

3. Matters of attention on requesting domestic travel reimbursements:
- (1) Transportation, accommodation, and miscellaneous expenses are all included as per *Directives Governing Domestic Business Travel Reimbursements*.
 - (2) Taiwan High-Speed Rail standard class ticket stubs or payment proof must be submitted except for same-day (one-day in principle) round trips.
 - (3) **Reimbursement of actual payments with receipts** for accommodation (up to NT\$2,000 per day).
 - (4) Miscellaneous expenses are up to NT\$400 per day. **Trips** between 5 to 30 km from NCHU can be reimbursed up to NT\$200 as per *NCHU Supplementary Regulations to Directives Governing Domestic Business Travel Reimbursements*. **Those who travel distances less than 5km from NCHU shall not apply for reimbursement of miscellaneous expenses.**
 - (5) Requests for workshops, symposiums, seminars, after-action reviews, observation tours, orientations, and other conferences without accommodation by the training institution must comply with *Directives Governing Domestic Business Travel Reimbursements* **to apply for transportation and accommodation, and miscellaneous expenses cannot be applied.**