

Regulations for Application for Business Trip Allowances by Faculty and Staff Members of I-Shou University

Adopted on September 1, 1990

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Amendments to the Regulations ratified and promulgated by the President on July 21, 2010

Amendments to Articles 1~6, 9~12, 14, 15 and 21~26 ratified and promulgated by the President on November 20, 2012

Chapter 1 General Principles

Article 1 The Regulations for Application for Business Trip Allowances by Faculty and Staff Members of I-Shou University (hereinafter referred to as the “Regulations”) are hereby established by I-Shou University (hereinafter referred to as the “University”) to handle affairs related to faculty and staff members’ allowances for making business trips.

Faculty and staff members of the University shall apply for reimbursing the expenses on business trips for official affairs of the University according to the Regulations unless the expenses are paid by government agencies or other institutions/ groups.

Article 2 The term of “going on a business trip” as used in the Regulations shall mean that a faculty or staff member goes on a business trip to domestic areas or other countries (including Mainland China).

Each unit may appoint faculty and staff members to go on a business trip according to the purposes of official affairs or practical needs. However, if the tasks or missions

can be accomplished by communication tools, such as official documents, telephone, fax, e-mail and so on, the unit shall not appoint any faculty and staff member to go on a business trip. Those who are appointed to go on a business trip shall take rapid and convenient public transportation system as possible as they can to save time they may spend on the traffic. In principle, the time spent on the journey shall not exceed one day.

Both domestic and international business trips shall be arranged based on the same rules listed above; only faculty and staff members who are responsible for the official affairs may be appointed to go on a business trip.

Article 3 Faculty and staff members who are appointed to go on a business trip shall complete the procedure for applying for a business trip online.

Faculty and staff members shall receive the allowances from the Cashier Section of the Office of General Affairs in advance after submitting the approved Business Trip Application Form. Basically, the University will prepay 80% of the allowances to applicants who are appointed to go on a domestic business trip, and prepay the allowances in a lump sum to those who are appointed to go on a business trip overseas.

Article 4 Faculty and staff members shall submit the Report of Travelling Allowances on a Business Trip (Attachment 1) and the Report of Business Trip (Attachment 2) within 15 days after returning from a domestic business trip or within 30 days after returning from an overseas business trip, as well as relevant vouchers and the Application Form of Business Trip with the date of return stated, to supervisors, the Office of Human Resources and the Office of Accounting for checking. The foresaid documents shall then be submitted to the Office of Accounting for payment after being ratified by the President (or the authorized vice president(s)). The travelling allowances shall be deducted from the salary in a lump sum if the faculty or staff member has borrowed the travelling allowances in advance but has not applied for reimbursement before a given deadline. If the faculty and staff member has not borrowed any travelling allowances from the University, he/she shall be reimbursed after the Report of Reasons for Submitting the Expense Report of Business Trip Later than the Stated Deadline by I-Shou University (Attachment 3) is verified and approved by superiors.

Article 5 Faculty and staff members shall submit a leave cancellation form and withdraw the application for a business trip if they cannot go on a business trip due to special reasons.

Chapter 2 Domestic Business Trips:

- Article 6 Domestic business trips shall be categorized into the following categories according to the distance:
1. Long-haul business trips: going on a business trip to the eastern part of Taiwan or the areas north of Chiayi (e.g. Taitung County or Hualien County).
 2. Short-haul business trips: going on a business trip to Tainan City, Kaohsiung City and Pingtung City/County. However, faculty and staff members just need to apply official leave to the University if it only takes less than 3 hours to get to the destination.
- Article 7 If faculty and staff members need to change the date of business trip due to special reasons or their personal needs, they shall state the reasons on the Application Form of Business Trip, and hand it over to their supervisors for approval. However, the time shall be advanced or delayed for only half of one day.
- Article 8 Standards for travelling allowances of domestic business trips are listed below:
1. Travelling allowances include: transportation fees, lodging fees, daily meal fees, and incidental fees (including postage expenses, entertainment expenses, medical expenses and other expenses). All of the expenses shall be reimbursed according to the allowance standards corresponding to faculty and staff members' positions when going on a business trip; incidental fees shall be reimbursed after the faculty or staff member provides valid vouchers.
 2. Please refer to Attachment 4 for the standards of fee reimbursement (including taxes) for a long-haul business trip,
 3. Standards for fee reimbursement for a business trip to the nearby areas are listed below:
 - (1) Transportation fee: faculty and staff members may apply for reimbursement by submitting receipts and related payment documents.
 - (2) Daily meal fee: the University shall subsidize NT\$40 for breakfast, NT\$100 for lunch, and NT\$100 for dinner.
- Article 9 Please follow the rules below when applying for reimbursing the transportation fee:
1. In principle, faculty and staff members who go on a business trip shall take public transportation system from the University/residence to the destination as possible as they can. If it is necessary for a faculty or staff member to arrive in the destination by their own car or by taxi, please clearly state on the Application Form of Business Trip and ask for supervisors' permission in advance.
 2. If it is necessary for a faculty or staff member to take taxi due to official reasons or practical needs, he/she may apply for reimbursement after the supervisors have approved.

3. If it is necessary for a faculty or staff member to take an airplane or Taiwan High Speed Rail due to official reasons or practical needs, he/she shall obtain prior consent from the superiors at the first level or above and request for reimbursement by submitting the airline or THSR ticket stub.
4. Transportation fees will be reimbursed by submitting payment receipts. However, if it is impossible to obtain the foresaid documents or the faculty and staff member has lost it, he/she shall apply for reimbursement by submitting a certificate of payment to state the reasons and ask for approval from supervisors.
5. Faculty and staff members who arrive in the destination by driving their own car may apply for reimbursing the transportation fee after providing the receipts of refueling the car at the destination according to the standards of going on a business trip by bus (Kuo-Kuang Bus), other public/civil transportations, or by train (Tze-Chiang Express only). However, the reimbursement shall not include the expenses on petrol, toll, parking or fixing the car when having a car accident.
6. Faculty and staff members may take an airplane or Taiwan High Speed Rail if they can come back on the same day when they go on a business trip. Faculty and staff members who prolong the travelling days of business trip by departing earlier or returning later may apply for reimbursement by offering the ticket stubs of transportation on the departure date or the returning date. The daily meal fee and the lodging fee for additional days cannot be reimbursed.

Article 10 Faculty and staff members shall apply for reimbursing the lodging fee according to the rules listed below:

1. As to the lodging fee, the University shall subsidize according to the standards and the number of nights a faculty or staff member has stayed in a hotel after receiving the uniform invoices or receipts issued by the hotel(s). Faculty and staff members shall pay for extra fees if the total fee exceeds that stated in the standards.
2. Faculty and staff members who stay overnight at a relative's or friend's home, or sleep on the transportation shall not apply for reimbursing the lodging fee.
3. Faculty and staff members shall report the reasons to the immediate superior of a high-ranking administrator for permission before going on a business trip if they need to stay in the hotel at the same level as that for the high-ranking administrator due to official reasons.

Article 11 Faculty and staff members shall apply for reimbursing the daily meal fee according to the rules listed below:

1. Faculty and staff members who spend 8 hours (working hours) on the journey for

a business trip may apply for reimbursing the daily meal fee for one day.

2. Faculty and staff members who spend less than 8 hours (working hours) on the journey for a business trip shall apply for reimbursing the daily meal fee according to how much they have spent on the meals.
3. Faculty and staff members shall not apply for reimbursing the daily meal fee if the organizer or the hotel has provided the meal(s).

Article 12 Miscellaneous fees shall be reimbursed according to the rules listed below:

1. Faculty and staff members who are appointed to go on a business trip shall apply for reimbursing miscellaneous fees according to the total time of a business trip.
2. The time of going on a business trip shall be counted for one day if it lasts half to one day; the time of going on a business trip shall be counted for a half of one day if it is less than a half of one day.

Article 13 Faculty and staff members shall not apply for reimbursing travelling allowances if they are invited to attend meetings or activities but not for official affairs of the University.

Article 14 Faculty and staff members shall not apply for overtime pay when they are on a business trip. Such faculty and staff members may have deferred day(s) off with pay if they are on a business trip on weekend or national holidays. However, they shall ask for taking the deferred day(s) off within six months. Anyone who fails to take day(s) off within the foresaid period shall be regarded as giving up their rights voluntarily.

Faculty and staff members shall not change the time for a business trip at will. If it is necessary to change the time, they shall ask for permission of their supervisors in advance.

Chapter 3 Overseas Business Trips:

Article 15 Faculty and staff members who plan to go on an overseas business trip shall submit a detailed plan, purposes and schedule to the President (or the authorized vice president(s)) for approval.

Article 16 The number of days of going on an overseas business trip shall be counted from the day of leaving Taiwan to the day of returning to Taiwan. As to the travelling expenses from the residences to the airport, please refer to the rules of going on a domestic business trip. Anyone who needs to advance the time of departing for a business trip or postponing the time of returning for work due to their personal needs shall state the reasons on the Application Form of Business Trip, and ask for prior permission from their supervisors. The maximum number of days for advancing the time of going on a business trip or postponing the time of returning for work shall be

only one day, respectively.

Article 17 Standards for paying the travelling allowances (including taxes) for an overseas business trip are listed below:

1. The travelling allowances include: transportation fee, lodging fee, daily meal fee, and incidental fees (including postage expenses, entertainment expenses, medical expenses, and so on). All of the expenses shall be reimbursed according to the standards corresponding to faculty and staff members' positions when they go on a business trip except for incidental fees which shall be reimbursed by providing relevant vouchers.
2. Faculty and staff members may receive the travelling allowances after their applications for going on a business trip to mainland China are approved by their superiors.
3. Faculty and staff members who pass through a country, or do not need to stay overnight in the country shall apply for reimbursing the travelling expenses according to the rules of going on a business trip in different countries.
4. The travelling allowances shall be deducted on a pro-rata basis if faculty and staff members have attended banquets without any charges when they are on a business trip. The percentages of deduction shall be listed below: 10% for breakfast, 20% for lunch, and 20% for dinner.
5. Please refer to Attachment 5 for the standards of paying the travelling allowances for overseas business trips (including taxes).

Article 18 Anyone who stays in the same place for more than 30 days when going on a business trip shall apply for reimbursing 90% of the travelling allowances for the period from the 31st day to the 60th day in the same place, and 80% of the travelling allowances for the 61st day and thereafter in the same place.

Article 19 Faculty and staff members shall only apply for reimbursing the daily meal fee according to relevant rules, and must not apply for reimbursing the lodging fee if they have not stayed overnight in hotels on the first day and the final day of business trips. Faculty and staff members who leave Taiwan before 12:00 p.m. or come back to Taiwan after 12:00 p.m. can apply for reimbursing the full amount of daily meal fee, while those who leave Taiwan after 12:00 p.m. or come back to Taiwan before 12:00 p.m. shall apply for reimbursing half of daily meal fee according to relevant rules.

Article 20 Faculty and staff members who are appointed to make an on-site investigation or attend conferences overseas shall apply for reimbursing only 25% of daily meal fee and lodging fee if the organizer has paid for the accommodation and round-trip

airline tickets.

Article 21 Faculty and staff members who are on an overseas business trip shall report the following information to the President for approval within 30 days after they come back to Taiwan:

1. Report of experience in the business trip.
2. Detailed information about how the work has been carried on.
3. Missions or tasks that shall be carried on after you come back to Taiwan.
4. Suggested working plans.

Article 22 To safeguard the safety of faculty and staff members when they go on an overseas business trip, the University may provide the traveler's insurance with the highest possible coverage of NT\$10 million, and the beneficiary shall be the University. If faculty and staff members are qualified to apply for insurance claims, the University shall request the insurance company to compensate according to the terms and conditions on the insurance policy.

Faculty and staff members who go on an overseas business trip shall deliver the approved Application Form of Business Trip and supporting documents to the Office of General Affairs to complete the procedure of buying insurance at least 5 days before leaving Taiwan. Faculty and staff members shall be insured from the day they leave Taiwan to the day they come back to Taiwan.

The Office of General Affairs shall complete the procedure of extending the term of insurance within 3 days before the term of insurance is expired if faculty and staff members are permitted to postpone the time of returning to Taiwan. Faculty and staff members shall contact the Office of General Affairs to complete all of the necessary procedures; however, the extra fee shall be paid by the faculty and staff members.

Chapter 4 Supplementary Provisions

Article 23 Faculty and staff members may apply for reimbursing incidental fees when going on a domestic or overseas business trip according to the following rules:

1. The incidental fees shall include postage expenses, entertainment expenses, medical expenses, or other expenses for recruiting temporary employees or due to official reasons.
2. Faculty and staff members may apply for reimbursing the incidental fees and travelling expenses by offering relevant vouchers. (The telegram manuscript must be submitted along with the telegram receipts. When making a long-distance phone call, faculty and staff members shall provide related details, such as the receiver's name/unit and the purposes of the phone call.)

Article 24 Faculty and staff members who have planned to go on a domestic or overseas

business trip shall urgently inform the University or authorize other people to call the University to take proper action if they cannot go on the business trip due to serious illness or accidents.

Article 25 The University will not pay any luggage surcharge for the luggage whose weight exceeds that as regulated by the transportation company. However, faculty and staff members may apply for reimbursing the excess luggage surcharge by submitting relevant vouchers if the luggage is owned by the University.

Article 26 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.