

**National Central University**  
**Guidelines Governing the Use of Self-Financed Funds to Cover Overseas Business**  
**Travel**

Approved by the 622<sup>nd</sup> administration meeting on 2016.02.22

Approved at 2015 3<sup>rd</sup> Meeting of University Endowment Fund Management Committee on 2016.03.24

Approved by the 684<sup>th</sup> administration meeting on 2018.12.10

Approved at 2018 4<sup>th</sup> Meeting of University Endowment Fund Management Committee on 2019.03.11

1. To reinforce internationalization of our faculties, encourage them to aggressively submit journal paper, research results in international meetings, assign personnel to do official businesses abroad as corresponding with school affairs development, enhance the global reputation of the University and promote international exchange and cooperation of the University, these guild lines are hereby established in accordance with “National Central University Regulations Governing the Self-Financed Income and Expenditure Management” (hereinafter the Guidelines).
2. The fund as necessary to go abroad set forth herein shall be paid by the self-financed income against “National Central University Regulations Governing the Self-Financed Income and Expenditure Management”.
3. The overseas business trip as referred herein are for matters as follows:
  - (1) Travel abroad for student recruitments, observation, visitation, lectures, research, training, advance study, internship, experiment, field investigation or consult for academic cooperation, exchange plan such activities.
  - (2) Invited to attend international meeting or accept appraise.
4. The staff going abroad must be faculty member and research fellow, staff, postdoctoral research fellow, full-time assistant and persons who are required as planned in the overseas trip proposal.
5. The staff goring abroad must file the application by filling “application for overseas trip appropriation” with following documents enclosed and complete the review procedures before leaving the country.
  - (1) Dealing document, invitation, trip schedule or overseas trip proposal.
  - (2) For attending international meeting, the documents proving acceptance of journal paper, the thesis abstract to be released and meeting agenda shall be enclosed. If preceding documents are unavailable, please have “formal invitation of meeting” or other certificate enclosed. In case that preceding document are unavailable, please specify supplementary submission and deliver the documents within one week prior to the meeting.

(3) Other certificates as required by project entrust unit or contract.

For using management fee or surplus of the school, the approval letter shall be enclosed otherwise. For using management fee or surplus of the unit, the meeting minute of unit approval shall be enclosed otherwise.

6. The chair professor and position in equivalent to 12<sup>th</sup> senior rank or above receiving full amount officer allowance may take business class or seat in equivalent class by using self-financed revenue for the flight ticket.  
The staff going abroad shall manage the reimbursement with relevant documents enclosed pursuant to “Guidelines Governing the Reimbursement of Overseas Business Trip” . For going abroad by the end of year, the reimbursement shall be completed by December 31 of said year.
7. The staff going abroad shall submit the overseas trip report within three months from the date of returning the country.
8. The responsible unit for review of overseas trip application and submission of overseas trip report shall be managed against budget management authorization.
9. For matters not mentioned herein, the relevant laws and regulations shall govern.
10. These Guidelines were passed by the University of Taipei Management Committee for University Funds and submitted to the Department of Education at the Taipei City Government to keep on record.