

## 銘傳大學國科會補助大專學生研究計畫經費核銷及注意事項

計畫期間為 111 年 7 月 1 日至 112 年 2 月 28 日。若有休、退學、終  
止研究計畫及指導老師離職等狀況應先告知研發處辦理註銷計畫，並  
將剩餘款項繳回國科會

111 年研究助學金 48,000 元，耗材費每計畫不同

1. 研究助學金：
  - (1)按月匯入帳戶，請同學確認學生資訊系統內有自己的銀行帳號
  - (2)次月 15 號左右入帳，每月會在 teams 公告
  - (3)研究助學金依國科會 104 年 9 月 21 日來函為 92 其他所得，故不影響家庭薪資所得
  - (4)若有修改居留證號，請填電子表單 1912(學生更改身分證統一編號申請表)，銀行的居留證號需和學校一致
2. 耗材、物品、圖書及雜項費用：
  - (1)依銘傳大學經費核銷作業辦法和單據審核要點辦理，請在財務處網站自行詳閱相關法規
  - (2)購買的耗材物品、圖書等需與計畫有直接相關，國科會核定費用為「耗材、物品、圖書及雜項費用」，故列管品、設備不可購買
3. 發票收據日期期間為請購單總務長簽核完成日至計畫結束日
4. 耗材費憑證待校長批可後，會請出納組匯款，非富邦帳號會扣 10 元手續費，可累積一些發票收據才核銷，請確認發票等單據無誤，並自行記錄核銷金額，了解計畫經費執行情況
5. 若發票加總金額大於計畫可核銷金額，於憑證上註明實際核銷 XXX 元
6. 秉持誠信原則，對所核銷的單據負責，勿有任何造假不實之行為
7. 111 年 9 月 2 日上午 10 點在 teams 召開經費核銷說明會議，請同學撥空準時參加

若有任何疑問請洽財務處林宜慧，分機：2491，email：

[QQkoala@mail.mcu.edu.tw](mailto:QQkoala@mail.mcu.edu.tw)

財務處 林宜慧 敬上

Ming Chuan University National Science and Technology Council  
Student Budget and Expenditure Verification Notice

Project period is from July 1, 2022 to February 28, 2023. If students are going to take study leave or withdraw from the university, terminate project, or advisors are going to resign from the institution, the Research & Development Division must be informed in advance so that the project can be withdrawn and the remaining funds returned to the National Science and Technology Council.

The 2022 assistantship subsidy is a total of NTD 48,000; the consumable supply expenses will differ by project.

1. Research Assistantship Subsidies:

(1) Assistantship subsidy will be transferred to student's bank account monthly; student is to please confirm that you have registered your own bank account in the student information system

(2) The assistantship subsidy will be transferred to the bank account on the 15th of the following month and announced on Teams monthly.

(3) The research assistantship subsidy is categorized as '92 other income' according to the letter of the National Science and Technology Council on September 21, 2015, so it does not affect the family salary income.

(4) If the Alien Resident Certificate number needs to be updated, please fill in the electronic form 1912 (application form for changing the ID number for students); the Alien Resident Certificate number on file at the bank must be the same as that at the university.

2. Consumable supplies, items, books and miscellaneous fees:

(1) Will be dealt with in accordance with Ming Chuan University Procedures for Expenditures Verification and Ming Chuan University Guidelines for Documentation Examination, please refer to the relevant regulations on the website of the Controller's Division.

(2) The purchased consumables and books must be directly related to the project. The expenses approved by the National Science and Technology Council are "consumables, articles, books and miscellaneous expenses"; non-consumable items and equipment cannot be purchased.

3. The invoice receipt date period is from the date the requisition approval is signed by the Dean of the General Affairs Division to the end date of the project.

4. After the verification of consumable fees is approved by the President, the Bursar Section will transfer funds. Non-Fubon accounts will incur a handling fee of NTD 10. Invoice receipts can be accumulated for verifying disbursement. Please confirm that all invoices and other documents are free from error, record and verify the disbursements on your own to keep track of project expenditures.
5. If the total amount of the invoice is higher than the planned budget, please indicate the actual disbursement amount as XXX TWD on the voucher.
6. Adhere to the principle of integrity, be responsible for the disbursement documentation, and do not commit any fraudulent behavior.
7. Expenditure Verification Workshop will be held online at 10:00 am on September 2, 2022. Students are to please attend the Workshop punctually via Teams.

For any further questions, please contact Ms. Lin, Yi-Hui in Controller's Division at Ext. 2491, email: [QQkoala@mail.mcu.edu.tw](mailto:QQkoala@mail.mcu.edu.tw) .

Lin, Yi-Hui  
Controller's Division