NSYSU iCOMM. 通訊工程研究所 ENG. Institute of Communications Engineering

The Notes for reimbursement of the travel expenses

(for students)

2026/11/01 updated

<Aboard Business Trip>

Registration Fee

「出席國際會議」核銷時請檢附「議程表」及「邀請函或論文被接受函」等；
「執行國際合作與移地研究」則請檢附「每日行程表或邀請函」等。

An application for reimbursement of expenses for participation in an international conference shall be submitted with **a copy of the conference agenda** and **a letter of invitation or acceptance**, while a reimbursement application for execution of international collaboration and off-site research shall be submitted with a copy of **daily itinerary** or **a letter of invitation**.

須於出國前繳交報名等費用者，得以實際支付日匯價辦理報支，該費用以信用卡支付者，得以信用卡結算匯率辦理報支。 請檢附證明文件並簽章。

Payments for registration fees made before overseas travel shall be reimbursed based on the rate of remittance on the day of payment. Payment for registration fees by credit card shall be reimbursed based on credit card exchange rates. The supporting documents shall be stamped with the applicant's seal or signed by the applicant.

國外憑證或網路列印憑證(如註冊費)，請經手人簽章。

Foreign documents or payment receipts (e.g., for registration fees) printed online shall be stamped with the applicant's seal or signed by the applicant.

出差人員出國前未辦理結匯者，出差旅費應以出國前一日（如逢假日往前順推）臺灣銀行賣出外幣現金參考匯價為依據辦理報支。出國前已辦理結匯者，可依結匯水單匯率計算。

Business travelers who have not completed a foreign exchange settlement before overseas travel shall apply for expense reimbursement based on the cash offer rate announced by the Bank of Taiwan on the eve of departure for overseas travel (the last working day before the day of departure). Those who have completed foreign exchange settlements before overseas travel shall apply for reimbursement based on the exchange memo (remittance receipts).

https://rate.bot.com.tw/xrt/history?Lang=en-US

註冊費用需於研討會結束回國後與差旅費合併報支

The registration fee should be combined with travel expenses after returning.

Transportation→ Depends on the NSTC's subsidy

機票費補助為台灣至會議地點或研究地點最直接航程經濟艙票價

Airfare shall be subsidized for an economy class round-trip ticket. Please select the direct route between Taiwan and the location of the conference. Please note that Taiwanese Airlines **(China Airlines, EVA Air, Mandarin Airlines, Tigerair Taiwan, UNI Air, STARLUX Airlines)** is the first priority.

If you have other reasons to select a foreign airline, please submit the "Application Form for Taking International Airlines on Overseas Business Trips" with the reimbursement.

機票中的選位費與超重行李費不得報支

Seat selection fees, overweight baggage fee cannot be claimed as part of the flight fare.

國外出差期間搭乘市區大眾運輸，應屬日支生活費零用金，不得另報支交通費。

Travel expenses for public transportation in a city during an overseas business trip shall be reimbursed under the category of daily living allowance. An additional reimbursement of transportation fees is not allowed.

Living Expenses → Depends on the advisor's or NSTC's subsidy.

Please check directly with your advisor regarding the reimbursement amount, and do not submit receipts for accommodation or meals.

Reimbursement

Please submit the following documents for the reimbursement of the travel expenses:

Supporting Documents	(Required / Optional)	Remarks
The Approval sheet of the online student leave application	**Required**	** Please refer to the notes "How to apply for the Student Abroad Business Trip?" on the webpage.
NSYSU Student Take a Business Trip Application Form	**Required**	**Please refer to the notes "How to apply for the Student Abroad Business Trip?" on the webpage.
a letter of conference paper acceptance (or an invitation letter)	**Required**	
a copy of the conference agenda/schedule	**Required**	
the receipt of the conference registration fee	**Required**	
the electronic ticket or the flight itinerary	**Required**	
the receipt/invoice of the flight expense	**Required**	
Application Form for Taking International Airlines on Overseas Business Trips	**Optional**	If you select a foreign airline for your trip, please complete the "Application Form for Taking International Airlines on Overseas Business Trips" and submit it with the reimbursement.
the ticket for the local public transportation	**Optional**	

the receipt/invoice for the visa fee	**Optional**	
The NSTC Subsidy Letter	**Optional**	Subsidy recipient only
The NSTC subsidy financial report	**Optional**	Subsidy recipient only. Complete the NSTC financial report online. Save and download the file. Print out the download file and submit it to the office.

All the expenses must accompanied by an invoice/receipt. If there is no invoice/receipt, please provide the information of the expense and fill out the “Proof of Expense”.

** If the international conference held in Taiwan are classified as the domestic travel expenses.

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<Domestic Business Trip>

Transportation

報支交通費檢附高鐵手機票證購票證明，應加蓋經手人章。

A copy of T Express Mobile Ticket Proof of Purchase submitted for reimbursement of travel expenses shall be stamped with the applicant's seal.

搭乘大眾運輸請註明起迄地點。

If traveling by public transport, please specify points of departure and arrival.

Accommodation

出差日期核定有跨日情形，始得以報支住宿費。

Reimbursement of accommodation fees shall be made for an approved business trip scheduled for more than one day.

檢附住宿費單據金額逾補助標準，僅能依補助標準報支。 平日住宿費上限為3500，假日住宿費上限為4500，發票需打學校統編76211194

Reimbursement of accommodation fees shall be subject to the maximum standards of subsidy.
The max of accommodation expenses is NT$3,500 for weekdays and NT$4,500 for holidays.
Please submit the invoice/receipt for accommodation expenses reimbursement. Don't forget to add the university's tax number"76211194" on the invoice.

附表一

各機關員工國內出差旅費報支數額表修正規定

單位：新臺幣元

費別	數額	
交通費上限	搭乘飛機、高鐵、座(艙)位有分等之船舶、火車者，部會及相當部會以上層級之首長、副首長得乘坐商務艙（車廂）或相同之座（艙）位，其餘人員乘坐經濟（標準）座（艙、車）位。其餘交通工具，不分等次，覈實報支。	
住宿費每日上限	平日	假日
	3,500	4,500
雜費每日上限	400	

備註：

一、購買含住宿及交通之套裝行程，得在不超過住宿費加計交通費之規定數額內檢據覈實報支；搭乘飛機、高鐵、座(艙)位有分等之船舶、火車商務車廂或相同之座位者，應檢附票根或購票證明文件，但當日往返或使用經費結報系統報支者，無須檢附。

二、住宿費應檢據覈實報支。假日係指行政院函送政府行政機關辦公日曆表內之放假日，並包含放假日前一天，不含放假日最後一天。

三、雜費每日上限 400 元。各機關基於業務特性或其他因素，於本要點所定範圍內另定報支規定者（如以公里數、小時數或出差地點等據以計支），依其規定辦理。

四、本要點修正生效後，出差期間跨越新、舊規定者，出差人員於舊規定出差期間適用舊規定；於新規定出差期間適用新規定。

Miscellaneous

國際研討會在台灣舉辦，以國內差旅費報支

If the international conference held in Taiwan are classified as the domestic travel expenses.

國際研討會在台灣舉辦，如有支領演講費或主持費等額外報酬，不能支領雜費

Miscellaneous expenses are not reimbursable if additional compensation (such as speech fees, lecture fees or introduction fees,…) are paid for international conferences held in Taiwan.

參加國際研討會且於會議中發表論文者，可以支領雜費，雜費上限為每日400，請提供會議議程等資料佐證發表論文場次

Participants who present papers at international conferences can apply for miscellaneous expenses. Please provide supporting documentation, such as the meeting agenda, to substantiate the session in which the paper was presented. The max of accommodation expenses is NT$400 per day.

核定半日出差僅能報支 1/2 雜費。

Only 1/2 of the total amount of miscellaneous item of travel expenses shall be reimbursed for an approved half-day business trip.

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