國外出差旅費報支檢核表　104.10.版

檢核項目
應附基本表件： ☐ 計畫申請書（國外旅費部分）影本 ☐ 出國計畫變更（目的）同意函影本 ☐ 出國計畫變更**（人員、人數、次數、天數、地點、會議）**經費及流用變更申請表正本 ☐ 教師出國請假申請表（因涉及經費報支，出差時間應包含例假日） ☐ 會議議程或邀請函（會議名稱、日期、地點）或出國核可簽呈影本 ☐ 國外出差旅費報告表（請填寫實際出國及返國日期） ☐ 支出科目分攤表（使用單一經費來源出國者，無須檢附）
交通費憑證： ◎ 飛機 ☐ 機票票根或電子機票或其他足資證明行程之文件 ☐ 國際線航空機票購票證明單或旅行業代收轉付收據或其他足資證明支付票款之文件 ☐ ~~登機證存根(含電子登機證)或足資證明出國事實之護照影本或航空公司所開立之搭機證明~~ ☐ 搭乘外國籍航空公司班機申請書(可至人事室網頁下載) ◎ 國外長途交通工具 ☐ 原始單據正本(請譯中文) ☐ 結匯單或出國前一日臺銀**即期賣出**匯率表，如當地使用貨幣無臺銀即期賣出匯價者，以現金賣出匯價為依據
生活費報支標準及匯率證明： ☐ 依出差地生活費日支數額報支(可至主計室網頁查詢)；日支數額標準表未列舉之城市，以『其他』所列日支數額報支 ☐ 在交通工具歇夜、住宿免費宿舍、過境旅館及返國當日，生活費按日支數額 30%限額內報支 ☐ 由國外單位或其他來源提供膳宿或現金津貼者，依「國外出差旅費報支要點」第 9 點規定報支 ☐ 結匯單或出國前一日臺銀**即期賣出**美元匯率表
註冊費憑證： ☐ 註冊費收據正本 ☐ 結匯單或出國前一日臺銀即期賣出匯率表，如須於出國前繳交報名等費用者，得以實際支付日臺銀即期賣出匯價或檢附信用卡帳單影本，以信用卡結算匯率辦理報支。 （如當地使用貨幣無臺銀即期賣出匯價者，以現金賣出匯價為依據）
保險費憑證： ☐ 保險費單據正本(保額最高 400 萬元及保費不得超過共同供應契約標準)
其他 ☐ 差旅費報告表修改處請出差人簽名或蓋章，線上亦請更正。 ☐ 支出證明單（核銷時如遇相關單據遺失，並經當事人循必要且合理程序，仍無法取得時，應檢附支出證明單。）
為利報支作業，請出差人逐項檢核，敬請惠予配合。

Overseas Business Travel Expense Reimbursement Checklist October, 2015 version

Checklist Items
Required Basic Documents: ☐ Copy of project application form (for overseas travel expense). ☐ Copy of approval letter for changes to travel plans (purpose). ☐ Original application for changes to travel plans **(personnel, number of persons, frequency, duration, location, meetings)** and changes to budget and appropriation. ☐ Leave Application for Overseas Business Trip by Faculty (as it involves expense reimbursement, the business trip period should include weekends and holidays). ☐ A copy of the meeting agenda or invitation letter (name, date and venue of the meeting) or a copy of the signed authorization letter for traveling abroad. ☐ Report for Overseas Business Travel Expenses (please fill in the actual departure and return dates). ☐ Expenditure Allocation Form (not required for individuals using a single funding source for overseas travel).
Transportation Receipts: ◎ Air ticket ☐ Flight tickets or electronic tickets or other sufficient documents to prove the itinerary. ☐ International flight ticket purchase confirmation or receipt of advance payment by travel agency or other sufficient documents to prove payment of ticket fare. ☐ ~~Boarding pass stub (including electronic boarding pass) or copy of passport that sufficiently prove overseas travel, or proof of boarding issued by the airline company~~. ☐ Application form for taking foreign airline flights (available for download on the Office of Personnel website). ◎ International Long-haul Transportation ☐ Original receipt (please translate to Chinese). ☐ Foreign exchange receipt or the Bank of Taiwan's foreign exchange **spot selling rate** on the day before the departure date. If there is no Taiwan Bank's exchange rate for selling currency, the cash selling rate shall be used as the basis of reference.
Living Expense Reimbursement Standard and Proof of Exchange Rate: ☐ Reimbursement based on the daily living expenses in the destination (please refer to the Office of Accounting website). For cities not listed in the daily expense standard table, reimbursement should be based on the daily expenses listed under "Other." ☐ The reimbursement of transportation expenses incurred during overnight stays, accommodation in free dormitories, transit hotels, and the day of return to the home country shall be subject to a limitation of 30% of the per diem allowance. ☐ Reimbursement is made according to Article 9 of the Directives for Overseas Business Travel Expense Reimbursement for meals, accommodation, or cash allowances provided by foreign units or other sources. ☐ Foreign exchange receipt or the Bank of Taiwan's US dollar **spot selling rate** on the day before the departure date.

Overseas Business Travel Expense Reimbursement Checklist

October, 2015 version

Registration Fee Receipt:

- ☐ Original registration fee receipt.
- ☐ Foreign exchange receipt or the Bank of Taiwan's foreign exchange spot selling rate on the day before the departure date. If registration fees or other fees need to be paid before departure, reimbursement can be made based on the Bank of Taiwan's spot selling rate on the actual payment date, or the credit card settlement exchange rate as supported by a copy of the credit card statement.

(If there is no Bank of Taiwan's foreign exchange spot selling rate, the cash selling rate shall be used as the basis of reference.)

Insurance Fee Receipt:

- ☐ Original insurance fee receipt (with a maximum coverage of NT$4 million and premium not exceeding the standard fees of Inter-entity Supply Contract.)

Other

- ☐ Please have the traveler sign or stamp the modifications on the Report for Overseas Business Travel Expenses. Corrections should also be made online.
- ☐ Expenditure Voucher (in case of loss of relevant documents during reimbursement, and despite the necessary and reasonable procedures followed by the parties involved, they still cannot be obtained, the Expenditure Voucher should be attached).

To facilitate expense reimbursement, please ask the traveler to carefully check each item. Your cooperation is greatly appreciated.