**Standards for Reimbursement of Domestic Travel Expenses for Faculty and Staff**

1996.03.14 Revised and passed in the 7th Administrative Meeting of the 84th academic year

1996.04.10 Revised and passed in the 9th Meeting of Legal Affairs Committee of the 84th academic year

1996.04.19 Promulgated in the (85)GaoYiFaZi No. 031 Letter and implemented on May 1, 1996

2000.01.27 Passed in the 6th Joint Conference of College Affairs, Medical Affairs, and General Affairs of the 88 academic year

2000.05.04 Passed in the 10th Meeting of Legal Affairs Committee of the 88th academic year

2000.06.08 Passed in the 11th Administrative Meeting of the 88th academic year

2000.07.10 Promulgated in the (89)GaoYiXiaoFa(I)Zi No. 018 Letter and implemented on August 1, 2000

2002.08.29 Revised and passed in the 1st Administrative Meeting of the 91st academic year

2002.10.02 Promulgated in the GaoYiRenZi No. 2036 Letter

2007.04.12 Passed in the 3rd University Council and 9th Administrative Joint Meeting of the 95th academic year

2007.04.24 Announced in the GaoYiRenZi No. 0960003516 Letter

2012.10.18 Passed in the 3rd Administrative Meeting of the 101st academic year

2012.11.08 Announced in the GaoYiRenZi No. 1011103134 Letter

2013.09.12 Passed in the 1st Administrative Meeting of the 102nd academic year

2013.10.30 Announced in the GaoYiRenZi No. 1021103351 Letter

2015.11.27 Passed in the 4th Administrative Meeting of the 104th academic year

2015.12.18 Announced in the GaoYiRenZi No. 1041104159 Letter

2024.05.09 Passed in the 10th Administrative Meeting of the 112th academic year

2024.06.06 Passed in the 53th Meeting of the 19th Board of Directors

2024.07.03 Announced in the GaoYiRenZi No. 1131102417 Letter

|  |  |
| --- | --- |
| Article 1 | These standards are established by the university to provide a basis for the reimbursement of domestic travel expenses for faculty and staff. |
| Article 2 | Meal Allowance:1. A daily meal allowance of NT$400 will be provided for each day of official business travel.
2. For same-day round trips to Tainan or Pingtung, only 50% of the meal allowance will be reimbursed. No meal allowance will be provided for travel within Kaohsiung City.
 |
| Article 3 | Accommodation and Transportation Expenses:1. Accommodation Expenses: For business trips requiring an overnight stay, reimbursement will be based on official invoices or receipts issued by the hotel or travel agency with the university's name. The maximum reimbursement is NT$2,400 per night.

(1)For single-day business trips, reimbursement options are as follows: (a) If transportation expenses are claimed based on Tze-Chiang Limited Express train fare, accommodation expenses may also be claimed.(b)If transportation expenses are claimed based on airfare or high-speed rail tickets, accommodation expenses cannot be claimed.(2)For trips exceeding one day or requiring an overnight stay due to business needs, prior approval and actual stay documentation are required for reimbursement.(3) If free accommodation is provided by the organizer, accommodation expenses cannot be reimbursed.(4) In special circumstances where accommodation receipts cannot be obtained, a special approval process must be followed for reimbursement.1. Transportation Expenses:

(1)Airfare or high-speed rail fare reimbursement will be based on the fare for economy class, standard carriages, or senior tickets in business class. The university president and vice president may claim business class fares. Ticket stubs or proof of purchase must be submitted, along with boarding passes for flights.(2)Transportation between stations and travel destinations: (a) Public Transportation: Reimbursement will be based on actual expenses incurred using public transportation.(b)Private Vehicle Usage: Reimbursement will be based on the highest fare of public/private bus services for the same route, with a parking fee cap of NT$400 per trip. Receipts must include the tax ID number. Fuel, toll fees, and repair costs (including third-party damage claims) will not be reimbursed.(c)Taxi Fares: Taxi fares between stations and the destination will be reimbursed based on actual receipts. If multiple faculty/staff members travel together to the same destination at the same time, sharing a taxi is recommended unless special reasons apply. The reimbursement cap for taxi fares is NT$500 per trip. Any excess will be reimbursed up to NT$500 only.(3)For travel within Kaohsiung City: Transportation expenses will be reimbursed based on actual expenses incurred, with a maximum reimbursement cap of NT$500 per trip. |
| Article 4 | Registration Fees and Tuition: Reimbursement is subject to approval but does not include annual fees, membership fees, or similar charges. |
| Article 5 | The number of travel days stated in the "Travel Request Form" and "Travel Expense Report" will be verified by the Human Resources Office based on the actual travel dates, meeting (activity) schedule, and approved business leave records. Reimbursement documents and amounts will be verified by the Accounting Office. |
| Article 6 | The travel expense standards for project principal investigators (PIs) and research assistants under the university's research projects may follow these standards, with expenses generally covered by the project budget unless otherwise specified by the project regulations. |
| Article 7 | These standards shall be implemented upon approval by the Administrative Meeting and the Board of Directors. The same procedure applies to any amendments. |