

長榮大學教職員工出差旅費報支辦法

Chang Jung Christian University Faculty and Staff Official Travel

Expense Reporting Regulations

- 88.01.14八十七學年度第一學期第3次校務會議通過
Approved on January 14, 1999, by the 3rd Institutional Affairs Meeting of Academic Year 1998 Semester 1.
- 97.12.30九十七學年度第一學期第5次行政會議修正通過
Revised and approved on December 30, 2008, by the 5th Administrative Meeting of Academic Year 2008 Semester 1.
- 98.02.19九十七學年度第二學期第1次行政會議修正通過
Revised and approved on February 19, 2009, by the 1st Administrative Meeting of Academic Year 2008 Semester 2.
- 103.01.06 102學年度第一學期第5次行政會議修正通過
Revised and approved on January 6, 2014, by the 5th Administrative Meeting of Academic Year 2013 Semester 1.
- 104.01.08 103學年度第一學期第5次行政會議修正通過
Revised and approved on January 8, 2015, by the 5th Administrative Meeting of Academic Year 2014 Semester 1.
- 106.09.21 106學年度第一學期第2次行政會議修正通過
Revised and approved on September 21, 2017, by the 2nd Administrative Meeting of Academic Year 2017 Semester 1.
- 107.04.20 104學年度第一學期第2次行政會議決議通過更名(104.10.01)
Name change (October 1, 2015) approved on April 20, 2018, by the 2nd Administrative Meeting of Academic Year 2015 Semester 1.
- 109.03.05 108學年度第二學期第1次臨時行政會議修正通過
Revised and approved on March 5, 2020, by the 1st Extraordinary Administrative Meeting of Academic Year 2019 Semester 2.

第一條 長榮大學（以下簡稱本校）為教職員工因公出差，報支差旅膳宿等費用，特定「長榮大學教職員工出差旅費報支辦法」（以下簡稱本辦法）。

Article I Chang Jung Christian University (hereinafter referred to as CJCU) has formulated the Chang Jung Christian University Faculty and Staff Official Travel Expense Reporting Regulations (hereinafter referred to as the Regulations) to regulate faculty and staff reporting the official travel, accommodation, and other expenses.

第二條 凡本校教職員工因公出差，須檢附教育部或相關單位來函，並加註申請公差假之意見，於報請單位主管並經人力資源發展處審查，陳請校長核可後方得出差。五日（含）以內者由副校長核可，逾五日者由校長核可後方得出差。

Article II All CJCU faculty and staff shall provide a letter from the Ministry of Education or related units for the official business and indicate their application for official leave. The application shall be submitted to the unit supervisor to be reviewed and approved by the Office of Human

Resources Development and the University President before the official leave may be taken. Official leaves that are 5 days or less shall be approved by the University Vice President, and those that are more than 5 days shall be approved by the University President.

第三條 凡本校教職員工因公出差，應以搭乘大眾交通工具為原則，並依公共交通工具之票價憑據報支交通費。出差起迄地點由本校所在地至出差地點。無檢附單據者，概以自強號票價核計。

若屬特殊事由(如交通不便等)須自備交通工具或搭乘飛機、高速鐵路者，應於出差單註明，除校長、副校長得搭乘商務艙(商務車廂)外，一律以搭乘經濟艙(標準車廂)為限。自備交通工具者除高速公路通行費憑據報支外，有關里程計算，汽機車每公里補貼油資五元整，惟補貼金額不得超過公共交通工具之最高標準。

Article III CJCU faculty and staff on official travel shall, in general, take public transportation and report the transportation expense based on the fare receipt of the public transportation. The starting and ending point of the official travel shall be from CJCU to the business destination. If there is no receipt being provided, it will be calculated based on the fare of the Tze-Chiang Train.

For special reasons (such as inconvenient traffic), those who need to use their personal transportation or fly or take the high-speed rail shall indicate the mode of transportation on their official travel form. Except for the University President and Vice President who may travel in business class, all other faculty and staff are limited to traveling in economy class. For those using their personal transport, in addition to the freeway toll, the mileage subsidy is calculated at NT\$5 per kilometer. However, the subsidy amount shall not exceed the highest limit for public transportation.

第四條 凡本校教職員工因公出差，當日可往返者，請勿隔夜外宿；惟出差地點：嘉義（含）以北、屏東（含）以南者，仍支給一日之雜費。

每人每日支給雜費肆佰元；住宿費每人每日支給壹仟捌佰元，但住宿費須憑單據報支，未檢附單據者，一律以肆佰元支給。

Article IV CJCU faculty and staff whose official business may be completed on a same-day trip shall not stay overnight. Daily miscellaneous travel

expenses shall be provided for official travel to locations north of Chiayi County (inclusive) and south of Pingtung County (inclusive).

The miscellaneous expense is NT\$400 per day per person. Accommodation is NT\$1800 per day per person, and a receipt for the accommodation must be provided for reimbursement. Those without receipt shall be reimbursed NT\$400.

第五條 主辦單位已提供膳食、住宿及交通費者，不再由學校支付。

Article V If the meals, accommodation, and transportation expenses are provided by the organizer, the expenses shall not be paid by CJCUC.

第六條 須陪同外賓出差者，應事前以專簽陳校長核定，其交通費及住宿費得憑據按實報支。

Article VI Those who need to accompany foreign guests on official travel shall be specially approved in advance by the University President. Their transportation and accommodation expenses shall be reimbursed according to the actual receipts provided.

第七條 本校教職員工於出差完畢後，應於返校十五日內填具出差旅費報告單，並依行政程序核銷，報告單內應詳細註明出差事由、日期及搭乘交通工具等。若有特殊支出如計程車、長途電話費等，應敘明理由並逐筆註明。

Article VII At the end of their official travel, CJCUC faculty and staff shall complete a travel expense report within 15 days after returning to school, and write off the expenses in accordance with administrative procedures. The report shall specify in detail the reason for the travel, the dates, and the transportation. If there are special expenses such as taxis and long-distance telephone charges, the reasons shall be specified and the expenses itemized.

第八條 本校教職員工因公申請出差者，除學術研究計畫及產學合作專案計畫外，應檢附相關證明文件以資核銷；未另訂標準者，逕依本辦法之規定。

Article VIII **Except for academic research projects and industry-academia collaboration projects**, CJCUC faculty and staff applying for **official travel** shall attach relevant supporting documents for verification and reimbursement. If there is no separate standard, official travels shall be

handled in accordance with the provisions of this Regulations.

第九條 本校教職員工因特殊理由，未依本辦法之規定逕行出差者，除以專簽陳請校長核可後，始予承認，其餘概不受理。

Article IX CJCU faculty and staff whose official travel did not comply with the provisions of this Regulations due to special circumstances shall not be accepted unless otherwise approved by the University President.

第十條 有關教職員工國外出差膳宿旅費保險報支，依「中央政府各機關派赴國外各地區出差人員生活費日支數額表」及「中央政府機關派赴大陸地區、香港及澳門出差人員生活費日支數額表」，另案簽陳辦理。但住宿費不得超過該地區生活費日支數額百分之七十，並應檢據覈實報支。

Article X Faculty and staff expense reporting for official overseas travel, accommodation, and travel insurance shall be based on the Amount Table of Foreign Per Diem Allowance of Central Government Agency and the Amount Table of Mainland, Hong Kong, and Macao Per Diem Allowance of Central Government Agency, and separately applied to the University President. However, **the accommodation expense shall not exceed 70% of the daily living expense in the area, and the expense report shall include verification.**

第十一條 本辦法經行政會議通過，陳請校長公布實施，修正時亦同。

Article XI This Regulations will be announced and implemented upon the approval of the Administrative Meeting and the University President, and the same shall apply for all amendments of the regulations.