

Guidelines for Reimbursement of Travel Expenses for Faculty and Staff of Chung Yuan Christian University

Authorized by the Board of Directors letter under Yuan-Dong-Fa-Zi No. 71076 dated September 25, 1982
Announced by the official letter under (71) Yuan-Hui-Zi No. 1590 dated November 24, 1982
Revised and announced by the official letter under (75) Yuan-Hui-Zi No. 1167 dated July 15, 1986
Revised and announced by the official letter under (79) Yuan-Hui-Zi No. 1436 dated August 6, 1990
Amendments hereto approved at the 770th School Administration Council on November 8, 2001
Revised and announced by the official letter under (90) Yuan-Hui-Zi No. 3472 dated November 28, 2001
Amendments hereto approved at the 835th School Administration Council on April 12, 2007
Revised and announced by the official letter under Yuan-Hui-Zi No. 0960001321 dated May 23, 2007
Amendments hereto approved at the 857th School Administration Council on December 4, 2008
Amendments hereto approved at the 924th School Administration Council on September 4, 2014
Amendments hereto approved at the 979th School Administration Council on April 9, 2020

1. The reimbursement of travel expenses for faculty and staff on official business trips, both domestic and international, shall be carried out in accordance with the provisions of these guidelines.
2. Faculty and staff members who are assigned to official business trips should fill out an official leave application form prior to the trip, specifying the purpose, dates, and locations of the trip, and attach relevant supporting documents for approval by the responsible supervisor.
 - (1) For domestic business trips, each department should carefully review and decide on the dispatch based on the nature of the assignment and actual needs. If communication tools such as official documents, telephone, fax, video conferencing, or email can handle the matters, business trips should not be assigned. The duration and itinerary of the business trip should be arranged based on actual needs, making use of convenient means of transportation to minimize travel time. The principle for round-trip travel is to complete the trip within one day.
 - (2) For international business trips, personnel should obtain prior approval from the university president by submitting their travel itinerary and duration for approval. Unless for reasons beyond the control of the personnel, extensions of the trip should not be made without prior approval.
3. Domestic travel expenses consist of transportation allowance, accommodation costs, and miscellaneous expenses, as detailed below. The reimbursement amounts are provided in Table 1.
 - (1) Transportation Allowance: Expenses for flights, high-speed rail, ships, privately operated passenger buses, trains, and metro that are necessary during the business trip, starting and ending at the university, can be reimbursed based on actual expenses. However, expenses for transportation provided by the government or private vehicles are not eligible for reimbursement.
 - A. For flights, high-speed rail, and ships with different classes or cabins, apart from the president and vice president, only economy (standard) class seats (or cabins) are allowed, and ticket stubs or proof of purchase should be provided. For privately operated passenger buses and metro, proof of fare for the specific route should be submitted.
 - B. For individuals driving their own vehicles (automobile) on business trips, transportation allowances can be reimbursed based on the highest fare of public transportation (trains, buses). However, additional expenses such as fuel, tolls, and parking fees cannot be separately reimbursed. In the event of an accident, repair

- costs and compensation for third-party damages cannot be paid using public funds.
- C. If it is necessary to take a flight or taxi due to emergency official duties or practical needs, prior approval from the university president should be obtained.
 - D. Handling fees for purchasing, exchanging, or refunding train and high-speed rail tickets are considered miscellaneous expenses and cannot be claimed as part of transportation allowances.
- (2) Accommodation expenses should be supported by valid receipts.
 - A. For a one-day business trip where the individual travels back and forth using high-speed rail, accommodation expenses cannot be reimbursed.
 - B. For business trips lasting two days or more (including two days), reimbursement for actual accommodation days will be considered.
 - C. For business trips to locations that are more than sixty kilometers away from the school's location and involve actual overnight stays, accommodation expenses can be reimbursed within the standard amounts listed in Table 1, with valid supporting documents. For business trips to locations that are less than sixty kilometers away from the school's location, but require overnight stays due to business needs, prior approval from the Director's Secretary is required, and reimbursement can be processed according to the aforementioned provisions.
 - (3) Miscellaneous Expenses: Miscellaneous expenses incurred during official business trips can be reimbursed based on the amounts listed in Table 1.
4. For international business trips, travel expenses include transportation allowances, living expenses, and office expenses, as follows:
- (1) Transportation Allowance: Expenses incurred for air travel, maritime transportation, and long-distance land transportation.
 - A. For transportation with different classes or levels, except for the president and vice president, reimbursement is limited to economy (standard) class or seat.
 - B. For reimbursement of air travel expenses, the following documents should be provided:
 - (A) Airline ticket stubs, electronic tickets, or other documents proving the travel itinerary.
 - (B) International flight ticket purchase receipts or travel agency payment receipts or other documents proving payment of the ticket fare.
 - (C) Boarding passes (including electronic boarding passes) or passport copies providing sufficient evidence of international travel or certificates issued by the airline confirming the flight.
 - C. For reimbursement of other transportation allowances, original receipts or payment receipts from travel agencies should be submitted.
 - (2) Living Expenses: This includes accommodation expenses, meals, and incidentals. The reimbursement standards are based on the "Daily Allowance for Central Government Officials on Business Trips to Various Regions Abroad" issued by the Executive Yuan. No receipts are required for reimbursement.
 - A. Allocation of Daily Allowance for Living Expenses is generally divided as follows: 70% for accommodation, 20% for meals, and 10% for incidental expenses. However, if meals and/or accommodation are provided by foreign institutions or other sources, the daily allowance shall be reimbursed according to the following provisions:
 - (A) If both meals and accommodation are provided, 10% of the daily allowance for incidental expenses shall be reimbursed.
 - (B) If meals are provided but accommodation is not provided, 70% of the daily

allowance for accommodation and 10% for incidental expenses shall be reimbursed.

(C) If meals are not provided but accommodation is provided, 20% of the daily allowance for meals and 10% for incidental expenses shall be reimbursed.

The term "other sources" refers to free accommodation in dormitories, transit hotels, or overnight stays on transportation. The term "other sources" for meals refers to meals included in other fees. If meals provided are less than three meals, the meal allowance shall be calculated as 4% for breakfast, 8% for lunch, and 8% for dinner based on the daily allowance for living expenses. The remaining meal expenses shall be supplemented.

B. On the day of returning to the home country, living expenses shall be reimbursed within a limit of 30% of the daily allowance for living expenses in the respective region.

C. Incidental expenses include local train fares, local bus fares, local subway fares, personal credit card fees, laundry expenses, tips, and other expenses related to daily living.

(3) Office expenses: Expenses related to overseas procedures, insurance fees, administrative fees, gift exchanges, and miscellaneous expenses.

A. Expenses related to overseas procedures include passport fees, visa fees, yellow card fees, vaccination fees, foreign exchange fees, and airport service fees. Original receipts or receipts from travel agencies must be submitted for reimbursement.

B. Travelers should arrange for insurance and submit the original insurance fee receipts for reimbursement. The maximum coverage limit is NT\$4 million for comprehensive insurance, including accidental death, accidental disability, accidental injury medical expenses, air travel, hospitalization due to illness, and military accident insurance (a total of 6 items).

C. Administrative expenses during business trips include necessary expenses such as documents, registration, postal and telecommunication fees, translation fees, and transportation fees incurred while performing official duties abroad. Original receipts or receipts from travel agencies should be submitted for reimbursement.

D. Gift exchanges and miscellaneous expenses include expenses for gifts, entertainment, taxi fares, car rental fees, etc. Reimbursement can be made within a total daily limit of NT\$600 per person per day based on the number of travel days, and original receipts must be submitted. If renting a car is necessary and proof is provided that the car rental fee is more cost-effective than the fare for long-distance public transportation required for the business trip, the car rental fee can be reimbursed with original receipts.

5. Within 15 days after completing the business trip, the Travel Expense Report, along with relevant documents, should be submitted for review. The calculation of the dates and times for reimbursement of travel expenses by the travelers should be based on the local dates and times. For travelers who have not exchanged currency before going abroad, travel expenses should be reimbursed based on the reference exchange rate for immediate foreign currency sales by the Bank of Taiwan on the day before the scheduled departure (if it falls on a holiday, the preceding working day). If there is no immediate exchange rate for that currency, the cash exchange rate should be used. However, for expenses that need to be paid before going abroad, reimbursement can be made based on the actual payment date exchange rate. If the expenses were paid by credit card, reimbursement can be made based on the credit card settlement exchange rate.

6. If there are other regulations stipulated by subsidy or commissioning units regarding domestic or overseas business trips for project personnel, those regulations should be followed. If there are specific provisions in the contract, they should be followed accordingly. If there are no specific provisions, these guidelines should be applied.
7. If there are any matters not covered in these guidelines, they should be handled in accordance with the relevant provisions of the "Directions of the Domestic Travel Allowance Disbursements" and "Directions for the Overseas Travel Allowance Disbursement" issued by the Executive Yuan.
8. The Directions are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Directions are amended.

Table 1.

**Amount and Item Table for Reimbursement of Travel Expenses
for Faculty and Staff of Chung Yuan Christian University**

Identity Expense Categories	Faculty and Staff
Daily Limit for Miscellaneous Expenses	NT\$400
Daily Limit for Accommodation Expenses	NT\$2,000
Transportation allowance	For air travel, high-speed rail, and graded cabins on ships, reimbursement is limited to economy class (standard) seats, and ticket stubs or purchase receipts must be submitted for verification. For other modes of transportation, reimbursement should be based on actual expenses without distinguishing between different classes.
<p>Remark:</p> <p>(1) For packaged itineraries that include both accommodation and transportation, reimbursement should be supported by valid documents within the specified limit of accommodation expenses plus transportation expenses.</p> <p>(2) The daily limit for miscellaneous expenses is NT\$400. However, for trips to Taipei City, New Taipei City, and Hsinchu City/County (including Taipei City, New Taipei City, and Hsinchu City/County) where a round trip can be made on the same day, a miscellaneous expense allowance of NT\$300 will be provided. For trips to Taoyuan City, a miscellaneous expense allowance of NT\$250 will be provided. For trips to Zhongli City and Pingzhen City that exceed four hours, a miscellaneous expense allowance of NT\$150 will be provided. For trips that are less than four hours, only the cost of public transportation will be reimbursed.</p>	