國 立 中 興 大 學

單位：＿＿＿＿＿＿＿＿

國外出差旅費單據粘貼單

姓名：＿＿＿＿＿＿＿＿

支　出　單　據　粘　貼　線	備　註
注意事項： 1. 國外旅費之報支請於返國後一個月內結報；支出單據請依先後次序，由左向右側橫貼。 2. 請附國科會計畫申請書（國外旅費部分）影本或出國計畫變更（目的）同意函影本或出國計畫變更（人員、人數、次數、天數、地點、會議）簽呈影本或核定補助同意函。 3. 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）。 4. 會議議程或邀請函（會議名稱、日期、地點）。 5. 機票費之報支請檢附機票票根或電子機票、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。 6. 如搭乘非本國班機，請附搭乘外國籍航空公司班機申請書。 7. 交通費證明如無起訖地點之記載請使用人填註。. 8. 請附出差地生活費日支數額標準表，日支數額標準表未列舉之城市，以『其他』所列日支數額報支。 9. 請附外幣兌換水單，未辦理結匯者，附出國前一天(如逢假日往前順延)之臺灣銀行即期賣出美元參考匯價證明。 10. 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。 11. 請附註冊費收據正本、註冊費信用卡帳單影本，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。 12. 請附保險費單據正本、保險額及項目明細表(最高 400 萬)，保費及保額不得超過共同供應契約標準。	檢 附 單 據 機票　　張 旅行社代收轉付收據　　張 車票　　張 結匯水單或匯率證明　　張 其他單據　　張

National Chung Hsing University

Unit:_____

Overseas Business Travel Expense Receipt Affixation Form

Name: _____

Receipt Pasting Line	Remarks
Important reminders: 1. Claims for reimbursement of overseas travel expenses must be submitted within one month upon returning. Please affix the receipts horizontally from left to right in chronological order. 2. Please attach a photocopy of the NSTC project application (for the overseas travel expenses section), or a photocopy of the approval letter for changes to the travel plan (purpose), or a photocopy of the signed approval for changes to the travel plan (personnel, number of people, frequency, duration, location, conference), or a photocopy of the approved subsidy agreement. 3. Leave Application for Overseas Business Trip by Faculty (as it involves expense reimbursement, the business trip period should include weekends and holidays). 4. Conference agenda or invitation letter (including conference name, date, and venue). 5. Please submit the following documents for reimbursement of airfare: flight ticket stubs or electronic tickets, proof of purchase for international airline tickets, travel agency receipts or other sufficient evidence of ticket payment, boarding pass stubs, a photocopy of your passport page showing the exit stamp, or a certificate issued by the airline confirming your flight. 6. If you are traveling on a non-domestic flight, please attach an application form for traveling on a foreign carrier. 7. If the transportation fee certificate does not show the place of origin and destination, the user should fill in a note. 8. Please attach the standard table of daily living expenses for the destination of the business trip. For cities not listed in the standard table of daily living expenses, reimbursements will be based on the daily living expenses listed under “Other.” 9. Please attach a foreign exchange receipt. For those who have not yet settled the foreign exchange, please attach the Bank of Taiwan’s US dollar spot selling rate on the day before the departure date as proof of reference rate (if it is a holiday, please extend it to the day before). 10. 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. 11. Please attach the original receipt for the registration fee and a copy of the credit card statement showing the registration fee payment. If the local currency does not have a Bank of Taiwan’s spot selling exchange rate, the cash selling rate shall be used as the basis of reference. 12. Please attach the original receipt for the insurance premium and a detailed list of insurance coverage and items (up to a maximum of NT$4 million). The premium and coverage shall not exceed the standard fees of Inter-entity Supply Contract.	Documents Attached No. of air tickets: ____ No. of advance payments made by travel agency: ___ receipts No. of bus tickets: ____ No. of forex receipts/proof of reference rate: ___ Other documents: ____ sheets