

二、臺北醫學大學教職員出差規則

Section 2: TMU Authorized Faculty Travel Guidelines

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一、依據：本規則依據公立及各級學校教職員勤惰差假管理辦法第三章有規定。

Article 1. These guidelines are in accordance with Chapter 3 of the Public Educational Institution Staff Management Practices.

二、出差事由：

- (一)執行教學及研究任務，必須實施之活動，年度施政計畫編列預算核准有案者。
- (二)政府主管官署規定之集訓、講習、會議、觀摩等活動，簽奉核准參加者。
- (三)依本校任務需要，專案簽報核准者。
- (四)其他學校、機關、邀請之活動，核准有案者。
- (五)學生集體活動，必須參加或領隊，核准有案者。

Article 2. Definitions of authorized travel

1. Teaching- and/or research-related matters (that are deemed necessary) and for which budgets have been allocated from the Annual Administration Budget.
2. Attending professional development activities (as required by government agencies), workshops, conferences, seminars, etc.; faculty approval is necessary.
3. Duties assigned by faculty.
4. Invitations from other universities and institutions; faculty approval is necessary.
5. Leading or participating in student group activities; faculty approval is necessary.

三、出差區分：

Article 3. Authorized travel types

(一)長程：

時間在一天以上，單程在一〇〇公里以上，合於支報旅費者。

1. Long-distance: a trip which necessitates more than a day, each trip up to 100 km, travel expenses will be reimbursed accordingly.

(二)短程：

1. 時間在半天以上，單程在五十公里以內，合於支報交通費者。
2. 時間在半天以內，不須支報費用者。

1. Short-distance

- i. A trip which necessitates more than a half-day, each trip is within 50 km, transportation cost will be reimbursed accordingly

- ii. A trip which necessitates less than a half-day will have no reimbursement.

四、申請程序：

Article 4. Application procedures

(一)支報旅費或交通誤餐費者，填具出差申請單，不支報交通誤餐費者，填具出差報告單。並檢附原核定有案之文件。

1. Please submit Application for Authorized Travel to seek reimbursement for travel expenses or transportation and meal allowance. Submit Authorized Travel Report if no reimbursement is to be made for transportation and meal allowance. Applicant is required to present receipts or other official documents.

(二)各級主管：切實審核出差是否必須，日數是否確實，如非必要，即予批駁，如不確實，應予改正。如確屬需要，則予核章會辦呈閱。

2. Head of department will verify the necessity and duration of the trip; if deemed unnecessary, they will decline the application. If there is any incorrect information, rectify it. Upon verification, please acknowledge the application.

(三)人力資源處：審核出差理由合否規定。

3. Human Resources: Justify need for travel.

(四)財務處：審核出差日數、交通工具，及旅費合否規定。

4. Finance office: Evaluate whether the trip duration, transportation and travel cost are appropriate.

(五)教師出差：應先行送會課務組，查核出差期間是否有課，有否核准代理人，以免延誤教學。

5. Faculty member: Reaffirm with Academic Affairs that there is no scheduled class, appoint replacement personnel (if needed) to minimize impact on teaching.

五、出差核定：

Article 5. Approval of authorized travel

(一)出差必須簽報核准後方可實施，凡未經核准者，一律不得支報旅餐費用。

1. Approval must be obtained before departure; no reimbursement will be processed without pre-approval.

(二)出差奉核准後，應將出差申請單之一、二聯，分送人力資源處、財務處登記備查。不支交通餐費之出差通知單，核准後，僅送人力資源處登記即可。

2. Once approved, submit a copies of Authorized Travel Application form to Human Resources and Finance departments for future reference. If no reimbursement is needed, submit a copy of Authorized Travel Report to Human Resources.

(三)未經核准出差亦未到公者，以曠公論。

3. If travel application has not been approved, it will be considered as absenteeism if applicant fails to report for duty on that date.

六、銷差報告：

Article 6. Post-travel report

(一)旅費(交通費)報告：出差人任務完畢後二週內，其支領差旅費者，應依規定填具出差旅費報告表，送財務處呈核，憑以核發旅費或交通誤餐費。

1. Travel (transportation) report: Travel Expenses Report must be filed and submitted to Finance Department within 2 weeks after the trip.

(二)出差經過報告：出差人員，無論長程短程，任務完畢後三日內，應依出差性質，分別填寫出差經過報告表，或出席會議(參加訓練、講習、觀摩等)報告表，逐級呈閱。

2. Trip report: Regardless of duration, staff must submit report within 3 days after the trip, whether trip report or meeting report (if trip was for training, workshop, conference, etc.)

七、其他：出差旅費及應搭乘之交通工具，依本校教職員出差旅費辦法，教職員報支出差旅費及加班誤餐費支給標準之規定辦理。

Article 7. Other cases: Travel and transportation expenses will be reimbursed according to the standard practiced by faculty if there is any unjustifiable claim.

八、本規則公佈後實施。

Article 8. These guidelines will be implemented after approval.