National Taiwan Normal University Faculty and Administrative Staff Business Trip Application Form(國立臺灣師範大學教職員工公出申請單)

(This form is to be used for short business trips. Not to be used when applying for standard leave of absence.)

Applicant's Organization/ Department		Applicant's Job Title		Applicant's Name		Official Rank	☐1-5 ☐6-9 ☐10-14
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	County(City): Village/District/Township (City): Road (Street):			Hosting Organization			
Dates of Travel	**From:** Y M D Hr. **To:** Y M D Hr. **Total:** Days: Hours:			Signature of Deputy			
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 Department Director (Department/Institute Head)			Signature of First-level Director (College Dean)				
Personnel Office							

Approval of the President	

Notes:

1. Department Directors (Department/Institute Heads) shall require the approval of First-level Directors when applying for a business trip. First-level Directors shall require the approval of the President of the University and the agreement of an Administrative Deputy.
2. This form shall be filled out prior to one's trip. However, in the case of an emergency when it is impossible to do so, a make-up application is required within one (1) day of the completion of the trip. Furthermore, in addition to approval by the Department Director (Department/Institute Head), an explanation shall be required by the Director stating reasons for the emergency.