

# **YZU Regulations Governing Reimbursement of Travel Expenses for Faculty And Staff Going on Business Trip**

Passed by the 6<sup>th</sup> Administrative Committee of the 1989 School Year, October 23, 1989  
Amended by the 6<sup>th</sup> Administrative Committee of the 1991 School Year, October 28, 1991  
Amended by the 4<sup>th</sup> Administrative Committee of the 1991 School Year, January 13, 1992  
Amended by the 37<sup>th</sup> Administrative Committee of the 1993 School Year, May 11, 1994  
Amended by the 10<sup>th</sup> Administrative Committee of the 1995 School Year, May 20, 1996  
Amended by the 8<sup>th</sup> Administrative Committee of the 1998 School Year, December 28, 1998  
Amended by the 3<sup>rd</sup> Administrative Committee of the 2006 School Year, October 16, 2006  
Amended by the 2<sup>nd</sup> Administrative Committee of the 2009 School Year, September 14, 2009  
Amended by the 22<sup>nd</sup> Administrative Committee of the 2012 School Year, July 17, 2013  
Amended by the 7<sup>th</sup> Administrative Committee of the 2021 School Year, November 3, 2021  
Amended by the 7<sup>th</sup> Administrative Committee of the 2022 School Year, October 26, 2022

Article 1 These regulations are established for faculty and staff going on business trip to claim travel expenses.

Article 2 While sending faculty and staff on business trips, the departments or offices shall have a thorough review of the application for going on business trips with the consideration of the nature and necessity of those trips. If the matter can be handled using communication tools such as official documents, telephone, fax, or email, the application for going on business trips must not be approved.

The period and route of a business trip shall be verified by the authority concerned to make sure the fastest route will be taken by making the best use of public transportation. The domestic business trip shall generally be limited to a round trip within one day.

Article 3 Before going on business trips, faculty or staff shall fill out relevant application forms, arrange the deputy, and seek approval from the President (or the deputy authorized by the President) for their travel schedule and duration. Unless there are unforeseen circumstances beyond the control of the traveler, extension of the trip abroad is not allowed without prior approval.

Article 4 Rules and procedures for the application of reimbursement:

1. Within one month after the business trip, the traveling personnel shall submit the originally approved business trip application, travel expense reimbursement list, and original copies of receipts or documents to the relevant authorized units for endorsement.
2. If using a budget from a non-affiliated unit for reimbursement, a signature from the

director of that unit is required. After that, the documents shall be reviewed by the Accounting Office and subsequently processed for reimbursement in accordance with relevant regulations.

Article 5 Domestic business trip expenses are divided into transportation expenses, accommodation expenses, and miscellaneous expenses; necessary expenses may be paid in advance upon request. If any day of the business trip is a holiday, faculty and staff going on the trip may apply for compensatory leave. The reimbursement regulations are explained as follows:

1. Transportation expenses: This includes expenses for necessary flight, public or private bus, train, high-speed rail, mass rapid transit system, ship, etc., which will all be reimbursed based on actual expenditure.
  - (1) The payment principle for taking high-speed rail or flight shall be based on a seat of a standard car or an economy class; and reimbursement requires the submission of the original tickets or ticket purchase receipts for verification.
  - (2) The place of departure shall be the University or the place of residence while applying for the reimbursement of transportation expenses; special cases rather than above-mentioned shall be specified on the application form. Upon approval, the additional expenses incurred will be eligible for reimbursement.
  - (3) Unless approved due to urgent official duty or actual necessity, expenses for taking taxis in areas accessible by public or private buses will not be eligible for reimbursement.
  - (4) Those who drive a private vehicle such as a car or motorcycle for business needs, their transportation expenses can be reimbursed based on the highest level of fare for public or private buses (trains) for the same route or neighboring area. However, additional reimbursement for fuel expenses is not allowed. In the event of an accident, any repair costs for the vehicle shall not be reimbursed, either.
2. Miscellaneous expenses: This shall be claimed based on the number of days of the business trip.
3. Accommodation expenses: This shall be claimed with original copies of receipts or documents before reimbursement. If there is a lack of valid documentation, the expenses will be reimbursed at half of the original amount.
4. For those accompanying foreign guests on a business trip, their transportation expenses can be reimbursed based on the actual expenditure of the transportation used by the foreign guest. Additionally, their accommodation expenses can be reimbursed based on the receipts from the hotel they stayed in, with actual expenditure being reimbursed.
5. If the accommodation and transportation of a business trip are included in a package arranged by a travel agency, the reimbursement can be claimed within the specified limit, which shall not exceed the total amount of accommodation and transportation

expenses.

The reimbursement standards for the aforementioned expenses shall be handled in accordance with “YZU Reimbursement Standards for Going on Business Trip Domestically and Abroad” (Appendix 1).

Article 6 Overseas business trip expenses are divided into transportation expenses, living expenses, and office business fees. The reimbursement regulations are explained as follows:

1. Transportation expenses: This includes expenses of taking a flight, ship, or long-distance public land transportation.
  - (1) For those traveling by airplane, except for the President and Vice-President who are allowed to travel in business class, all other faculty and staff members are required to travel in economy class. In special circumstances, they may be allowed to upgrade their travel class after obtaining approval from the President through a formal request.
  - (2) When declaring airfare expenses, the following documents shall be attached:
    - a. Airplane ticket stub or e-ticket.
    - b. International flight ticket receipt, receipt of payment for the ticket issued by the travel agency, or any other relevant documents that demonstrate the payment for the airfare.
    - c. The boarding pass stub, a copy of the passport page showing the departure stamp or visa indicating the exit from the country, or a certificate issued by the airline confirming the passenger's boarding for the flight.
  - (3) For the reimbursement of other transportation expenses, original receipts or receipts issued by travel agencies shall be attached as supporting documents.
2. Living expenses:
  - (1) The reimbursement shall be pursuant to “中央政府各機關派赴國外各地區出差人員生活費日支數額表” and “中央政府各機關派赴大陸地區出差人員生活費日支數額表” issued by the Executive Yuan. On the day of return, living expenses can be reimbursed up to 30% of the daily living allowance for that area.
  - (2) For those traveling across two or more regions within one day, the lodging location of the day will be considered as the basis for reimbursement.
3. Office business fees: This includes necessary processing fees, insurance fees, administration fees, gift and entertainment expenses, and miscellaneous fees.
  - (1) Processing fees include passport fees, visa fees, Yellow Book (International Certificate of Vaccination or Prophylaxis) fees, vaccination fees, exchange fees, and airport service fees.
  - (2) Gift and entertainment expenses, and miscellaneous fees include gift expenses, entertainment expenses, taxi fares, and car rental fees, etc., all require pre-approval

through a special application before the business trip in order to be eligible for reimbursement.

- (3) Those approved for business trips may personally apply for travel insurance before traveling abroad. For those attending international conferences to present papers, the coverage limit is NT\$ 5 million dollars; for those engaged in international cooperation, the coverage limit is NT\$ 15 million dollars.

The reimbursement standards for the aforementioned expenses shall be handled in accordance with “YZU Reimbursement Standards for Going on Business Trip Domestically and Abroad” (Appendix 1).

Article 7 For those of different levels of positions going on the same business trip at the same destination at the same time, the standard of reimbursement may be processed in accordance with the standard for higher-ranking faculty or staff depending on the actual circumstances.

Article 8 These regulations apply to all travel expense reimbursements related to school budgets, and projects commissioned by private institutions. For travel expense reimbursements related to projects commissioned by government agencies, these regulations are applicable. If there are any matters not covered by these regulations, they will be handled in accordance with the relevant provisions of the Executive Yuan’s “Guidelines for Domestic Travel Expense Reimbursement” and “Guidelines for Overseas Travel Expense Reimbursement.”

Article 9 The reimbursement of travel expenses shall be based on legitimate documentation. Any instances of false claims or forged receipts, upon verification, will result in disciplinary actions.

Article 10 These regulations are adopted by Administrative Committee, as shall amendments when they are made.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**

**【 Appendix 1 】**

**YZU Reimbursement Standards for Going on Business Trip Domestically and Abroad**

Position Expenses		President / Vice President	Professor Deans 1 <sup>st</sup> rank director	Associate professor Assistant professor Lecturer 2 <sup>nd</sup> rank director Staff
Domestic	Transportation expenses	Reimbursed as per actual	<ol style="list-style-type: none"> <li>1. The payment principle for taking high-speed rail or flight shall be based on a seat of a standard car or an economy class.</li> <li>2. Unless approved due to urgent official duty or actual necessity, expenses for taking taxis in areas accessible by public or private buses will not be eligible for reimbursement.</li> <li>3. Those who drive a private vehicle such as a car or motorcycle for business needs, their transportation expenses can be reimbursed based on the highest level of fare for public or private buses (trains) for the same route or neighboring area. However, additional reimbursement for fuel expenses is not allowed. In the event of an accident, any repair costs for the vehicle shall not be reimbursed, either.</li> <li>4. Those going on business trips shall try to cut back on spending and claim for reimbursement based on actual expenditure.</li> </ol>	
	Accommodation expenses / per day		<b>2,400</b>	<b>2,000</b>
	It shall be claimed with original copies of receipts or documents before reimbursement. If there is a lack of valid documentation, the expenses will be reimbursed at half of the original amount.			
	Miscellaneous fees / per day		400	

Overseas	Transportation expenses	<ol style="list-style-type: none"> <li>For those traveling by airplane, except for the President and Vice-President who are allowed to travel in business class, all other faculty and staff members are required to travel in economy class. In special circumstances, they may be allowed to upgrade their travel class after obtaining approval from the President through a formal request.</li> <li>For the reimbursement of other transportation expenses, original receipts or receipts issued by travel agencies shall be attached as supporting documents.</li> </ol>
	Living expenses	<ol style="list-style-type: none"> <li>Living expenses: 70% for accommodation, 20% for meals, and 10% for incidental expenses.</li> <li>The reimbursement shall be pursuant to “中央政府各機關派赴國外各地區出差人員生活費日支數額表” and “中央政府各機關派赴大陸地區出差人員生活費日支數額表” issued by the Executive Yuan.</li> </ol>
	Insurance fees	For those attending international conferences to present papers, the coverage limit is NT\$ 5 million dollars; for those engaged in international cooperation, the coverage limit is NT\$ 15 million dollars.

Note:

Those going on business trips who have not completed a foreign exchange settlement before overseas travel shall apply for expense reimbursement based on the spot offer rate of USD announced by the Bank of Taiwan on the eve of departure for overseas travel (the last working day before the day of departure).

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