



承辦人 Case Officer	單位主管 Unit Head	會辦單位 Coordinating Units	人事室 Office of Personnel	主計室 Office of Accounting	校長 President
		<input type="checkbox"/> 出納組 Cashier Division		1 萬元(含)以下經費授權承辦人員核章。 The Case Officer is authorized to approve disbursement of NT\$10,000 or less.	十五萬元(含)以下經費的動支與核銷授權系所或行政單位主管執行。 Expenses and reimbursements of \$150,000 or less are to be authorized by the head of the department or administrative unit.
計畫主持人 Principal Investigator		<input type="checkbox"/> 其他 Other			

備註：

Remarks:

個人補充健保費歸於免扣取對象身份者，需附證明。

For those who are exempted from supplementary premium contributed by individual, supporting documents must be submitted.

送件流程：承辦人→計畫主持人→單位主管(15 萬元以下，主管於校長欄一併核章)→出納組→人事室→主計室→校長(15 萬元以上)。

Submission Process: Case Officer → Principal Investigator → Unit Head (for expenses or reimbursements under NT\$150,000, the head shall co-sign in the President's column) → Cashier Division → Office of Personnel → Office of Accounting → President (for expenses or reimbursements over NT\$150,000)

送件時程：每月第 1 工作日併簽到退表提出申請，送承辦人及計畫主持人，每月第 2 工作日前，送單位主管完成核章(15 萬元以下須加蓋職章於校長欄)，人事、出納、主計會辦時，每單位以 1 工作日為原則，最多不超過 2 工作日。

Submission Timeline: Applications shall be submitted together with the attendance report on the first working day of each month to the Case Officer and Principal Investigator. By the second working day, the application should be submitted to the unit head for approval (for amounts under NT\$150,000, the unit head must affix his/her official seal in the President's column). During the coordinated review by the Office of Personnel, Cashier Division, and Office of Accounting, each unit shall process the application within 1 working day, and no longer than 2 working days.

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