**NTUE International Conference Attendance**

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

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| --- | --- | --- | --- | --- | --- |
| Name of Applicant |  | College |   | Department/Grade |    |
| Name ofInternational 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-aryDocuments | 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**