

銘傳大學國內、外出差旅費報支要點

Ming Chuan University Guidelines for Domestic and Overseas Business Trip Expense Reimbursement

98年9月21日行政會議通過
99年4月12日行政會議通過
100年2月14日行政會議通過
101年9月17日行政會議通過
103年10月15日法規會修正通過
103年10月22日行政會議通過
107年3月15日法規審查委員會書審通過
107年3月19日行政會議通過
107年6月7日法規審查委員會書審通過
107年6月11日擴大行政會議通過
109年3月24日法規審查委員會書審通過
109年3月30日擴大行政會議通過
109年12月17日法規審查委員會書審通過
109年12月21日行政會議通過
Passed at Administrative Council Meeting on Sept. 21, 2009
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Revised and passed by Regulation Committee on Dec. 17, 2020
Passed at Administrative Council Meeting on Dec. 21, 2020

- 一、 本校教職員工，因公奉派出差至國內、外各地區，其出差旅費之報支，除法令另有規定外，依本要點之規定辦理。

Article 1 These guidelines were established to conduct domestic and overseas business trip expense reimbursement for faculty and staff members unless other regulations are in place.

- 二、 (一) 國內出差：中華民國國境範圍地區。
(二) 國外出差：國外及大陸地區。
(三) 如承辦校外委託案或補助案，在委託或補助金額之額度內，其委託或補助單位另有規定者，應從其規定；若無相關規定，則依行政院「國內出差旅費報支要點」及「國外出差旅費報支要點」之規定處理。
(四) 參加超過五天以上之訓練或講習等膳雜費之報支，應參照行政院「各機關派員參加各項訓練或講習報支費用規定」之規定辦理。

Article 2

1. Domestic business trips: All areas within the borders of the Republic of China.
2. Overseas business trips: Other countries and mainland China.

3. If the business trip involves another institution or off-campus subsidy, expenses should be reimbursed in accordance with the relevant regulations. If there are no related regulations, expenses will be reimbursed in accordance with Guidelines for Domestic Business Trip Expense Reimbursement and Guidelines for Overseas Business Trip Expense Reimbursement of the Executive Yuan.

4. Expense reimbursement for participating in training or seminars of more than five days in duration should be conducted in accordance with Expense Reimbursement Regulations for Institutions Sending Staff Members for Training and Seminars of the Executive Yuan.

- 三、 (一) 出差人員之國內、外出差事由、期間、行程，應事先簽報或經校長核准，並於出差事畢 15 日內，應檢附「出差旅費報告表」、相關證明文件及單據辦理核支。
- (二) 出差人員事先之簽報應會簽人力資源處，作為公假之依據。

Article 3

1. The reason, period, and schedule for the business trip should be reported to the president for approval prior to trip. A Business Trip Expense Reimbursement Report, invoices, and relevant documentation should be presented within 15 days of business trip.

2. Documentation for business trips should be countersigned by the Human Resource Division for the purpose of taking official leave.

- 四、 (一) 出差地點距離機關所在地六十公里以上，且有住宿事實者，得以附件二所列各該職務級規定標準數額內，檢據覈實報支住宿費。
- 出差地點距離機關所在地未達六十公里，因業務需要，事前經機關核准，且有住宿事實者，得依前項規定辦理。
- (二) 單位預算支應之差旅出差地點若為本校校區所在地(除美國分校外)僅得支領交通費，若因特殊需求需住宿且有住宿事實者，得依前項規定辦理。
- (三) 約聘(僱)人員、技工、司機與工友，依其原定職等按附件二等數額報支。

Article 4

1. In cases when the distance between the business trip destination and the University is more than 60 km, and the applicant has lodged overnight, the applicant may attach an invoice or receipt to

verify the accommodation allowance in accordance with relevant standards listed in attachment 2. When the distance between the destination and the University is under 60 km, applicants may apply for accommodation allowance in accordance with the abovementioned guidelines when there is actual need for lodging due to official duties and the lodging is approved by the University in advance.

2. When paid from unit budget, for business trip destinations that are one of the MCU locations (aside from MCUMI), only transportation fee may be applied. When there is actual need for lodging due to special circumstances, and with actual lodging proof, it may be handled in accordance with the abovementioned guidelines.

3. Special program employees, technicians, drivers and general laborers may apply in accordance with the position rank standards listed in attachment 2.

- 五、 (一) 因不可抗力之因素(如颱風、地震等天災)而延後回程者，其所增加之住宿費及雜費亦得依規定報支。
- (二) 非因特殊原因，往返非出差地點之交通費及延遲回程之住宿費，均不得報支。

Article 5

1. Faculty and staff members who delay their schedules for reasons beyond their control (such as typhoons and earthquakes) may be reimbursed for the extra days in accordance with regulations.

2. Unless there are mitigating circumstances, transportation expenses for destinations not included in business trips, and accommodation expenses for extension of business trips will not be reimbursed.

- 六、 依本要點報支出差旅費之檢附憑證及支付標準如附件一至三。

Article 6 Relevant documents required and payment standards for business trip expense reimbursement are listed in attachments 1 to 3.

- 七、 本要點經行政會議通過，校長核定後實施，修正時亦同。

Article 7 Upon been passed at the Administrative Council Meeting and approved by the president, these provisions were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****

附件一

國外出差	
一、交通費	1.檢附下列憑證： (1)機票票根或電子機票憑證及登機証。 (2)機票購票證明單，或旅行業代收轉付收據(抬頭為銘傳大學)。 2.遺失機票票根者，應取得航空公司之搭機證旅客聯或其所出具載有旅客姓名、搭乘日期、起訖點之證明。
二、住宿費	檢附出差地住宿飯店所開立之發票或收據。
三、日支生活費	1.非經專案呈請校長事先簽准者，不得報支。 2.經核准報支者，以行政院頒布之「國外出差日支生活費標準」報支，但已報支住宿費者，日支生活費僅得報支30%。
四、註：核銷單據中有以外幣計價之單據時： <ol style="list-style-type: none"> 1.有結匯水單者：以水單之匯率計算費用及日支生活費。 2.無結匯水單者：以出國前一銀行工作日台灣銀行賣出即期美金匯率換算之，結報時並應另附匯率表。 	

Attachment 1

Overseas Business Trips	
I. Transportation Expenses	1. Please submit the following documents: <ol style="list-style-type: none"> (1) The airplane ticket stub, electronic ticket or boarding pass. (2) Air-ticket Purchase Certificate or receipt from the travel agency (bearing name of Ming Chuan University). 2. If airplane ticket stub is lost, the boarding pass or other documents stating passenger name, date, departure, and arrival points may be used.
II. Accommodation Allowance	Invoice or receipt from hotel.
III. Daily Miscellaneous Allowance	1. Daily Miscellaneous Allowance must be reported as a special case to the president for approval before reimbursement. 2. Reimbursement standards are in accordance with the Overseas Business Trip Daily Miscellaneous Allowance Standards announced by the Executive Yuan. However, persons who have received an accommodation allowance will only be eligible for 30% of the daily miscellaneous allowance.
IV. Please note the following when invoices which are issued in foreign currency: <ol style="list-style-type: none"> 1. With the remittance copy: The expense and daily miscellaneous allowance is calculated based on the exchange rate on the slip. 2. Without the remittance copy: The expense and daily miscellaneous allowance is calculated based on the spot sale exchange rate of Taiwan Bank before the departure date. Please submit the exchange rate for refund. 	

附件二

國內出差		
一、項目	職別 類別	處、館、系所主管及教授 副教授、助理教授、講師及行政職員、技工、司機及工友
二、交通工具	1.飛機	檢附飛機票根按經濟艙票價報支(含票款及兵險)。(當日往返者無須檢附)
	2.高鐵	檢附高鐵車票根覈實報支。(當日往返者無須檢附)
	3.客運	公民營客運覈實報支。
	4.船舶	檢附船舶收據覈實報支。(當日往返者無須檢附)
	5.火車	自強號票價覈實報支。
	6.捷運	捷運票價覈實報支。
	7.計程車	(1).凡公民營汽車到達地區，除因急要公務者外(應檢附證明)，其搭乘計程車之費用不得報支。 (2).計程車資應檢附「計程車收據」並載明搭乘日期、金額、車號、駕駛人姓名(車行名稱)、搭乘起訖點及事由用途。
	8.自用汽車	(1).駕駛自用汽(機)車出差者，其交通費得按同路段公民營客運汽車最高等級之票價報支。 (2).除上述自用汽車交通費補助外，不得另行報支其他費用(如油料、高速公路過路費、停車費等)。 (3).如發生事故，不得以公款支付修理費及對第三者之損害賠償。
三、每日住宿費	2,000 元	2,000 元
	檢據覈實報支	
四、每日雜費	400 元	
五、備註	(1).主辦單位備有交通工具、領有免費票或搭乘便車者，不得報支交通費。 (2).凡陪同首長或外賓出差者，其交通費按首長或外賓所搭乘之交通工具覈實報支，其住宿費得就所宿旅館之發票或收據，覈實報支。	

Attachment 2

Domestic Business Trip			
I. Item	Title	Professors, First-level Administrators of Academic and Administrative Units	Associate Professors, Assistant Professors, Instructors, administrative staff, technicians, drivers and laborers
	Classification		
II. Transportation	1. Airplane	Payment is based on economy-class ticket (including ticket cost and insurance). (No need to attach ticket stub for day trip)	
	2. High Speed Rail	Payment is based on High Speed Rail ticket stub. (No need to attach ticket stub for day trip)	
	3. Bus	Payment is based on bus ticket stub.	
	4. Boat	Payment is based on boat ticket receipt. (No need to attach ticket stub for day trip)	
	5. Train	Payment is based on ticket stub of Tze-Chiang Limited Express.	
	6. MRT	Payment is based on proof of MRT ticket purchase.	
	7. Taxi	(1) Except in urgent situations (where documentation is submitted), taxi fees will not be reimbursed if public transportation services the area. (2) Taxi receipts which indicate date, amount, the number of the taxi, driver's name (company name), and location should be submitted. Reason for use should be indicated.	
	8. Car	(1) When using one's own car as transportation, one may apply for reimbursement at the highest ranked bus fare for the same route. (2) Aside for the above payment, no other costs will be reimbursed (including tolls and parking fees). (3) In the case of a traffic accident, one may not pay the repair charge or damage compensation with public funds.	
III. Daily Accommodation Allowance		2,000 NTD	2,000 NTD
		Payment is based on receipts	
IV. Daily Miscellaneous Fee Allowance		400 NTD	
V. Notes	(1) Persons who use transportation offered by host unit, make use of free tickets, or ride with the others will not be reimbursed for transportation expenses. (2) Persons who travel with a unit supervisor or with guests may be reimbursed for transportation and accommodation expenses based on actual expenses incurred.		

附件三

銘傳大學學生比賽經費		
一、項目	職別	
	類別	體育室學生
二、交通工具	1.客運	公民營客運按實報支
	2.火車	檢附購票證明
	3.捷運	檢附購票證明
三、每日住宿費	600 元	
四、每日雜費	200 元	
五、備註	(1)誤餐費每日 200 元 (2)每日水果費 20 元	

Attachment 3

Ming Chuan University Student Competition Expenses		
I. Item	Title	
	Type	Physical Education Students
II. Transportation	1. Bus	Reimbursement is based on bus ticket.
	2. Train	Reimbursement is based on Train Proof of Ticket Purchase.
	3. MRT	Reimbursement is based on MRT Proof of Ticket Purchase.
III. Daily Accommodation Allowance	600 NTD.	
IV. Daily Miscellaneous Fee Allowance	200 NTD.	
V. Notes	(1) 200 NTD Meal-delay Allowance per day. (2) 20 NTD Fruit Allowance per day.	