國立臺灣師範大學因公出國案件處理要點

National Taiwan Normal University Operational Directions on Official Overseas Trips

Approved at the 96th University Endowment Fund Management Committee Meeting on April 13, 2017

1. The National Taiwan Normal University Operational Directions on Official Overseas Trips (國立臺灣師範大學因公出國案件處理要點) (hereinafter referred to as "these Directions") are enacted according to the Disposal Directions Governing Official Overseas Trip by Personnel of the Ministry of Education and Affiliated Agencies and Schools(教育部及所屬機關學校因公派員出國案件處理要點), the Disposal Directions Governing Official Mainland China Trips by Personnel of the Ministry of Education and Affiliated Agencies and Schools (教育部及所屬機關(構)學校因公派員赴大陸地區案件處理要點), and the National Taiwan Normal University Management Regulations for the Self-raised Income of the Endowment Fund (國立臺灣師範大學校務基金自籌收入收支管理辦法), to encourage faculty and staff members to observe and participate academic activities overseas as well as to promote international perspective of the University.

2. The term "official overseas trips" shall refer to one of the following situations:
   (1) In order to strengthen international academic exchanges, send personnel to participate in international academic conferences or visit academic research institutions.
   (2) An operational necessity to send personnel abroad for observation and visiting for the purpose of increasing administrative quality.
   (3) To negotiate academic cooperative and exchange programs.
   (4) To handle matters related to the overseas teaching of extension education and the establishment of on-the-job master's programs abroad.
   (5) Sending personnel abroad for temporary operational needs.

3. The overseas official trip plans referred to in these Directions shall be classified according to the source of funding, as follows:
   (1) Annual Abroad Program: Refers to the overseas travel program approved by the Ministry of Education and its affiliated institutions and budgeted for overseas travel according to the Disposal Directions Governing Official

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Overseas Trip by Personnel of the Ministry of Education and Affiliated Agencies and Schools (教育部及所屬機關學校因公派員出國案件處理要點).

(2) University Endowment Fund Abroad Program: For the expenses of going abroad on official program (including the Mainland China Region, Macao and Hong Kong), shall be in accordance with Article 3 of the Regulations on the Management and Monitoring of the National University Endowment Fund (國立大學校院校務基金管理及監督辦法), in which one-third of self-raised incomes and scientific development promotion budgets may be used for such programs.

(3) External Funding Abroad Program: Overseas travel program funding received from other institutions.

4. For the overseas plan of the University Endowment Fund overseas plans of each Unit, except for the commissioned subsidy project and those who qualify under the National Taiwan Normal University Subsidy Policy for New Instructors and Researchers Overseas Thesis Publication (國立臺灣師範大學新進教師與研究人員出國參加國際學術會議發表論文補助辦法) shall follow relevant application regulations, they shall fill in the National Taiwan Normal University Endowment Fund Abroad Program Form (國立臺灣師範大學校務基金出國計畫表) (see attached). After approved by the unit supervisor, the application shall be forward to the Office of Human Resources and the Office of Accounting in accordance with administrative procedures, and then submitted to the President for approval and processing.

5. Those who implement the abroad program on official duties shall comply with the procedures for applying for leave, and enter the Attendance System to fill out an Overseas Travel Application Form or a Travel to the Mainland China Region Application Form, and may only travel abroad after approval. In special circumstances where leave application procedures cannot be completed prior to traveling, an explanation shall be required.

6. Personnel of each unit shall perform official duties in accordance with the approved country or region and time limit. They may not transfer to other countries or regions during the trip without prior approval. If staff are approved to travel to other countries or regions, a leave of absence shall be applied for in accordance with regulations. All travel expenses during the side trips shall be borne by said personnel.

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7. Expenses for personnel going abroad shall be reimbursed in accordance with the following provisions:
   (1) Directions for the Overseas Travel Allowance Disbursement (國外出差旅費報支要點) promulgated by the Executive Yuan.
   (2) National Taiwan Normal University Guidelines on Industry-academia Cooperation Project Surplus Distribution and Use (國立臺灣師範大學產學合作計畫節餘款分配及支用要點).
   (3) External funding for overseas projects shall be handled in accordance with the relevant regulations of the funding source agency.

8. Except when there are more stringent regulations that apply, the deadline of submitting an overseas travel report by personnel shall be handled in the following manner:
   (1) Within two and a half months of returning home, those who implement the annual abroad program shall upload the completed and approved electronic file of his or her overseas travel report to the Foreign Official Trips Report Information Website (https://report.nat.gov.tw/ReportFront/) in accordance with the Comprehensive Processing of Reports on Foreign Official Trips in the Ministry of Education and Subordinate Agencies (教育部及所屬機關(構)學校因公出國報告綜合處理作業規定).
   (2) Within two and a half months of returning home, those who implement the University Endowment Fund abroad program shall upload said report to the NTNU Portal of the Attendance System before reapplying for the University Endowment abroad program.

9. Matters not covered in these Directions shall be handled in accordance with relevant laws and regulations.

10. These Directions shall be implemented upon deliberation and approval by the Academic Executives Meeting and the University Endowment Fund Management Committee. The same shall apply to any amendments to these Directions.

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