

NATIONAL TAIWAN UNIVERSITY

NSTC-funded Project Personnel Business Trip and Relevant Expense Reimbursement Request

Date of Application: / / (MM/DD/YYYY)

Name		National ID No.		Employer		Accounting Code	
Project Title					Project No.		
Employment Status		<input type="checkbox"/> Part-time project employee Title: _____ <input type="checkbox"/> Not directly employed by (but involved in) the project Title: _____ Please specify the expense's relevance to this project: _____					
Purpose (including work related to project execution)					Expense Type (check all that apply)	<input type="checkbox"/> Travel expenses <input type="checkbox"/> Membership fee <input type="checkbox"/> Application fee <input type="checkbox"/> Registration fee	
Travel Dates		From ___/___/___ to ___/___/___ (MM/DD/YYYY) for a total of ___ days.	Destination				
		The undersigned agrees to comply with the University's work regulations during business trips related to project execution.		Estimated amount of application and registration fees (not required if not incurred)			
Applicant (signature or seal)		Designated Agent (signature or seal)		Principal Investigator			
Notes		※ Part-time assistants do not require designated agents. ※ Please fill out the estimated amount of application and registration fees in advance. If the commissioning organization or accounting unit deems the fees ineligible for reimbursement, relevant regulations shall apply.			Head of Executing Unit		

※The head of the project executing unit has been authorized to review this request.

NATIONAL TAIWAN UNIVERSITY

NSTC-funded Project Personnel Business Trip and Relevant Expense Reimbursement Request Receipt

Date of Application: / / (MM/DD/YYYY)

Name		National ID No.		Employer		Accounting Code	
Project Title					Project No.		
Relation to the Project		<input type="checkbox"/> Part-time project employee Title: _____ <input type="checkbox"/> Not directly employed by (but involved in) the project Title: _____ Please specify the expense's relevance to this project: _____					
Purpose (including work related to project execution)					Expense Type (check all that apply)	<input type="checkbox"/> Travel expenses <input type="checkbox"/> Membership fee <input type="checkbox"/> Application fee <input type="checkbox"/> Registration fee	
Travel Dates		From ___/___/___ to ___/___/___ (MM/DD/YYYY) for a total of ___ days.	Destination				
		The undersigned agrees to comply with the University's work regulations during business trips related to project execution.		Estimated amount of application and registration fees (not required if not incurred)			
Applicant (signature or seal)		Designated Agent (signature or seal)		Principal Investigator			
Notes		※ Part-time assistants do not require designated agents. ※ Please fill out the estimated amount of application and registration fees in advance. If the commissioning organization or accounting unit deems the fees ineligible for reimbursement, relevant regulations shall apply.			Head of Executing Unit		

※The head of the project executing unit has been authorized to review this request.

Notes:

1. This request form is only for part-time assistants of sponsored projects and other relevant researchers that are unable to log into the Business Trip Application and Approval system to submit their application. To simplify procedures, business trips are automatically registered as leaves and there is no need to fill out a leave form.
2. Please fill out all fields accurately and **submit the form with the required supporting documents attached.**

3. Sponsored project personnel who need to go on a business trip must submit their request in advance and may not take leave until its approval. If early departure is required due to special circumstances, the personnel shall notify the principal investigator in advance following relevant regulations governing authorization, and entrust a colleague as designated agent to complete the business trip application pursuant to regulations to ensure compliance with the regulations.
4. Scope of business trip authorization:
 - (1) Business trip applications from sponsored project personnel shall be reviewed and approved by the principal investigator and the head of executing unit (department/institute chair or center director).
 - (2) If the collaborating organization of a sponsored project stipulates otherwise, its regulations shall take precedence.