**NTUE International Conference Attendance**

**Payment Request (PhD Student) YYYY MM DD**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant | |  | | | College |  | | Department  /Grade | |  |
| Name of  International Conference | | (Chinese) | | | | | | | | |
| (English) | | | | | | | | |
| Duration of Conference | | From YYYY/MM/DD to YYYY/MM/DD, total \_\_ days | | | | | | | | |
| Subsidized Items  (Please fill in in accordance with the approved items on the application) | | | Subsidized Amount | | | | | Note | | |
| Airfare | | |  | | | | | Return airfare of a direct flight operated by a domestic airline from a domestic location to the destination of the international conference. | | |
| Registration Fee | | |  | | | | | Does not include other miscellaneous fee charges such as thesis collection,  annual membership fee, meal charges...etc. | | |
| Allowance  (Per Diem) | | |  | | | | | Calculated in line with the Central Government Organization Overseas Business Trip Personnel Allowance Amount Standard. | | |
| Total | | |  | | | | |  | | |
| Supplement-ary  Documents | 1. 2 copies of NTUE International Conference Attendance Report (Subsidized PhD Student). 2. The original and a copy of the approved “NTUE International Conference Attendance Subsidy Application Form (PhD Student)”.    1. Airfare: The original of the plane ticket or a copy of the electronic ticket, the roundtrip boarding passes, the original invoice/receipt of the travel agency employed, and for those that failed to ride with a domestic airline provider, a use of foreign airline application form.    2. Registration Fee: Original receipt of the registration fee, currency exchange slip or a proof of exchange rate by the Bank of Taiwan for USD cash 1 day prior to travelling (in case of a holiday the exchange rate of the last working day prior to the holiday shall apply).    3. Allowance: currency exchange slip or a proof of exchange rate by the Bank of Taiwan for USD cash 1 day prior to travelling (in case of a holiday the exchange rate of the last working day prior to the holiday shall apply).   6. Copy of the name of applicant as shown on the conference agenda. | | | | | | | | | |
| Signature of Applicant | | | | Head of Department/Institute | | | Head of College | | International Affairs Division, Office of R&D | |
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**Note: Please email a copy of NTUE International Conference Attendance Report (Subsidized PhD Student) in PDF format to acrd@tea.ntue.edu.tw**