

National Central University Supplemental Regulations of Domestic Travel Allowance Disbursement Claim by Teaching and Administrative Staff

Approved by 498th Administrative Meeting on 18 August 2014
Revision approved by 646th Administrative Meeting on 9 January 2017
Revision approved by 558th Administrative Meeting on 5 February 2018
Revision approved by 705th Administrative Meeting on 16 December 2019

1. National Central University (hereinafter the "University") has established these Supplemental Regulations in accordance with Article 15 of the Directions of the Domestic Travel Allowance Disbursement in order to govern domestic travel by teaching and administrative staff.
2. When teaching or administrative staff of the University file domestic travel expense claims, unless otherwise provided in these Supplemental Regulations, the Directions of the Domestic Travel Allowance Disbursement apply.
3. For domestic travel outside Taoyuan City (including Fuxing District) by teaching or administrative staff of the University for more than a half-day, per diem may be claimed in accordance with the Guidelines for Directions of the Domestic Travel Allowance Disbursement. For travel time within a half-day (inclusive), 1/2 per diem may be claimed. The claim amounts are as listed in Attachment 1.

For domestic travel within Taoyuan City (excluding Fuxing District) by teaching or administrative staff of the University, per diem shall be issued at half the amount of the previous paragraph. The claim amounts are as listed in Attachment 1.

4. According to Article 5 of the Directions of the Domestic Travel Allowance Disbursement, no taxi charge may be claimed for any location reachable by public or private vehicle unless there is a business need and with an approval by the authority. Any traveling staff with such business needs shall complete the National Central University Application Form for Travel by Taxi (Attachment 2). The taxi expense shall only be claimed after approval is granted.
5. These Supplemental Regulations, including any amendment hereto, are implemented following approvals by the Administrative Meeting.

Attachment 1

National Central University Domestic Travel Allowance Disbursement Claim Amount by Teaching and Administrative Staff

Unit: NT\$

Expense Type		Job Level		Special-Rank Staff	Senior-Rank Staff and Below (Grade 14 and below, including contracted (engaged) staff, employee, technician, driver and superintendent)
		<p>Travel Expense</p> <p>When taking airplanes, high-speed rail or vessels with seating categories (classes), ministerial or equivalent heads and deputy heads may take business class (cargo) or similar seats (compartments) and other staff shall take economic (standard) seats (cargo, compartment). Receipt copy of the ticket or proof of purchase shall be submitted and expenses shall be claimed on real-cost basis. However, no supporting document is required for same-day travel or when the budget processing system is used. For other means of transportation, expense are claimed without categorization.</p>			
Lodging Expense Daily Limit				2,400	2,000
		Real-cost basis			
Per Diem Daily Limit	Outside Toayuan City (including Fuxing District)	More than a half-day	400		
		Within a half-day (inclusive)	200		
	Inside Taoyuan City (excluding Fuxing District)	More than a half-day	200		
		Within a half-day (inclusive)	100		
<p>Notes:</p> <ol style="list-style-type: none"> If a lodging/transport package is purchased, expenses shall be claimed on real-cost basis up to the sum of lodging-expense limit and travel-expense limit. In case of airplane, high-speed rail or vessel with seating categories (classes), receipt copy of the ticket or proof of purchase shall be submitted, except for expense claimed through the budget processing system. After any amendment to these Guidelines takes effect, if the travel period covers both periods before and after the amendment, the travel period falling under the old period shall be governed by the old rules and the travel period falling under the new period shall be governed by the new rules. 					

Attachment 2

National Central University Application Form for Travel by Taxi

Date of Completion:

Unit			
Traveler			
Travel Date and Time	Year	Month	Date
			From To
Place of Departure and Destination	From	to	
Reason			
Applicant		Principal (or authorized person)	
Unit Supervisor			
<p>Notes:</p> <ol style="list-style-type: none"> 1. According to Article 5 of the Directions of the Domestic Travel Allowance Disbursement, no taxi expense may be claimed for any location reachable by public or private vehicle unless there is a business need and with approval by the authority. 2. When domestic travelers take taxis due to business needs, all application forms shall be approved by level-1 executives. 3. Public transportation shall be taken for field visits and domestic travels in principle, with taxi rides being exceptions. Multiple travelers with common destinations should share the rides. 4. Taxi expenses shall be claimed together with supporting documents and a Domestic Travel Report Form. 			