

National Taipei University of Education Guideline on Visitor Meal Compensation

Passed upon the 114th Administrative Meeting, dated Jan. 28th, 2015

Passed upon the 182nd Administrative Meeting, dated Dec. 30th, 2020

- A. The National Taipei University of Education, hereafter referred to as the University, set forth the following Guideline on Visitor Meal Compensation (hereafter referred to as the Guideline), in order to invite teams or persons from foreign countries (including China, Hong Kong and Macao) to promote international academic exchanges as well as industrial and academic collaboration.
- B. Prior to receiving (inviting) the proposed guests, departments and offices shall fill out the Visitor Application Form, as well as the Planned Budget and 'Planned Schedule' forms and submit them for approval. Should the visit be reported to the Ministry of Education or other competent authorities, the relevant stipulation shall apply.
- C. For visitors of the same trip, on principle only one banquet meal shall be allowed. Except of the President, the Vice President, and the head of the R&D Department, other accompanying persons from various departments and the amount subsidized is as follows:

Organizing Host	Dean, Head of Office, Department or Lecturer, Director of International Master's Program	Max. Expenditure (TW\$)
Visitor number: 1 to 2 people	Personnel from the University limited to 5 people max.	Breakfast 200/pp Lunch 700/pp
Visitor number: 3 people or more	Personnel from the University limited to 7 people max.	Dinner 1,000/pp

- D. Budgeted item and amount required for receiving visitors by various receiving (inviting) departments shall be expensed from the International Exchange Funding allocated to various schools, colleges, and International Master's Program after being approved.
- E. For faculty/students being invited to attend international conferences, the Subsidy for Academic Seminar Directive shall apply, and each attendee shall receive TW\$1,100 in meal compensation daily.
- F. After being passed during the Administrative Meeting, the Guideline shall be submitted to the President for review before being implemented.