

# NTUE Overseas Business Trip Guideline

Passed upon the 2nd University Endowment Fund Management Committee Meeting of the 2007 School Year Dated Nov. 28th, 2007  
Submitted to the Ministry of Education for review under Taichung (II) # 0970000639 dated Jan. 8th, 2008.

Amended upon the 68th Administrative Meeting, dated Mar. 30th, 2011

Amended upon the 1st Semester University Endowment Fund Management Committee Meeting of the 2011 School Year Dated Oct. 27th, 2011

Amended upon the 2nd Semester University Endowment Fund Management Committee Meeting of the 2011 School Year Dated Mar. 20th, 2012

Amended upon the 1st Semester University Endowment Fund Management Committee Meeting of the 2013 School Year Dated Nov. 5th, 2013

Amended upon the 112th Administrative Meeting, dated Nov. 26th, 2014

- A. National Taipei University of Education, in order to utilize the University Endowment Fund to expense business trip to overseas (including Mainland China region) related expenses, set for this Guideline as basis.
- B. This Guideline has been established according to the stipulations of Article 18 of National University Endowment Fund Management and Overview Directive as well as Article 2 of the Subsidiaries of Ministry of Education Overseas Business Trip Guideline.
- C. Budget and plans of University faculty overseas business trips shall be handled in accordance with the annual budget planning principles of the Executive Yuan, as well as the stipulations of the University Self-made Income Management General Guideline.
- D. Overseas business trips shall conform to the President designated or approved definition as well as the following:
- (1) Visiting overseas educational institutions to negotiate or conduct collaborative contract related issues.
  - (2) Overseas student recruit or overseas education fairs.
  - (3) Leading teams on overseas trips for competitions, academic exchange, observations, visits, internships, exhibitions or performances, or off-site training.
  - (4) Other important issues that require sending personnel on overseas trips.
  - (5) Cases mentioned in point 4 shall be submitted to the President for approval before proceeding.

- (6) If college meetings decide a trip is warranted it shall be submitted to the President for approval.

E. Principle of Subsidization and Application Procedure:

- (1) Circumstances conforming with the description of Point 1, Article 4 shall be planned by the International Division of the Office of Research and Development (hereafter referred to as International Division R&D Office), submitted to the President for approval before proceeding. A copy shall also be submitted to the University Overseas Business Trip Oversight Team (hereafter referred to as the Oversight Team) for review.
- (2) Circumstances conforming to the description of Point 2, Article 4 shall be planned by the International Division R&D Office, submitted to the President for approval and copied to the Oversight Team for review before proceeding.
- (3) Circumstances conforming to the description of Point 3, Article 4 shall be offered a subsidy of TW\$20,000 (Outside Asian Region) or TW\$10,000 (within Asia) per person. In each case a maximum of 2 people shall be subsidized per trip. Applications shall be submitted before the end of May (for overseas trips planned of the same year between July to December) and before the end of November (for overseas trips planned between January to June of the next year). The applicants shall fill out the Overseas Business Trips Application Forms and prepare the following documentations required, and submit them to the International Division, R&D Office for review.

1. Application Form

2. Planned Overseas Business Trip Schedule

3. Visitation Plan

4. Proof of overseas trip order (such as approved documentation by the President)

5. Invitation from the receiving party or proof of invitation

- (4) Trips applying for the Ministry of Education Subsidiary Overseas Business Trips for Observations, Visitations, Conferences and Contests, shall be submitted to the Human Resource Office for consolidation within the deadline designated by the order of the Ministry of Education; the aforementioned subsidy limit shall not apply in such cases.
- (5) Overseas business trips applying for third party subsidies and require the University to expense collaborative fees shall be submitted to the International Division of the R&D Office.

F. Overseas business trips submitted under this Guideline shall commence only after approval by the Oversight Team. The Oversight Team is comprised of the Vice President, the Head of the Office of Academic Affairs, Head of the R&D Office, Head of all Colleges, Head of Accounting and Head of HR. The meeting shall be called and chaired by the Vice President, and the head of the R&D Office shall serve as executive secretary. The Team shall approve the maximum subsidy within the budget limit, and submit the review outcome to the President for approval. The end result shall be released to the applicants by the end of June and December.

The principles of review shall be as follows:

- (1) Actual business needs, that promotes the long term development and academic research quality of the University.
- (2) Application is comprehensive and with a clear objective. The preparations are complete and relevant information has been collected.
- (3) The number of personnel and number of days for an overseas trip should be kept to the minimum, with appropriate arrangements of the overseas trip schedule.
- (4) Unless absolutely necessary, no similar trips are planned within 3 years.
- (5) The countries or regions involved are safe and free from unrest.
- (6) The timing of the trip is appropriate and does not interfere with lectures or official duties.
- (7) University staff/faculty shall be limited to 1 subsidized overseas trip per fiscal year only; if the overseas trip was ordered by head of competent authorities, the aforementioned limitation shall not apply.
- (8) If the trip involves a lecturer leading a team of students overseas, the number of lecturers involved shall be determined by the number of students. All the outcome of the approved cases shall serve as reference for future review.

G. Overseas business trips shall be carried out as stated in the approved proposal. If in case special circumstances lead to change of duration, date, personnel or location, a change of application shall be made 1 month prior to the scheduled departure date. The change request shall be submitted for approval by the President and be within the original approved budget. However each proposal shall be limited to one change request only.

H. Applications made outside the designated application period shall be limited to proposals made under the order of head of relevant authorities, with supplemental information as proof.

I. Leave calculations for the personnel involved in such overseas business trips shall be in accordance

with relevant HR regulations.

J. Designated personnel overseas trip cost budget and expense shall be in accordance with the stipulations of the Overseas Business Trip Reimbursement Guideline as well as the Central Government Organization Overseas Business Trip Personnel Living Expenses Per Diem Amount Table published by the Executive Yuan.

K. Personnel under the circumstances indicated in Point 3 to 6 of Article 4 of this Guideline shall submit 2 copies of the same report to the President for review (format as stated in Appendix 2) as well as complete their expense verification procedure.

L. The funding required for this Guideline shall be expensed through the University 'Overseas Observation, Visitation, International Conference Attendance, Contest Proposition' Travel Expenses, the 'Technological Research and Development Promotion Funding' Overseas Travel Expenses as well as the University Self-made Income funds.

M. Affairs not covered by this Guideline shall be dealt with in accordance with the stipulations of Subsidiaries of Ministry of Education Overseas Business Trip Guideline.

N. This Guideline has been passed by the University Endowment Fund Management Committee Meeting and shall be submitted for the approval of the President before being implemented.