

英語學系研究生核銷國科會補助出席國際會議費用注意事項

The Guidelines for National Science and Technology Council Conference Reimbursement Grants

請於國際學術會議結束後十五日內完成下列事項：

Please complete the following requirements within 15 days after the conference:

1. 請依照國科會補助規定繳交以下文件給本系承辦人辦理核銷：

Please submit the following documents to the department staff for reimbursement in accordance with the regulations of National Science and Technology Council (NSTC thereafter).

(1) 機票費 Airline Fees

- a. 登機證 Boarding Pass
- b. 電子機票 Electronic Airline Ticket
- c. 航班證明 / 搭機證明 Flight Certificate / Boarding Certificate

備註：以上文件請列印 1 份影本，並於正本與影本之空白處親筆簽名

Note that please make a copy for each document above and sign in both original and copy files.

(2) 研討會註冊費 Conference Registration Fee

- a. 研討會繳費收據 Official Receipt for Registration Fee
- b. 信用卡刷卡明細 Credit Card Payments List

(請於信用卡刷卡明細標示支付研討會註冊費金額)

(Please mark the conference registration fee on your credit card payment detail.)

- c. 研討會接受信 Letter of Acceptance
- d. 研討會出席證書(參加證明)Certificate of Attendance
- e. 研討會議程 Programme of the Conference

(請於議程標示您的姓名、論文名稱與發表時間)

(Please mark your name, your paper and time in programme.)

(3) 臺灣銀行即期賣出匯率 Spot Exchange Rate (Selling Rate) in Bank of Taiwan

若機票費、註冊費以外幣支付，請提供出國前一天臺灣銀行即期賣出匯率影本。若以新臺幣支付，請不必繳交。(臺灣銀行網頁：<https://rate.bot.com.tw/xrt?Lang=zh-TW>)

If airline fees or conference registration fees are paid in foreign currency, please provide 'Spot Exchange Rate (Selling Rate) in Bank of Taiwan'. If these are paid in NTD, this document is not necessary. (The website of Bank of Taiwan: <https://rate.bot.com.tw/xrt?Lang=zh-TW>)

2. 請準備身分證、匯款帳戶供本系承辦人建檔以利核銷作業，承辦人會將文件整理好後送件核銷。

Please provide your ID and your account number for reimbursement to the department staff. He or she will compile the documents and send out for reimbursement.

3. 請至主計室網頁下載「國外出差旅費報告表」(<http://www.acc.ntnu.edu.tw/form1.php>)並於填寫完成後繳交給本系承辦人。

Please download 國外出差旅費報告表 in the website of the Office of Accounting.

(<http://www.acc.ntnu.edu.tw/form1.php>) Please fill in the blank and submit it to the department staff.

4. 請至國科會網站繳交出席國際學術會議報告及登錄結報之經費並點選送出。Please submit the conference report as well as fill in the reimbursement amount in NSTC's website and click send out.