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

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	算科目 get account	憑證編號 傳票編號 Document code Voucher number				quisition	Project a	編號 ecounting ode		
							5050	50	D103-	-00000
		姓 名 Name of applicant	李〇〇 〇〇 Li		職 稱 Position	教授 Full pro	ofesso	職等 r Grade	簡任 Senior exe officer	cutive
		出差事由		内瓦參加(
		Reason						at G		
	出差起訖 目民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 Duration From								3日止共 €	-
月	Month	8	8	8	8	8	3	8		
E	1 Date	18	19	20	21	2	2	23		
起訖地 Route		Kaohsiung -香港 Hong Kong- 瑞士蘇黎 世 Zurich, Switzerlan d	瑞士蘇黎世 Zurich, Switzerland- 瑞士日內瓦 Geneva, Switzerland	瑞士日內 · 瓦 Geneva,	瑞士日內 Geneva, Switzerlan	瓦 Switz d-香湯 d Hong Kong	eneva, erlan 恭	香港 Hong Kong-高雄 Kaohsiung- 台南 Tainan		本 頁 合 計 Sub-Total
工 作 Working	g notes	如事由 As the specified reason		→開 會 Conference		如事 會 As the e speci reaso	ne ified	如事由 As the specified reason		
	飛機 Airplane	31, 000								31,000
交通	船舶 Ship									
費 Travel expenses	長途大眾陸 運工具 Long distance public transportation	106						106		212

Living e	expenses	2, 863	9, 543	9, 543	9, 543	2, 86	3 2, 863		37, 218
	手續費 Processing fe	ee							
辨 公 費 Office	保險費 Insurance fee	412							412
business fees	行政費 Administra on fee	ıti	16, 555						16, 555
	禮品交際/ 雜費 Gift and entertainmen expenses, and miscellaneou fees	t 725							725
總	計 Total	35, 106	26, 098	9, 543	9, 543	2, 86	3 2, 969		86, 122
	備註 Notes	匯率 Exchang 美金 US\$1=N 生活費 Livin US\$318/日*3 註冊費 Regis US\$411*40.2 租車費 Car EUR18*40.28	[\$30.01;歐元 ng expenses .9 日*30.01 stration fe 8≒NT\$16,5 rental fee	元 EUR1=NT4 s: l≒NT\$37, 22 ee: 55		帳號 Post Office Account No.	03107	1 - 0 1	2 3 4 5 6
	差旅費計 答(大寫)	捌萬陸仟壹	佰貳拾貳	元整。	具領人(蓋	.章) 李	00		
Expend	litures in total	: NT\$		·	Recipient:		(sign	ature or seal)
出差人 聯絡電話 Applicat Contact Number	話 nt and Phone		計畫主才 Princip Investig	oal		單位主管 Unit Chief			
管控單位 Supervisin		辦人事人員 sonnel Officer	主計 BAS (計室主任 ce Director			受權代簽人 orized Signatory

9, 543

9, 543

生活費

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。

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 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.

範例二 (有其他來源提供膳或宿) Example 2: Applicants who were provided with free board or lodging

國立成功大學國外出差旅費報告表

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NCKU Overseas Travel Expenditure Report

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預算科目 Budget account Document code Voucher number 「中央編號 Purchase requisition number code 「Document code」 「Document code Document code	Page 1 of 1								
姓 名 Name of applicant 本		dget account						Project a	ccounting
Name of applicant Position Full professor Grade Officer 出差事由 至瑞士日內瓦參加〇〇〇〇研討會並發表論文 Reason To present a paper in the conference on at Geneva 出差起記 自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日						5050)50	D103-	-00000
Reason To present a paper in the conference on at Geneva 出差起記 自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日		Name of	李〇〇		, , , , ,		職等 or Grade	Senior exe	ecutive
出差起訖 自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 日		出差事由	至瑞士日	內瓦參加(○研討會並	發表論文		
Duration Fromto		3 日							
月 Month 8 8 8 8 8	月 Month	8	8	8	8	8	8		
日 Date 18 19 20 21 22 23	日 Date 18 19 20 21 22 23					23		1	
Switzerlan d		-高雄 -香港-瑞士 蘇黎世 Tainan-Ka ohsiung-H ong Kong-Zuri ch, Switzerlan d	端士日內瓦 Zurich, Switzerland- Geneva,	瑞士日內 瓦 Geneva, Switzerlan	Geneva,	瓦-香港 Geneva, Switzerlan d-Hong Kong	台南 Hong Kong-Kaohsi ung-Tainan		頁 合
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工作記要As the 開會開會開會As the Working notes specified Conference Conference specified specified						•			
reason reason reason		reason				reason	reason		
飛機 Airplane 31,000 31,0	飛機 Airplane	31,000							31, 000
交 船舶 Ship									
通 長途大眾陸 費 運工具 Travel Long 106 expenses distance public transport	費 運工具 Travel Long 106 expenses distance public			212					
生活費 Living Expense 2,863 8,780 8,016 8,016 2,099 2,863 32,6	生活費 Living Expens	se 2, 863	8, 780	8, 016	8, 01	2, 099	2, 863		32, 637

	手續費								
辨	Processing fe	ee							
公 費 Office	保險費 Insurance fee	412							412
business	行政費								
fees	Administra	ti	16, 555						16, 555
	on fee								
	禮品交際 雜費 Gift and entertainmen expenses, and miscellaneou fees	t 725							725
總	計 Total	35, 106	25, 335	8, 016	8, 016	2, 099	2, 969		81, 541
	備註 Notes	匯率 Exchan 美金 US\$1=1 生活費 Daily 8/19 研討會/ 8% deducted 8/20 及 8/21 16% deducted Aug. 20 and 2 8 月 22 日供 8% deducted 註冊費 Regis US\$411*40.2 租車費 Car EUR18*40.2	NT\$30.01;歐 / living allow / Hiving allow / Hiving allow / Hiving allow for dinner on / 供午餐及晚 / d for lunch ar / 21 / 午餐扣 8% for lunch on stration fee: / 28 = NT\$16,5 rental fee:	元 EUR1=N ance:US\$31 Aug. 19 餐各扣 16% ad dinner ead	8	帳號 Post Office Account No.	00310	71-01	23456
	差旅費計 ((大寫)	捌萬陸仟壹	佰貳拾貳	元整。	具領人(蓋	章) 李(00		
Expend	itures in total	: NT\$		•	Recipient:		(signa	ature or seal)
出差人 <i>)</i> 聯絡電記 Applicar Contact Number	活 nt and Phone		計畫主才 Princip Investig	oal			單位主管 Jnit Chief		
答控 單位	д ф.	辦人事人員	主計	-室	主言	計室主任		校長或其	受權代簽人

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。

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。

Example 3: Visiting different cities during a business travel

國立成功大學國外出差旅費報告表

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NCKU Overseas Travel Expenditure Report

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	算科目 et account	憑證 Documer	扁號	傳票為 Voucher i	扁號	請購單 Purchase rec numb	quisition	Project	十編號 accounting ode
						50505	50	D103	-00000
		姓 Name of applicant	名 李〇〇 〇〇 L	i		教授 Full professor	職等 Grade	簡任 Senior exe officer	cutive
		出差事で Reason	由		at Zurich	及日內瓦參加 and present			
		出差起訖 自民國 103 年 8 月 18 日起至 103 年 8 月 23 日止共 6 E							日
月	Month	8	8	8	8	8	8		
日	Date	18	19	20	21	22	23		
起 記 R	地 點 Coute	Tainan-Ka ohsiung-H	瑞士蘇黎世 Zurich, Switzerland	瑞士蘇黎 世- 瑞士日內 瓦 Zurich, Switzerlan d- Geneva, Swit- zerland	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 Work	記 要 ing notes	As the	參訪 Visit		開 會 Conference	如事由 As the specified reason	如事由 As the specified reason		Sub-Total
÷	飛機 Airplane	31,000							31, 000
交通費	船舶 Ship								
Travel expense	長途大眾 陸運工具 Long distance public	106					106		212

	transport									
	活費 expenses	2, 719	9, 063	9, 543	9, 543	2	2, 863	2, 863		36, 594
辨	手續費 Processing fee									
辨 公 費 Office business	保險費 Insurance fee	412								412
fees	行政費 Administ- ration fee		16, 555							16, 555
	禮品交際 及雜費 Gift and entertainm ent expenses, and miscellane ous fees	725								725
總	計 Total	34, 962	25, 618	9, 543	9, 543	2	2, 863	2, 969		85, 498
1	着註 Jotes	美金 US\$1= 生活費:前往 內瓦 US\$31 Daily living Geneva 註冊費 Reg	allowance: US istration fee: 28 = NT\$16,5 rental fee:	元 EUR1=N 蘇黎世毎日 8302 for Zur	日支費 US302	for Off	t ice count	00	31071-012	23456
	差旅費計 (大寫)	捌萬伍仟县	津 佰玖拾捌。	元整。	具領人(蓋章)名	<u> </u>	0		
Expend	litures in tot	al: NT\$		·	Recipi	ent:	·	(signature of	or seal)
出差人/ 聯絡電話 Applican Contact Phone Number	舌 nt and		Prin	主持人 cipal tigator				位主管 it 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

校長或其授權代簽人

BAS Office Director

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。

Example 4: Expenses reimbursed from two sources of finance

國立成功大學國外出差旅費報告表

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NCKU Overseas Travel Expenditure Report

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預算科目 Budget acco		憑證編 Document			請購。 Purchase re	單號 equisition	會計編號 Project accounting code		
						5050			-00000
		姓 名 Name of applicant	李〇〇 〇〇 Li			教授 Full professo	or Grade	簡任 Senior exe officer	cutive
		出差事由 Reason				○研討會並 crence on		Geneva	
		出差起訖 E Duration				3 日起至 10 to	3年8月23		5 日
月 Month	1	8	8	8	8	8	8		
日 Date		18	19	20	21	22	23		
台南 -高雄 -高雄 -香港-瑞士 起訖地點			d-Geneva, Switzerlan	Switzerlan d	瑞士日內瓦 Geneva, Switzerland	Geneva, Switzerlan	香港-高雄- 台南 Hong Kong-Kaohsi ung-Tainan		本 頁 合 計 Sub-Total
工 作 記 Working notes	要	如事由 As the specified reason		→開 會 e Conference		如事由 會 As the specified reason	如事由 As the specified reason		
飛機 Airplane		31, 000							31,000
交 船舶 Ship									
Travel 運工具 expenses Long	e public	106					106		212
生活費 Living expense	es	2, 863	9, 54	9, 543	9, 54	13 2, 863	2, 863		37, 218

	手續費 Processing fe	a							
辦 公 費 Office	保險費 Insurance fee	412							412
business fees	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, 865	2, 969		86, 122
	備註 Notes	匯率 Exchang 美金 US\$1=N 生活費 Livin US\$318/日*3 註冊費 Regis US\$411*40.2 租車費 Carr EUR18*40.28	NT\$30.01;歐 g expenses: .9 日*30.01 tration fee: 8≒NT\$16,5 ental fee:	元 EUR1=N ≒NT\$37,21		帳號 Account No. of P.O. office	03107	1 - 0 1	2 3 4 5 6
	差旅費計 8(大寫)	捌萬陸仟壹	佰貳拾貳	元整。	具領人(蓋	章) 李	00		
Expend	litures in total	NT\$		·	Recipient:		(signa	ature or seal)
出差人。 聯絡電記 Applicat Contact Number	話 nt and Phone		計畫主持 Princip Investig	oal			單位主管 Jnit Chief		
			> >1	ىك				11 = 11 + 1	5 Ht 12 65 1

管控單位 Supervising Unit 主辨人事人員

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。

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。

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

September 17. 2					
所屬年度月份:1				任壹佰貳拾貳元	
Date of Event: ir	n August, 2014		Expenditures in	total: NT\$ 6612	22.
	科 目 Account				備 註 Remarks
編 號 No.	計畫名稱 Project Title	用途別 科目名稱 Subsidized Category	金 額 Amount	說 明 Description	
	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			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
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	費	original documents for payments.
合 計 Total			86,122		

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

Page 1 of 1

NCKU Overseas Travel Expenditure Report

			11011	O OVCISCA:	TIWICIE	препанате	пероп		age 1 01 1
	算科目 get account	憑證編 Document		傳票編 Voucher nu		請購 Purchase re num	equisition	會計編號 Project accounting Code	
						5050)50	D103-	00000
		姓 名 Name of applicant	李〇〇 〇〇 Li		職 稱	教授 Full professo	職等 or Grade	簡任 Senior exe officer	cutive
		出差事由	至瑞士日	內瓦參加(0000)研討會並	發表論文		
		Reason	To presen	t a paper in	the confer	rence on	at C	eneva	
		出差起訖日 Duration	自	民國 103 From	年8月18	日起至 108 to	3年8月23	3日止共 6	日
月	Month	8	8	8	8	8	8		
E	1 Date	18	19	20	21	22	23		
起訖地點 Route 工作記要		台南 -高雄 -香港-瑞士 蘇黎世 Tainan-Kaoh siung-Hong Kong-Zurich , Switzerland 如事由 As the specified	d-Geneva, Switzerlan d 開 會	d		Geneva, Switzerlan d-Hong Kong 如事由 As the	香港-高雄- 台南 Hong Kong-Kaohsi ung-Tainan 如事由 As the specified		本 頁 合 計 Sub-Total
Working	, 110005	reason				reason	reason		
	飛機 Airplane	31, 000							31,000
交 通	船舶 Ship								
費 Travel expenses	長途大眾陸 運工具 Long distance public transportation	106					106		212
生活費 Living e		2, 863	9, 543	9, 543	9, 54	3 2, 863	2, 863		37, 218

	手續費								
के कि	Processing fe	e							
辨 公 費 Office	保險費 Insurance fee	412							412
business fees	行政費 Adminis- tration fee		16, 555						16, 555
	禮品交際 雜費 Gift and entertainment expenses, and miscellaneou fees	t 725							725
總	計 Total	35, 106	26, 098	9, 543	9, 543	2, 863	2, 969		86, 122
	備註 Notes	匯率 Exchang 美金 US\$1=N 生活費 Livin US\$318/日*3 註冊費 Regis US\$411*40.2 租車費 Carr EUR18*40.2	NT\$30.01;歐g expenses: .9 日*30.01 tration fee: 8≒NT\$16,5 ental fee:	元 EUR1=N ≒NT\$37,21		帳號 Account No. of P.O. office	03107	1 - 0 1	23456
	差旅費計 (大寫)	<u>【支</u> 陸萬元勳	<mark>と。</mark> 具領人	(蓋章) <i>李</i>	00				
Expend	litures in total	: NT\$60,000 A	Actually rei	<u>imbursed</u>	Recipient:		(signa	ature or seal)
出差人 聯絡電電 Applican Contact Number	話 nt and Phone		計畫主持 Princip Investig	oal			單位主管 Jnit Chief		
答 控 單 化	· 士:	辦人事人員	主計	室	主	計室主任		校長或其	受權代簽人

管控單位 主辦人事人員 土訂至 土訂至土壮 仪衣以共权惟八쮳八 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。

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。

國立成功大學國外出差旅費報告表

1 頁共1 頁

NCKU Overseas Travel Expenditure Report

Page 1 of 1

TCKO Overseas Havel Expenditure Report								1 age 1 01 1		
	算科目	憑證絲	 扁號	傳票編號			青購單號 ·			計編號
Buag	et account	Documen	nt code V	oucher number	er		ise requis number	Sition	=	accounting code
				1.	nh ac		505050		_	3-00000
		姓 名 X C	李〇〇		職稱	教授		職等	簡任 ·	.•
		Name of	○○ Li		Posit	Full pro	fessor	Grad	Senior ex	ecutive
		applicant	大山 1 故 3		on ها	- 11 5 17	中下台上	. () (officer	人子戏士丛
		出差事由		終世○○大學	多认	及至日	内瓦参加		ノ 〇 一	曾业役衣篇
		山左尹田 Reason		University	, at 7	Turich on	d present	0 1001	ner in the c	onfaranca on
		Reason		Omversity at Geneva	ai Z	anich an	u presem	i a paj	per in the e	officience off
		1. 1/2 1 1/2		it Geneva						
出差起訖 E 自民國 103 年 8 月 18 日起至 103 年 8 月 25 日止共 6 日									共 6 日	
Duration From August 18, 2014 to August 25, 2014										
月	Month	8	8	8	8		8		8	
E	Date	18	19	22		23	24		25	
起訖地 Route 工作記 Working	受	台南-高雄- 香港-瑞士 蘇 黎 世 Tainan-Ka ohsiung-H ong Kong-Zuri ch, Switzerlan d 起程 Departur e	瑞士蘇黎世 Zurich, Switzerland 参訪 Institutional Visit	Zurich, Switzerland-G eneva, Switzerland	瑞士 Gene Switz	日內瓦 va, zerland 開會 nference		nd- I	香港-高雄- 台南 Hong Kong-Kaohsi ung-Tainan 回國 Return	本 頁 合 計 Sub-Total
	飛機 Airplane	31,000								31,000
交	船舶									
通	Ship									
費	長途大眾陸運									
Travel	工具									
expenses	Long	106							106	212
	distance public									
	transportation							\dashv		
生活 Liv	ing expenses	2, 719	9, 063	9, 543		9, 543	2,	863	2, 863	36,594
	J 1						!			

							_					
	手續費											
辨	Processing fe	e										
公費	保險費	412									412	
Office	Insurance	fee									412	
business fees	行政費											
	Administration	n	16, 555								16, 555	
	fee											
	禮品交際及新	淮										
	費											
	Gift and											
	entertainment	725									725	
	expenses, and	l										
	miscellaneous	S										
	fees											
總	計 Total	34, 962	25, 618	9	, 543	9, 5	43		2, 863	2, 969	85, 498	
備註 Mate				EUR1=NT4 = NT\$37, 2			O Ac	長號 Post office scount No.	0 3 1	071-0	123456	
	出差旅費計 幣(大寫)	EUR18*40.2 捌萬伍仟县	津佰玖拾捌元	整。		具領人(蓋	章)	李(00			
Expe	nditures in to	otal: NT\$85,4	98.			Recipient	·			(signatu	re or seal)	
出差人	及											
聯絡電話 Applicant and Contact Phone			計畫主	持人				留,	位主管			
			Princ	ipal					亚王宫 it Chief	,		
			Investi	gator					it Cilici			
Numbe	er											
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		

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。

BAS Office

Supervising Unit

Personnel Officer

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.

BAS Office Director

President/Authorized Signatory

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。

Example 7: Traveling for personal reasons before and after a business trip

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

		NCKU	Overseas	s Iravel Ex	хрепани	re ne	port		Page I	01 1	
	頁算科目 lget account	憑證編 Documen		傳票編 Voucher n		請購單號 ase requ number	isition	會計編號 Project accounting code			
						505050		D103-00000			
		姓 Name of applicant 出差事由	名 李○○ Li 至瑞士!		Posi tion	教授 📗		Grad e	簡任 I Senior executive officer		
		Reason							eneva		
		ReasonTo present a paper in the conference onat Geneva出差起訖日期自民國 103 年 8 月 19 日起至 103 年 8 月 22 日止共 4 日DurationA total of 4 days: from August 18, 2014 to August 23, 2014								14	
J	引 Month	8	8	8	8					<u> </u>	
	日 Date	19	20	21	22					本	
起訖地點 Route		瑞士 瑞士 日內瓦 日內瓦 Geneva, Geneva, Switzerland Switzerland			瑞士 日內瓦 Geneva, Switzerland					本 頁 合 計 sub-total	
Wor	工作記要 king notes	開會 Conference	開會 Conference	開會 Conference	開會 Conference					· · · · · · · · · · · · · · · · · · ·	
交	飛機 Airplane	31, 000								31, 000 z	
入通 費	船舶 Ship									力言和	
Trav el expe nses	長途大眾陸 運工具 Long distance public transport	106			10	6				212	
生活費 Living expenses		9, 565	9, 565	9, 565	2, 86	7				31, 562	
辨公費	手續費 Processing fee										
Office busine ss fees	保險費 Insurance fee	369								369	

Admini	strat 16, 56	3							16,563		
ion fee											
禮品交 雜費 Gift and entertains expenses miscellan fees	ment 72	5							725		
總 Total	計 58, 29	9, 543	9, 543	2, 969					80, 431		
備註 Notes	美金 US\$1= 生活費:前往 Daily living 註冊費 Reg 租車費 Car	nge rate:(8/18) NT\$30.01;歐元 E公務目的地日 allowance: US\$ istration fee:US\$ rental fee:EUR1	EUR1=NT40 內瓦 318 at Geneva \$411*40.30≒1	l.		帳號 Post Off Account	ice 0 0 3	1071-0	1 2 3 4 5 6		
上列出差旅	寫) 捌禺焊值	多拾壹元整		頃人(蓋章) 	李 (0		1)			
Expenditure	es in total: NT\$8	0,431.	Re	cipient:		(signature or seal)					
出差人及 聯絡電話 Applicant and Contact Phone Number		計畫主持 Principa Investiga	al				位主管 it Chief				
管控單位	主辦人事人	」 主	計室	主言	十室主	任		——— 交長或其授	· 權代簽人		

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。

BAS Office Director

President/Authorized Signatory

BAS Office

Personnel Officer

Supervising Unit

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<u>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。</u>

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。

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

第1頁共1頁

NCKU Overseas Travel Expenditure Report

Page 1 of 1

		11011	0 0 101		Lapen	anure Kep			rage 1 of 1			
預算科目 Budget account		憑證編 Documen		傳票編 Voucher nu		請購。 Purchase re num	equisition	Project a	會計編號 Project accounting code			
						5118	355	A1031-B046				
		姓 名 Name of applicant	黎 00 ○○ L	i		教授 Full professo	職等 or Grade	簡任 Senior exe	ecutive			
		出差事由 Reason	及發表 [*] To part	出席「美國 Nashville 参加 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		民國 103 年								
n	Nr. 4	Duration		A total of 4 da	ī	1 October 23,	, 2014 10 O	1 28, 2	2U1 4			
月	Month	10	10	10	10							
日	Date	25	26	27	28] ,			
起訖地點 Route		台南 Tainan-US Nashville	Nashville	e Nashville	Nashvil US-Tain 台南				本頁合			
工作記要 Working notes			開 Conference	會開 會 e Conference	如事由 As t specifie reason	he			計 Sub-Total			
	飛機 Airplane	52, 000							52, 000			
交 通	船舶 Ship											
	長途大眾陸 運工具 Long distance public transportation											
生活費 Living ex	<u> </u>	1, 735	5, 7	84 5, 78	4 1,7	35			15, 038			
ક્ષા લે	手續費 Processing fee											
辨	保險費											

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								
總	miscellaneous fees 計								
	Total	53, 735	5, 784	5, 784	1, 735				67, 038
備註 Notes		生活費 Dail 科技部補助	y living allow 上限 60,000	24)美金 US\$1 rance:US\$190 元 T\$60,000 fron		P ost Office Account No.		1071-0123	456
	差旅費計 5(大寫)	量	<u>【支</u> 陸萬元	整。	具領人(蓋章)黎	0 0		
Expend	itures in total: 1	NT\$67,038	Actually re	imbursed: N7	Г\$60,000	Recipient	·• ·•	(sign	ature or seal)
出差人 聯絡電記 Applicar Contact Number	話 nt and Phone		計畫主持 Princip Investig	pal			單位主管 Unit Chief		
管控單位	立 主辦	入事人員	主計	室	主:	計室主任		交長或其授	權代簽人

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。

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

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

		1					I		те кер				rage rorr
預算科目 Budget account		憑證編 Document				Pur	請購單 chase red numb	quis		會計編號 Project accounting code			
									19108	32		A10	31-C346
		姓 名 Name of applicant	陳 0 〇〇			職 Po	稱 sition		生 Docto nt	oral	職等 Grade		
		出差事由 Reason		ticipate								及發表論· paper p	文 resentation at
		出差起訖日		自民國 103年10月25日起至103年10月28日止共4日									
		Duration		A tota	1 of 4 d	ays	: Fron	1 Octo	ober 25,	201	4 to O	tober 28	, 2014
月 N	Month	10	10		10		10						
日	Date	25	26		27		28						
起訖地點 Route		高雄-上海 Kaohsiung -Shanghai	l	-	上 Shangl	海 nai	上海- Shang Kaoh						本頁合:
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費 Office	fee								
business fees	行政費 Administra on fee	ti 4, 985							4, 985
	禮品交際及雜費 Gift and entertainment expenses, and miscellaneous fees	t I							
總	計 Total	21, 985							21, 985
備註 Notes 應率 Exchange r 機票費 Airfare: 註冊費 Registra CNY\$1,000*4.9 科技部補助上門 A maximum sub			re: NT\$17,000 tration fee : 4.985≒NT\$4,98 - 限 22,000 元	35		帳號 Post Office Account No.	031071-0123456		
新臺幣	差旅費計 (大寫)		喜 仟玖佰捌			具領人	 (蓋章) <i>陳</i>		
		tal: NT\$21985		Red	cipient:		(signatu	re or seal)	
出差人 聯絡電記 Applicar Contact Number	舌 nt and		計畫主持人 Principal Investigato			· ·	位主管 iit Chief		
管控單位		辦人事人員	主計室		主計室	宦主任	 校-	長或其授材	建代簽人

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。

BAS Office Director

President/Authorized Signatory

BAS Office

Supervising Unit

Personnel Officer

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

申請項目以科技部補助項目與金額為限,本案補助項目為往返機票費與註冊費;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 and registration fee. Accordingly, <u>reimbursement of non-subsidized</u> 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

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