

# 國立成功大學校務基金自籌收入支給會議費用標準

## National Cheng Kung University Guidelines on Meeting Expenses Paid by the Self-Generated Income of the University Endowment Fund

99 學年度第 4 次校務基金管理委員會通過 100.05.10

Approved at the 4th University Endowment Fund Management Committee Meeting of Academic Year of 2010/2011 on May 10, 2011

103 學年度第 1 次校務基金管理委員會通過 103.09.26

Approved at the 1st University Endowment Fund Management Committee Meeting of Academic Year of 2014/2015 on September 26, 2014

103 學年度第 3 次校務基金管理委員會通過 104.05.20

Approved at the 3rd University Endowment Fund Management Committee Meeting of Academic Year of 2015/2016 on May 20, 2015

104 學年度第 4 次校務基金管理委員會通過 105.05.17

Approved at the 4th University Endowment Fund Management Committee Meeting of Academic Year of 2015/2016 on May 17, 2016

第一條 國立成功大學（以下簡稱本校）為推動校務發展業務需要，彈性運用校務基金自籌收入，特訂定本要點。

Article 1. National Cheng Kung University (hereinafter referred to as the "University") has formulated the following guidelines in order to **stimulate** the development of the University and use the self-generated income from the university endowment fund **flexibly**.

第二條 本要點所稱自籌收入，係指國立大學校院校務基金設置條例第三條第一項第二款規定項目為限。本要點所稱各類會議，包含各種會議、講習、訓練及研討（習）會。

Article 2. The term "self-generated income" as used in these standards refers to the items specified in Subparagraph 2, Paragraph 1, Article 3 of the National University Endowment Fund Establishment Act. Meetings referred to in this standards include conferences, workshops, training sessions and seminars.

第三條 本校各單位規劃辦理各類會議、講習、訓練及研討（習）會，以自籌收入支應時，依本要點規定之項目與標準支給。

Article 3. When the units of the University plan to support conferences, workshops, training and seminars with self-generated income of the university endowment fund, the items and standards stipulated in these guidelines shall be followed.

第四條 本校各單位辦理以校內教職員工為參與對象之各類會議，以使用本校自有場地為原則。但因特殊需求，須於校外場地辦理者，應專案簽奉校長核准。

Article 4. In principle, each unit shall use the University's own venue for all kinds of meetings targeted at faculty and staff. However, due to the special **circumstances**, the meeting may be held at the off-campus venue with a signed approval of the President.

第五條 校內教職員工參與各類會議，其費用支給項目與標準如下：

### （一）膳費

每人每日以新臺幣 400 元為上限。但經費來源為一般學雜費收入（不包含專班學雜費收入），及各類招生收入者，每人每日以新台幣 250 元為上限。

### （二）住宿費

以不超過國內出差旅費報支要點之標準為原則，檢據覈實報支。

### （三）交通費

以不超過國內出差旅費要點之標準為原則。但因業務所需搭乘計程車、自行開車油料費等相關費用，得檢據覈實報支。

校外人士共同參與前項第一款會議時，其膳費支給標準，得依第六點第一款規定辦理。

Article 5. The standards of expenses for faculty and staff to participate in meetings are as follows:

(1) Meals

Capped at NT\$400 per person per day. However, if the funds are from general tuition and fees (excluding tuition and fees for specialized classes) and other enrollment income, the maximum limit is NT\$250 per person per day.

(2) Accommodation

In principle, the Standard of Reimbursement for Domestic Travel Expenses shall be followed. The receipt should be submitted for reimbursement.

(3) Transportation

In principle, the Standard of Reimbursement for Domestic Travel Expenses shall be followed. However, relevant expenses such as taxi fare and fuel charge for self-driving that are required by professional work may be reported and paid with receipts attached.

The payment standard for people who are not affiliated with the University to participate in the meeting referred to in the first subparagraph of the preceding paragraph shall be handled in accordance with Point 6 (1).

第六條 校外人士參與各類會議，其費用支給項目與標準如下：

(一) 膳費：

1. 辦理一般性各類會議、講習、訓練及國內研討（習）會，每人每日膳費以新台幣（以下同）800元為上限。但經費來源為一般學雜費收入（不包含專班學雜費收入），及各類招生收入者，每人每日以500元為上限。

2. 辦理國際性會議、研討會，每人每日膳費以1,500元為上限。

(二) 住宿費：

1. 辦理一般性各類會議、講習、訓練及國內研討（習）會，每人每日住宿費以2,500元為上限。

2. 辦理國際性會議、研討會，每人每日住宿費以4,000元為上限，實報實銷。

Article 6. The standards of expenses for off-campus participants are as follows:

(1) Meals

a. For general conferences, workshops, training sessions and domestic seminars, the daily meal expenses per person are capped at NT\$800. However, if the funds are from general tuition and fees (excluding tuition and fees for special classes) and other enrollment income, the upper limit is NT\$500 per person per day.

b. The daily meal expenses for international conferences and seminars are capped at NT\$1,500 per person.

(2) Accommodation:

a. The daily accommodation fee for general conferences, workshops, training sessions and domestic seminars is capped at NT\$2,500 per person.

b. For international conferences and seminars, the daily accommodation fee is limited to NT\$ 4,000 per person, which is reimbursed on actual expense.

第七條 除本要點所訂之支給項目外，本校各單位另支給校外顧問、專家及學者其他酬勞者，其支付費用總額不得超出行政院所定各機關聘請國外顧問、專家及學者來臺工作期間支付費用最高標準表規定。

Article 7. Except for the items specified in these guidelines, the total amount of fees paid by the units of the University to external consultants, experts and scholars shall not exceed the Executive Yuan Maximum Standard Table of Fees paid to foreign consultants, experts and scholars during their employment in Taiwan.

第八條 各項會議相關課程與活動之規劃及安排，應依所定目標與實際需求，力求嚴謹及核實。

Article 8. The planning and arrangement of courses and activities related to the meeting should be prudent and rigorous according to the objectives and practical needs.

第九條 經費申請及核銷規定：

(一)申請程序：填具「國立成功大學自籌收入支給各類會議費用申請表」，經單位一級主管核准後辦理。但因情形特殊，逾第五點或第六點支給標準者，應先簽奉校長核准辦理。

(二)核銷：

1. 專題研究案之計畫核定清單或預算表中，有明列餐費項目者，得依本要點規定辦理。但經費補助或委辦機關（構）另有規定者，從其規定。

2. 經費核銷時，應一併檢附「國立成功大學自籌收入支給各類會議費用申請表」或奉准簽呈影本。

Article 9. Provisions on application and reimbursement of funds:

(1) Application procedures:

Fill in the application form of "National Cheng Kung University Application Form of Meeting Expenses Paid by the Self-Generated Income of the University Endowment Fund". If the payment applied exceeds Point 5 or Point 6 of these guidelines due to special circumstances, the President shall first sign for approval.

(2) Reimbursement:

a. If meal expenses are specified in the approved list or budget table of the research proposal, the provisions of these guidelines may be followed. Unless otherwise provided by the funding or commission parties, such provision shall prevail.

b. When the funds are reimbursed, a copy of the "National Cheng Kung University Application Form of Meeting Expenses Paid by the Self-Generated Income of the University Endowment Fund" or the approval should be attached.

第十條 本校各單位向校外機關（構）申請經費，補助辦理各類會議、講習、訓練及研討（習）會者，其經費編列與執行，準用本要點規定。但補助機關（構）對補助經費支給項目與標準，另有規定者，從其規定。

Article 10. These guidelines apply to the budgeting and implementation of all kinds of conferences, workshops, training and seminars when the unit of the University applies for funds and subsidies from off-campus institutions. However, if there are other provisions made by the subsidizing parties on the items and standards of subsidizing funds, such provisions shall prevail.

第十一條 本要點經校務基金管理委員會通過後實施，修正時亦同。

Article 11. These guidelines shall be implemented after being approved by the University Endowment Fund Management Committee and shall be amended in the same manner.

國立成功大學自籌收入支給各類會議費用申請表 NCKU Application Form of Meeting Expenses Paid by the Self-Generated Income of the University Endowment		Applicant Unit : Application Date:	
事由 Reason			
賓客姓名服務 單位職稱 Guest name, service unit and title			
本校陪同人員姓名 Name of the accompanying University staff			
Meal 餐費 住宿費 Accommodation	NT\$	per person	申請人 Applicant
	NT\$	per person	
日期及地點 Date and place	經費簽註 Approval for funding		
二級(系所)主管 Department Head	一級主管(核判) Executive of Administration/Academic Office (Examination and approval)		
備註 Remark	<p>一、依「國立成功大學校務基金自籌收入支給各類會議費用標準」(下稱本標準)規定，本校各單位規劃辦理各類會議、講習、訓練及研討(習)會，以校務基金自籌收入經費支應時，依下列規定標準支給。In accordance with the provisions of the "National Cheng Kung University Guidelines on Meeting Expenses Paid by the Self-Generated Income of the University Endowment Fund" (hereinafter referred to as the Guidelines), the following standards shall be applied for conferences, workshops, training sessions and seminars funded by self-generated income of the university endowment fund.</p> <p>二、校內教職員工參與各類會議，其費用支給項目與標準如下：</p> <p>(一) 膳費： 每人每日以新臺幣 400 元為上限。但經費來源為一般學雜費收入(不包含專班學雜費收入)，及各類招生收入者，每人每日以新台幣 250 元為上限。</p> <p>(二) 住宿費： 以不超過國內出差旅費報支要點之標準為原則，檢據覈實報支。</p> <p>(三) 交通費： 以不超過國內出差旅費要點之標準為原則。但因業務所需搭乘計程車、自行開車油料費等相關費用，得檢據覈實報支。</p> <p>1. The standards of expenses for University faculty and staff to participate in meetings are as follows: (1) Meals Capped at NT\$400 per person per day. However, if the funds are from general tuition and fees (excluding tuition and fees for specialized classes) and other enrollment income, the maximum limit is NT\$250 per person per day. (2) Accommodation In principle, the Standard of Reimbursement for Domestic Travel Expenses shall be followed. The receipt should be submitted for reimbursement. (3) Transportation In principle, the Standard of Reimbursement for Domestic Travel Expenses shall be followed. However, relevant expenses such as taxi fare and fuel charge for self-driving that are required by professional work may be reported and paid with receipts attached.</p> <p>三、校外人士參與之會議、講習、訓練及研討(習)會，其膳宿費支給標準如下：</p> <p>(一) 膳費： 1. 辦理一般性各類會議、講習、訓練及國內研討(習)會，每人每日膳費以新台幣(以下同) 80 元為上限。但經費來源為一般學雜費收入(不包含專班學雜費收入)，及各類招生收入者，每人每日以 500 元為上限。</p>		

2. 辦理國際性會議、研討會，每人每日膳費以 1,500 元為上限。

(二) 住宿費：

1. 辦理一般性各類會議、講習、訓練及國內研討（習）會，每人每日住宿費以 2,500 元為上限。

2. 辦理國際性會議、研討會，每人每日住宿費以 4,000 元為上限，實報實銷。

The standards of expenses for off-campus participants are as follows:

(1) Meals

a. For general conferences, workshops, training sessions and domestic seminars, the daily meal expenses per person are capped at NT\$800. However, if the funds are from general tuition and fees (excluding tuition and fees for special classes) and other enrollment income, the upper limit is NT\$500 per person per day.

b. The daily meal expenses for international conferences and seminars are capped at NT\$1,500 per person.

(2) Accommodation:

a. The daily accommodation fee for general conferences, workshops, training sessions and domestic seminars is capped at NT\$2,500 per person.

b. For international conferences and seminars, the daily accommodation fee is limited to NT\$ 4,000 per person, which is reimbursed on actual expense.

四、經費申請及核銷規定：

(一) 申請程序：經單位主管核准後辦理。但因特殊需要逾本標準第五點或第六點支給標準者，應先簽奉校長核准後辦理。

(二) 核銷規定：

1. 科技部及建教合作計畫案，須於計畫核定清單或預算表中，有明列餐費項目者，始可報支。計畫委辦（補助）機關有相關支給規定者，從其規定。

2. 經費核銷時應檢附本申請表或奉准簽呈影本。

Provisions on application and reimbursement of funds:

(1) Application procedures: After approval by the unit supervisor. If the payment applied exceeds Point 5 or Point 6 of these guidelines due to special circumstances, the President shall first sign for approval.

(2) Reimbursement:

a. The MOST and the cooperative education project can only be reimbursed if the meal expenses are specified in the approved list or budget. If the commission (subsidy) party has relevant regulations, the regulations shall apply.

b. The application form or a copy of approval shall be attached for reimbursement.

五、申請經費在膳宿費標準內者，授權一級主管代決。奉核可後，連同單據黏貼於簽付單。

If the applied funds are within the standards of meal and accommodation expenses, the department head is authorized to make the decision. After approval, attach the payment application together with the receipts.

