Date of fill in this form：____/_ _/___(mm/dd/yyyy)

National Taiwan Normal University

University Endowment Fund for Overseas Travel Form

Project Name	Chinese			
	English			
Applying Unit				
Principal Investigator	Name	(Signature/Chop-mark)	Service Unit	
			Job Title	
			Contact Phone No.	
Project Contact Person	Name		Service Unit	
			Job Title	
			Contact Phone No.	
Purpose of Overseas Travel	☐ Conference ☐ Observation Tour ☐ Visit ☐ Discuss Academic Exchange Plan ☐ Overseas Classes/Teaching ☐ Other：			
Destination Country		Destination Place		

Basic Information of Traveling Personnel	Number	Name	Service Unit	Job Title (If traveling person is a student who is either a full-time/part-time assistant, please specify job title.)
	1			
	2			
	3			
	4			
	5			

Number of Travelers	_____ person/people in total
Travel Period (Dates of travel must tally with the application form of online attendance system)	From ___/___/_____ (mm) (dd) (yyyy) to ___/___/_____ (mm) (dd) (yyyy) for a total of _____ days
Travel Plan Details	(Print out Travel Plan on separate sheet and provide all details)

The English version is provided for reference only.
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

Relevant documentary proof	
Summary Itinerary	
Class Arrangements While Away	
Source of Funding	Source of University Endowment Fund to pay expenses (Please tick)： ☐ Income from donations ☐ Income from tuition and miscellaneous fees ☐ Income from extension school ☐ Budget for promoting scientific R&D ☐ Profits from investments ☐ Project funds remainder ☐ Income from on-the-job classes ☐ Other： ☐ Income from site and equipment management
Procurement Serial Number	
Expenses Calculation	
Expected Results	(If space is not enough, please print out on a separate sheet of paper.)

Signature/Chop-mark of Unit Supervisor：	Signature/Chop-mark of the first-level unit supervisor：

Comments from Office of	

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Human Resources	
Comments from Office of Accounting	
Comments from Relevant Units	
Approval by President	

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