub-Total
工作記要 Working notes	如事由 As the specified reason	開會 Conference	開會 Conference	開會 Conference	如事由 As the specified reason	如事由 As the specified reason		
交通費 Travel expenses	飛機 Airplane	31,000						31,000
	船舶 Ship							
	長途大眾陸運工具 Long distance public transportation	106					106	212
生活費 Living expenses	2,863	9,543	9,543	9,543	2,863	2,863		37,218

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

辦公費 Office business fees	手續費 Processing fee								
	保險費 Insurance fee	412							412
	行政費 Adminis- tration fee		16,555						16,555
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees	725							725
總計 Total	35,106	26,098	9,543	9,543	2,863	2,969			86,122
備註 Notes	匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費 Living expenses: US\$318/日*3.9 日*30.01=NT\$37,218 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725				帳號 Account No. of P.O. office	0 3 1 0 7 1 - 0 1 2 3 4 5 6			
上列出差旅費計 捌萬陸仟壹佰貳拾貳元整。 具領人(蓋章) 李 ○ ○ 新臺幣(大寫) Expenditures in total: NT\$ _____ . Recipient: _____ (signature or seal)									
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator				單位主管 Unit Chief			

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
 Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

**Note:** This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

## 本案範例填表說明及檢附憑證: **Instructions for Report Writing:**

1. 填表說明及檢附憑證如範例一。

The applicant shall complete this report with required certificates and documents for reimbursement according to the general instructions for report writing, as given for Example 1.

2. 本案由科技部補助學者出席國際會議及頂尖計畫經費分攤出國旅費，增加檢附科技部核准函文及列印上傳經費結報畫面。

In this case, where travel expenses are subsidized by MOST's grant for the participation of scholars in international conferences and the Top University Project budget, the applicant shall submit the reimbursement application with the approved document from MOST and the print-screen image of the final budget report uploaded to MOST.

3. 因由 2 項經費分攤，請製作 2 份「國外出差旅費報告表」、2 份「支出科目分攤表」，由行政 E 化差假系統列印，即 1 份「國外出差旅費報告表」各附 1 份「支出科目分攤表」。

As travel expenses will be reimbursed from two accounts, the applicant shall submit an application with the Overseas Travel Expenditure Report and the Report for Expense Reimbursement from Payable Accounts (which can be downloaded from the NCKU employee leave system), each in two copies, for approval.

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

國立成功大學支出科目分攤表

NCKU Report for Expense Reimbursement from Payable Accounts

103 年 9 月 19 日

單位：新臺幣元

September 19, 2014

Unit: NTD

所屬年度月份：103 年度 8 月份 Date of Event: in August, 2014			總金額：捌萬陸仟壹佰貳拾貳元 Expenditures in total: NT\$ 66122.		
科目 Account			金額 Amount	說明 Description	備註 Remarks
編號 No.	計畫名稱 Project Title	用途別 科目名稱 Subsidized Category			
A1031-0000	李○○教授參加 103 年 8 月瑞士 日內瓦○○○○○ 研討會補助案 至瑞士日內瓦 參加○○○○○研 討會並發表論 文 Prof. Li attended the conference on _____ for paper presentation at Geneva under a granted project.	國外旅費 Overseas travel expenses	60,000	機票費、生活 費 Airfare and living allowance	原始憑證○○張，黏 附於支出憑證簿 第○冊第○○號。 _____ original certificates are attached and coded No. ___ in the ___ volume of the book of original documents for payments.
D103-00000	高教深耕補助 ○○○○○計畫 subsidied by the Higher Education Sprout Project	國外旅費 Overseas travel expenses	26,122	生活費、辦公 費 Living allowance and office business fees	
合計 Total			86,122		

範例五(核定補助經費不足)

Example 5: Approved with a limited budget for expense reimbursement

國立成功大學國外出差旅費報告表

第 1 頁共 1 頁

NCKU Overseas Travel Expenditure Report

Page 1 of 1

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number		請購單號 Purchase requisition number		會計編號 Project accounting Code	
					505050		D103-00000	
姓名 Name of applicant		李○○ ○○ Li		職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer	
出差事由 Reason		至瑞士日內瓦參加○○○○○研討會並發表論文 To present a paper in the conference on _____ at Geneva						
出差起訖日 Duration		自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日 From _____ to _____						
月 Month	8	8	8	8	8	8		
日 Date	18	19	20	21	22	23		
起訖地點 Route	台南-高雄-香港-瑞士蘇黎世 Tainan-Kaohsiung-Hong Kong-Zurich, Switzerland	瑞士蘇黎世-瑞士日內瓦 Zurich, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦-香港 Geneva, Switzerland-Hong Kong	香港-高雄-台南 Hong Kong-Kaohsiung-Tainan	本頁合計 Sub-Total
工作記要 Working notes	如事由 As the specified reason	開會 Conference	開會 Conference	開會 Conference	如事由 As the specified reason	如事由 As the specified reason		
交通費 Travel expenses	飛機 Airplane	31,000						31,000
	船舶 Ship							
	長途大眾陸運工具 Long distance public transportation	106					106	212
生活費 Living expenses	2,863	9,543	9,543	9,543	2,863	2,863		37,218

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

辦公費 Office business fees	手續費 Processing fee								
	保險費 Insurance fee	412							412
	行政費 Adminis- tration fee		16,555						16,555
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees	725							725
總計 Total	35,106	26,098	9,543	9,543	2,863	2,969			86,122

備註 Notes	匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費 Living expenses: US\$318/日*3.9 日*30.01=NT\$37,218 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725	帳號 Account No. of P.O. office	0 3 1 0 7 1 - 0 1 2 3 4 5 6
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上列出差旅費計 新臺幣(大寫) **實支 陸萬元整**。具領人(蓋章) 李 ○ ○

Expenditures in total: **NT\$60,000 Actually reimbursed** Recipient: \_\_\_\_\_ (signature or seal)

出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief	
--	--	------------------------------------	--	--------------------	--

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

**Note:** This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.



本案範例填表說明及檢附憑證:

**Instructions for Report Writing:**

1. 填表說明及檢附憑證如範例一。

The applicant shall complete this report with required certificates and documents for reimbursement according to the general instructions for report writing, as given for Example 1.

2. 本案因高教深耕計畫經費核定補助 6 萬元，則於大寫金額欄備註“**實支**”，金額為實際補助金額 6 萬元。

In this case, where a subsidy of NT\$60,000 was approved from the budget for the Higher Education Sprout Project, the applicant shall specify “**Actually reimbursed: NT\$60,000**” in the designated column for expense reimbursement.

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

NCKU Overseas Travel Expenditure Report

預算科目 Budget account	憑證編號 Document code	傳票編號 Voucher number	請購單號 Purchase requisition number	會計編號 Project accounting code			
			505050	D103-00000			
姓名 Name of applicant	李○○ ○○ Li	職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer		
出差事由 Reason	至瑞士蘇黎世○○大學參訪及至日內瓦參加○○○○研討會並發表論文 To visit _____ University at Zurich and present a paper in the conference on _____ at Geneva						
出差起訖日期 Duration	自民國 103 年 8 月 18 日起至 103 年 8 月 25 日止共 6 日 From August 18, 2014 to August 25, 2014						
月 Month	8	8	8	8	8		
日 Date	18	19	22	23	24	25	
起訖地點 Route	台南-高雄-香港-瑞士蘇黎世 Tainan-Kaohsiung-Hong Kong-Zurich, Switzerland	瑞士蘇黎世 Zurich, Switzerland	瑞士蘇黎世-瑞士日內瓦 Zurich, Switzerland-Geneva, Switzerland	瑞士日內瓦 Geneva, Switzerland	瑞士日內瓦-香港 Geneva, Switzerland-Hong Kong	香港-高雄-台南 Hong Kong-Kaohsiung-Tainan	本頁合計 Sub-Total
工作記要 Working notes	起程 Departure	參訪 Institutional Visit	開會 Conference	開會 Conference	開會 回國 Conference → Return	回國 Return	
交通費 Travel expenses	飛機 Aiplane	31,000					31,000
	船舶 Ship						
	長途大眾陸運工具 Long distance public transportation	106				106	212
生活 Living expenses	2,719	9,063	9,543	9,543	2,863	2,863	36,594

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

辦公費 Office business fees	手續費 Processing fee							
	保險費 Insurance fee	412						412
	行政費 Administration fee		16,555					16,555
	禮品交際及雜 費 Gift and entertainment expenses, and miscellaneous fees	725						725
總計 Total	34,962	25,618	9,543	9,543	2,863	2,969	85,498	
備註 Notes	匯率 Exchange rate: (8/15) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費 Living expenses: US\$318/日*3.9日*30.01=NT\$37,218 註冊費 Registration fee: US\$411*40.28=NT\$16,555 租車費 Car rental fee: EUR18*40.28=725				帳號 Post Office Account No.	0 3 1 0 7 1 - 0 1 2 3 4 5 6		
上列出差旅費計 新臺幣(大寫)		捌萬伍仟肆佰玖拾捌元整。		具領人(蓋章) 李 ○ ○				
Expenditures in total: NT\$85,498.		Recipient: _____ (signature or seal)						
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief				

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
 Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

**Note:** This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

本案範例填表說明及檢附憑證:**Instructions for Report Writing:**

1. 填表說明除如範例三第 2 點不同外，其他如範例三及憑證。

The applicant shall complete this report with required certificates and documents for reimbursement according to the instructions for report writing, except Instruction No.2, in Example 3.

2. 8 月 19 日於蘇黎世參訪行程後，20 日及 21 日安排於當地旅遊，並於 8 月 22 日至日內瓦參加研討會發表論文，因 20 日及 21 日屬私人行程，非屬公務期間，故不核給日支生活費，亦不核給私人行程 2 日之保險費。

The applicant made an institutional visit at Zurich on August 19 and **traveled locally for personal reasons on August 20 and 21** before attending the conference at Geneva on August 22. **No reimbursement of living expenses and insurance fees shall be approved for personal activities on August 20 and 21.**

**※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。**

**The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.**

NCKU Overseas Travel Expenditure Report

預算科目 Budget account	憑證編號 Document code	傳票編號 Voucher number	請購單號 Purchase requisition number	會計編號 Project accounting code				
			505050	D103-00000				
	姓名 Name of applicant	李○○ ○○ Li	職稱 Position	教授 Full professor	職等 Grade	簡任 Senior executive officer		
	出差事由 Reason	至瑞士日內瓦參加○○○○○研討會並發表論文 To present a paper in the conference on _____ at Geneva						
	出差起訖日期 Duration	自民國 103 年 8 月 19 日起至 103 年 8 月 22 日止共 4 日 A total of 4 days: from August 18, 2014 to August 23, 2014						
月 Month	8	8	8	8				
日 Date	19	20	21	22				
起訖地點 Route	瑞士 日內瓦 Geneva, Switzerland	瑞士 日內瓦 Geneva, Switzerland	瑞士 日內瓦 Geneva, Switzerland	瑞士 日內瓦 Geneva, Switzerland				本頁合計 sub-total
工作記要 Working notes	開會 Conference	開會 Conference	開會 Conference	開會 Conference				
交通費 Travel expenses	飛機 Airplane	31,000						
	船舶 Ship							
	長途大眾陸 運工具 Long distance public transport	106		106				212
生活費 Living expenses		9,565	9,565	9,565	2,867			31,562
辦公費 Office business fees	手續費 Processing fee							
	保險費 Insurance fee	369						369

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

行政費 Administration fee	16,563								16,563
禮品交際及雜費 Gift and entertainment expenses, and miscellaneous fees	725								725
總計 Total	58,298	9,543	9,543	2,969					80,431
備註 Notes	匯率 Exchange rate: (8/18) 美金 US\$1=NT\$30.01; 歐元 EUR1=NT40.28 生活費: 前往公務目的地日內瓦 Daily living allowance: US\$318 at Geneva 註冊費 Registration fee: US\$411*40.30=NT\$16,563 租車費 Car rental fee: EUR18*40.30=725					帳號 Post Office		0031071-0123456	
上列出差旅費計 捌萬肆佰參拾壹元整。 具領人(蓋章) 李 ○ ○ 新臺幣(大寫) Expenditures in total: NT\$80,431. Recipient: _____ (signature or seal)									
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator				單位主管 Unit Chief			

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
 Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

**本案範例填表說明及檢附憑證：Instructions for Report Writing:**

1. 除與範例一第 2 點填表說明不同外，其他如範例一及憑證。

The applicant shall complete this report with required certificates and documents for reimbursement according to the instructions for report writing in Example 1, except Instruction No.2.

2. 8 月 19 日至 22 日至日內瓦參加研討會發表論文，人事室核給公假 4 日，第 4 日會議結束以日內瓦之日支生活費 US\$318 之 30%計，因 17 日至 18 日及 23 日至 24 日屬私人行程，故依規定不核給日支生活費，保險費亦僅能報支 4 日 369 元。

An official leave of four days from August 19 to 22 for participation in a conference for paper presentation at Geneva has been approved by the Personnel Office. A designated 30% of daily living allowance US\$318 shall be reimbursed for the fourth day at Geneva. No reimbursement of living expenses shall be approved for personal activities on August 17, 18, 23 and 24. A maximum of NT\$369 shall be reimbursed for insurance payment for the four-day business trip.

3. 8 月 17 日至 18 日係私人行程，實際出國日為 17 日，故匯率依規定以出國(公假)前 1 日(因逢假日往前順推)8 月 18 日之臺灣銀行賣出即期美元參考匯價報支生活費。

The applicant travelled overseas for a total of seven days including the 4-day business trip. Reimbursement of living expenses for the 4-day business trip shall be calculated on the basis of the spot exchange rate of the Bank of Taiwan on August 18, **the eve of official overseas travel.**

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

The report shall be completed with required information specified in the designated columns. Any correction to this report shall be verified with a seal.

範例八 (科技部補助國內專家學者出席國際會議)

Example 8: MOST subsidies to domestic scholars participating in international conferences

國立成功大學國外出差旅費報告表

NCKU Overseas Travel Expenditure Report

預算科目 Budget account		憑證編號 Document code		傳票編號 Voucher number		請購單號 Purchase requisition number		會計編號 Project accounting code	
						511855		A1031-B046	
姓名 Name of applicant		黎 00 ○○ Li		職 稱 教授 Position Full professor		職 等 Grade		簡任 Senior executive officer	
出差事由 Reason		出席「美國 Nashville 參加 Academy of Financial Services 研討會」及發表論文 To participate in the Conference on Academy of Financial Services for paper presentation at Nashville, USA							
出差起訖日 Duration		自民國 103 年 10 月 25 日起至 103 年 10 月 28 日止共 4 日 A total of 4 days: From October 25, 2014 to October 28, 2014							
月 Month		10	10	10	10				
日 Date		25	26	27	28				
起訖地點 Route		台南 Tainan-US Nashville	Nashville	Nashville	Nashville US-Tainan 台南				本頁合計 Sub-Total
工作記要 Working notes		如事由 As the specified reason	開 會 Conference	開 會 Conference	如事由 As the specified reason				
交通費 Travel expenses	飛機 Aiplane	52,000							
	船舶 Ship								
	長途大眾陸運工具 Long distance public transportation								
生活費 Living expenses		1,735	5,784	5,784	1,735				15,038
辦	手續費 Processing fee								
	保險費								

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。



公費 Office business fees	Insurance fee								
	行政費 Administra- tion fee								
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees								
總計 Total		53,735	5,784	5,784	1,735				67,038

備註 Notes	匯率 Exchange rate: (10/24) 美金 US\$1=NT\$30.44 生活費 Daily living allowance: US\$190 科技部補助上限 60,000 元 A maximum subsidy of NT\$60,000 from MOST	帳號 P ost Office Account No.	0031071-0123456
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上列出差旅費計  
新臺幣(大寫) 實支陸萬元整。 具領人(蓋章) 黎 0 0

Expenditures in total: NT\$67,038 Actually reimbursed: NT\$60,000 Recipient: \_\_\_\_\_ (signature or seal)

出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief	
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管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

Note: This application shall be signed for approval by NCKU President or the authorized signatory. An application for a reimbursement of no more than NT\$100,000 shall be signed for approval by the authorized signatory, on behalf of NCKU President, at the second or third highest level of administration. Accordingly, an application shall be signed for approval by department chair for a payment from the department budget, by college dean for a payment from the college budget, and by the first-level administrative supervisor for a payment from the administrative office budget.

## 一、本案範例填表說明 Instructions for Report Writing:

1. 申請項目以科技部補助項目與金額為限，補助項目為往返機票費、生活費、註冊費、手續費、保險費，不含國內交通費；故國內交通費無法核銷。

Reimbursement of expenses shall be limited to MOST-approved subsidized items and amounts, including round-trip airfare, daily living allowance, registration fee, processing and fee, and insurance fee. Accordingly, reimbursement of non-subsidized item such as domestic transportation expense shall not be approved.

2. 科技部專案補助出席國際會議之出差旅費，不可與科技部專題研究計畫分攤。

Reimbursement of expenses subsidized by MOST under its subsidy program for participation in international conferences shall not be funded by MOST research project grants.

## 二、科技部專案補助國內專家學者出席國際會議，核銷時檢附項目：

An application for expense reimbursement shall be submitted with required items as follows:

- 國外差旅費報告表

NCKU Overseas Travel Expenditure Report

- 出國申請單

An NCKU-approved leave application form for overseas travel

- 旅行社代收轉付收據

Travel agency ticket payment receipt

- 電子機票

Electronic ticket

- 登機證

Boarding pass

- 註冊費收據(如屬網頁列印收據，請備註此為唯一收據並簽章)

Registration fee payment receipt issued by the conference organizer (If printed online, it shall be specified as the only receipt and stamped with a seal of the applicant of business trip)

- 科技部補助公文

A MOST-approved project subsidy document

- 科技部線上經費結報登錄送出畫面

A screen-print of the final budget report uploaded to MOST

- 水單或出國(公假)前一天臺銀賣出即期匯價證明或信用卡帳單影本

The foreign exchange memo or the spot exchange rate of Taiwan Bank on the eve of overseas travel (official leave), or a copy of a credit card statement

- 搭乘非本國班機申請書

An NCKU-approved application form for boarding flights on foreign airlines

- 保險費或手續費收據

Insurance premium payment receipt or processing fee payment receipt

範例九 (科技部補助研究生出席國際會議)

Example 9: MOST subsidies to graduate students participating in international academic conferences

國立成功大學國外出差旅費報告表

第 1 頁共 1 頁

NCKU Overseas Travel Expenditure Report

Page 1 of 1

預算科目 Budget account		憑證編號 Document code	傳票編號 Voucher number		請購單號 Purchase requisition number		會計編號 Project accounting code	
					191082		A1031-C346	
姓名 Name of applicant		陳 0 0 ○○ Chen		職 稱 Position	博士生 Doctoral student	職等 Grade		
出差事由 Reason		出席「大陸上海參加 17th ILASS-Asia 研討會」及發表論文 To participate in the 17 <sup>th</sup> ILASS-Asia Conference for paper presentation at Shanghai						
出差起訖日 Duration		自民國 103 年 10 月 25 日起至 103 年 10 月 28 日止共 4 日 A total of 4 days: From October 25, 2014 to October 28, 2014						
月 Month	10	10	10	10				本頁合計 Sub-Total
日 Date	25	26	27	28				
起訖地點 Route	高雄-上海 Kaohsiung-Shanghai	上 海 Shanghai	上 海 Shanghai	上海-高雄 Shanghai-Kaohsiung				
工 作 記 要 Working notes		如事由 As the specified reason	開 會 Conference	開 會 Conference	如事由 As the specified reason			
交 通 費 Travel expenses	飛機 Aiplane	17,000						17,000
	船舶 Ship							
	長途大眾陸 運工具 Long distance public transportation							
生活費 Living expenses								
辦 公	手續費 Processing fee							
	保險費 Insurance							

※本表請逐日逐欄填寫清楚，如有塗改應加蓋私章。

費 Office business fees	fee								
	行政費 Administrati on fee	4,985							4,985
	禮品交際及 雜費 Gift and entertainment expenses, and miscellaneous fees								
總計 Total		21,985							21,985
備註 Notes		匯率 Exchange rate:(10/24)人民幣 CNY\$1=NT\$4.985 機票費 Airfare: NT\$17,000 註冊費 Registration fee : CNY\$1,000*4.985=NT\$4,985 科技部補助上限 22,000 元 A maximum subsidy of NT\$22,000 from MOST				帳號 Post Office Account No.	031071-0123456		
上列出差旅費計 新臺幣(大寫)		貳萬壹仟玖佰捌拾伍元整整。				具領人(蓋章) 陳 O O			
Expenditures in total: NT\$21985		Recipient: _____ (signature or seal)							
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持人 Principal Investigator		單位主管 Unit Chief					

管控單位      主辦人事人員      主計室      主計室主任      校長或其授權代簽人  
Supervising Unit      Personnel Officer      BAS Office      BAS Office Director      President/Authorized Signatory

附註：校長欄位依本校分層負責表授權決行，金額 10 萬元(含)以下視經費授權二或三層決行，如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。

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## 一、本案範例填表說明 Instructions for Report Writing:

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Reimbursement of expenses shall be limited to MOST-approved subsidized items and amounts, including round-trip airfare and registration fee. Accordingly, reimbursement of non-subsidized item such as domestic transportation expense shall not be approved.
2. 科技部專案補助出席國際會議之出差旅費，不可與科技部專題研究計畫分攤。  
Reimbursement of expenses subsidized by MOST under its subsidy program for participation of graduate students in international conferences shall not be funded by MOST research project grants.

## 二、科技部專案補助國內研究生出席國際會議，核銷時檢附項目：

An application for expense reimbursement shall be submitted with items required as follows:

- 國外差旅費報告表  
NCKU Overseas Travel Expenditure Report
- 旅行社代收轉付收據  
Travel agency ticket payment receipt
- 電子機票  
Electronic ticket
- 登機證  
Boarding pass
- 註冊費收據(如屬網頁列印收據，請備註此為唯一收據並簽章)  
Registration fee payment receipt issued by the conference organizer (If printed online, it shall be specified as the only receipt and stamped with a seal of the applicant of business trip)
- 科技部補助公文  
A MOST-approved project subsidy document
- 科技部線上經費結報登錄送出畫面  
A screen-print of the final budget report uploaded to MOST
- 水單或出國(公假)前一天臺銀賣出即期匯價證明或信用卡帳單影本  
The foreign exchange memo or the spot exchange rate of Taiwan Bank on the eve of overseas travel (official leave), or a copy of a credit card statement
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