

檢核項目
<p>應附基本表件：</p> <p><input type="checkbox"/> 計畫申請書（國外旅費部分）影本</p> <p><input type="checkbox"/> 出國計畫變更（目的）同意函影本</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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）</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 國外出差旅費報告表（請填寫實際出國及返國日期）</p> <p><input type="checkbox"/> 支出科目分攤表（使用單一經費來源出國者，無須檢附）</p>
<p>交通費憑證：</p> <p>◎飛機</p> <p><input type="checkbox"/> 機票票根或電子機票或其他足資證明行程之文件</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 搭乘外國籍航空公司班機申請書(可至人事室網頁下載)</p> <p>◎ 國外長途交通工具</p> <p><input type="checkbox"/> 原始單據正本(請譯中文)</p> <p><input type="checkbox"/> 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</p>
<p>生活費報支標準及匯率證明：</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 結匯單或出國前一日臺銀即期賣出美元匯率表</p>
<p>註冊費憑證：</p> <p><input type="checkbox"/> 註冊費收據正本</p> <p><input type="checkbox"/> 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。</p> <p>（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）</p>
<p>保險費憑證：</p> <p><input type="checkbox"/> 保險費單據正本(保額最高 400 萬元及保費不得超過和泰產物保險股份有限公司標準)</p>
<p>其他</p> <p><input type="checkbox"/> 差旅費報告表修改處請出差人簽名或蓋章，線上亦請更正。</p> <p><input type="checkbox"/> 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。）</p>
<p>為利報支作業，請出差人逐項檢核，敬請惠予配合。</p>

Overseas Business Travel Expense Reimbursement Checklist	Checklist Items
Required Basic Documents:	<input type="checkbox"/> Copy of Project Application Form (overseas travel expense section) <input type="checkbox"/> Copy of Approval Letter for Changes to Travel Plans (purpose) <input type="checkbox"/> Original Application for Changes to Travel Plans (personnel, number of individuals, frequency, duration, location, meetings) and Changes To Budget and Appropriation <input type="checkbox"/> Teacher's Overseas Leave Application Form (As it involves expense reimbursement, the travel period should include weekends and holidays) <input type="checkbox"/> A copy of the Meeting Agenda or Invitation Letter (name, date and place of the meeting) or a copy of the Authorized Signature for Travel Abroad. <input type="checkbox"/> Overseas Business Travel Expense Report Form (Please fill in the actual departure and return dates) <input type="checkbox"/> Expenditure Allocation Form (Not required for individuals using a single funding source for overseas travel)
Transportation Receipts:	<p>◎ Airplane</p> <input type="checkbox"/> Flight tickets or electronic tickets or other sufficient documents to prove the itinerary <input type="checkbox"/> International flight ticket purchase confirmation or travel agency receipt for payment transfer or other sufficient documents to prove payment of ticket fare <input type="checkbox"/> Boarding pass stub (including electronic boarding pass) or sufficient passport copy to prove overseas travel or certificate issued by the airline company <input type="checkbox"/> Application Form for Taking Foreign Airline Flights (Available for download on the Office of Personnel website) <p>◎ International Long-haul Transportation</p> <input type="checkbox"/> Original Receipt (Please translate to Chinese) <input type="checkbox"/> Exchange Settlement Form or Taiwan Bank's Exchange Rate Table for the day before departure. If there is no Taiwan Bank's exchange rate for selling currency, use the cash selling rate as the basis.
Living Expense Reimbursement Standard and Exchange Rate Certification:	<input type="checkbox"/> Reimbursement based on the daily living expenses in the destination (Available for inquiry on the Accounting Office website); For cities not listed in the daily expense standard table, reimbursement should be based on the daily expenses listed under "Other" <input type="checkbox"/> During overnight stays on transportation, free dormitory accommodation, transit hotels, and the day of return, living expenses are reimbursed within 30% of the daily expense limit. <input type="checkbox"/> Reimbursement is made according to Point 9 of the "Regulations on Reimbursement of Overseas Business Travel Expenses" for meals and accommodation provided by foreign units or other sources, or cash allowances provided <input type="checkbox"/> Exchange Settlement Form or Taiwan Bank's Exchange Rate Table for Selling US Dollars on the day before departure
Registration Fee Receipt:	<input type="checkbox"/> Original Registration Fee Receipt <input type="checkbox"/> Exchange Settlement Form or Taiwan Bank's Exchange Rate Table for Selling Currency on the day before departure. If registration fees or other fees need to be paid before departure, reimbursement can be based on the actual payment date's Taiwan Bank's selling rate, or by providing a copy of the credit card statement to reimburse based on the credit card settlement exchange rate. (If there is no Taiwan Bank's selling rate for the local currency, use the cash selling rate as the basis)
Insurance Fee Receipt:	<input type="checkbox"/> Original Insurance Fee Receipt (with a maximum coverage of 4 million yuan and premium not exceeding the standard of HOTAI INSURANCE CO., LTD.)
Others	<input type="checkbox"/> Please have the traveler sign or stamp the modifications on the travel expense report form. Corrections should also be made online. <input type="checkbox"/> Expenditure Proof Form (In case of loss of relevant documents during verification, and after the necessary and reasonable procedures are followed by the parties involved, if they still cannot be obtained, the expenditure proof form should be attached.)
<p>For the smooth processing of expense reimbursement, please ask the traveler to carefully check each item. Your cooperation is greatly appreciated.</p>	