National Taiwan Normal University Administrative Staff Domestic Business Trip Work Form

(國立臺灣師範大學國內出差人員工作預定表)

(The form is used for domestic business trips only. For overseas business trips, please use other form.)

Applicant's Name		Applicant's Organization/Department		Official Rank	□1-5 □6-9 □10-14
		Applicant's Job Title		Salary Scale	
Arrangements for Make-up Classes (Subject/Date/ Times)	□No classes fall within dates of travel				
Reasons	□I have not received additional working compensation		Reason for Make-up Leave of Absence Application	(*Only required if leave of absence was taken without prior application)	
Destination	*For locations outside of Taipei City (New Taipei City) please complete this form. For locations within Taipei City (New Taipei City) please complete the off-campus business trip application form (remote areas of New Taipei City not included).				
Dates of Travel and Work Details					
Dates of Travel	**From:** Y M D **To:** Y M D —Days: Hours: **From:** Y M D **To:** Y M D —Days: Hours: **From:** Y M D **To:** Y M D —Days: Hours: Total: Days: Hours:				
Work Details					
Source of Funding	□Departmental allocation □Industry-academia cooperative program □Educational promotion □On-site equipment management □Program surplus funds □Investment gains □Donations □Other				
Note: Please remember to attach all necessary documentation					
Signature of Deputy		Department Director		First-level Director	

Office of Teacher Education and Careers Service		Office of Academic Affairs Curriculum Division		Approval	_____ Shall Serve as the Responsible Party for Work Simplification Delegation of Authority
Personnel Authority					
Notes	1. The length and itinerary of business trips, while reflecting trip particulars, should employ the most convenient routes of transportation to shorten travel times whenever possible. In principle, travel to and from destinations should not exceed 24 hours in total. 2. Prior to their business trip departure, staff shall first complete this form and acquire the signatures of their department/office director and other relevant personnel before sending the form to the relevant personnel authority for registration. Additionally, within 15 days of the completion of their trip, they shall submit an expense verification. 3. Personnel Authority: Faculty, staff, and temporary staff attached to commissioned grant programs shall apply at the Personnel Office; maintenance and grounds staff shall apply at the Office of General Affairs. 4. Faculty (including military training instructors) shall apply at the Office of Academic Affairs Curriculum Division; student teachers shall additionally apply at the Office of Teacher Education and Careers Service. 5. Authorization for leave of absence shall be carried out as detailed below: (1) Leave of absence and official leave for First-level Directors shall require the approval of the President of the University. (2) In the case of Department/Institute Heads and Second-level Administrators, for a leave of absence or official leave that runs longer than five (5) days, approval by the President of the University is required; for a leave of absence or official leave that runs less than five (5) days, approval by a College Dean or a First-level Director shall be required instead. (3) In that case of Faculty and Administrative Personnel, for a leave of absence or official leave that runs longer than five (5) days, approval by a College Dean or First-level Director shall be required; for a leave of absence or official leave that runs less than five (5) days, approval by a Department/Institute Head or Second-level Administrator shall be required instead. 6. Department directors for temporary staff attached to commissioned grant programs shall refer to the director of the grant program. First-level directors are exempt from the necessity of acquiring a signature. For business trips that run three (3) days or less, approval by the program director shall be required, while approval by the relevant department shall not be required; for trips longer than three (3) days, approval by the relevant personnel office shall be required.				