

## National Central University Advance Payment Application Form

Version April 2020

Project Name		Estimated Advance Date	
Project Serial No.		Estimated Advance Amount	NT\$
Advance Item	<input type="checkbox"/> Water, electricity, telephone, postage <input type="checkbox"/> Tax, administrative fee <input type="checkbox"/> Insurance <input type="checkbox"/> Thesis editing fee <input type="checkbox"/> IRB review fee <input type="checkbox"/> Membership for association <input type="checkbox"/> Domestic seminar sign-up or registration fee <input type="checkbox"/> Journal submission (publication) fee <input type="checkbox"/> Living expense and air ticket for foreign experts/scholars visiting Taiwan <input type="checkbox"/> Instrument usage fee to other authorities, schools and non-for-profit organizations		
Manner of Advance	<input type="checkbox"/> Cash <input type="checkbox"/> Credit card		
Reason for Advance			

1. **The above are truthful information and I will bear relevant legal liability in case of falsity.**
2. **Please approve expense report and make above payment to applicant.**

**Signature of Advance Payment Applicant** \_\_\_\_\_

**Date:** \_\_\_\_\_

Applicant (Extension No.)		Applicant Unit	
Project Organizer		Accounting Office	
Level-2 Executive			
Level-1 Executive		President (or authorized person)	

**Notes:**

1. If payment advance is needed, please complete this form and submit it for approval before advancing the payment.
2. This form is applicable for advance between NT\$10,000 and NT\$100,000.
3. Other than the items of advance listed in this form, all other advances in cash or by credit card due to special business requirements shall be subject to case-by-case approval.
4. Only official staff, contracted staff and project assistances may advance payments.