

4. Matters of attention on requesting overseas travel reimbursements:
- (1) Please attach the following:
 - a. Airline (electronic) ticket stubs.
 - b. Payment proof or receipts from travel agencies collecting and transferring money on behalf of NCHU.
 - c. Boarding pass stubs or photocopy proof in your passport.
 - d. *Foreign Airline Travel Application* for international airlines
 - e. *Proof of Expenditure* if unable to obtain vouchers for valid reasons.
 - (2) Living expenses including overnight transportation, free accommodation, and transit hotels must not surpass 30% of the **daily living expenses** ~~daily quota~~.
 - (3) Regulations on **daily living expenses** are set by the Executive Yuan.
 - (4) Miscellaneous (NT\$600 per day), administrative, and processing fees can only be written off with valid proof.
 - (5) Comprehensive insurance of NT\$4 million is allowed with documentation and premiums under the award price in the *Inter-entity Supply Contracts* ~~joint~~ for the current year.