Financial Reimbursement for National Dong Hwa University Overseas Internship/Education Project Subsidy

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| 1. Reimbursement Documents   A. Individual Submission (One Set per Participant)   1. [National Dong Hwa University Overseas Travel Expense Report Form](https://accounting.ndhu.edu.tw/bin/downloadfile.php?file=WVhSMFlXTm9Mek00TDNCMFlWODRNekEyTkY4M01qZ3lOalkxWHpJd01EQTBMbVJ2WTNnPQ==&fname=HDJHSTOPJDSTZTQPUTRPEDQPB1VTGHFD35EDWTEH15STB5CHB1MLEDQPKLIHNLRPUTRPCDUTJDOPDGSXUTNLGDRPCDVTWXSTGHRPHDEHHDIHGHEDRLED15B5MLVTCDEDHDJHWT45SXMLDGQP51RPUW45JDVTCD51GHRPWX55IHOP50CH15B5RLQLHDFDIHRP14VTWXRPKLOPKLDDCDA5HCOPHDOPRLEHSTA545VTJDQPTWEHGHIHQP5035MLCD4045A540FHSXOPNP55CD31SXEHKLMLLO40UTJHYXQPUXWXKOKO) 2. Copy of Approved Vacation or Business Trip Form (Not required for students) 3. Electronic Ticket (Economy class only) 4. Proof of Ticket Purchase/Travel Agency Receipt (Header: National Dong Hwa University, Tax ID: 08153719. Not required for self-purchased tickets by credit card, but the ticket price must appear on the electronic ticket.) 5. Boarding Pass Stubs (Attached to A4 paper; if lost, provide proof from airline) 6. [Foreign Airline Use Application Form](https://accounting.ndhu.edu.tw/bin/downloadfile.php?file=WVhSMFlXTm9Mek00TDNCMFlWOHpORFV4TjE4ME1EWTRNVGN3WHpneE5UVXlMbVJ2WXc9PQ==&fname=HDJHSTOPJDOPDD40HDRPHDFHIHOPGHB1JDRPSX45GHOP14CHSTUT5155HDFDKPRPJDED40EHJDOPB5B5A511GDSX15ZXZTEHGHA5HDEHUXNL14EHRLML40B5GHVTTWCHHDJHSTOPJDSTZTQPUTRPDGA514OPCDUTJDVTFD4515YXDGCH5101GDEHKLIHLORP14RPVXA5JDOPSXB5RLUTGDRPHDVTCD45GHA5HDEHSXYX50EHUT01GDB5GHVTSTOLSXJHCDUXJDOPZTQP51RPED45HDVTKPEHHDEDWTOPKLOPTWB5RLED14VXRLRPMPB1) (Not required if using Taiwanese airlines such as China Airlines or EVA Air) 7. Copy of Bank/Post Office Passbook (Non-Post Office or Taiwan Business Bank accounts are subject to a NT$30 handling fee) 8. [Receipt Form](https://accounting.ndhu.edu.tw/files/15-1023-3626,c1657-1.php) 9. Insurance Receipt ([insured amount](https://accounting.ndhu.edu.tw/bin/downloadfile.php?file=WVhSMFlXTm9Mek00TDNCMFlWODROalUzT0Y4ek1EZzVPRFl3WHpRMk1qQTRMbkJrWmc9PQ==&fname=HDJHSTOPJDSTZTQPSXRPSXCHUXOPGHDDJDRPSX45GHOP50CHSXNLED40HDVT45EDML01VX45JDOPB5B515JHGDFHB1VTCDB51501UWEHUXA5TW55UTB5GDA5A5OPNLFHHDJHQL55HDQPDG451501QPFH15ZXCDB1UXRPJD5015YXZTCH15VT50EHKLIHGHEDUTRPJHA5UXOPHC55UTJHGDB551MLIDOPJDEDCD55HDRPCDVTCD31UWQPMLVTOPA5IHEDEHDD15QPTWUXEDVTQPQPUTRPRPSX15VTHD55MLOPKLUT15VTVXQPRLVTNP45SXVTCDVXKLNLNPRPUTB551B5JDVT51EH45DDOPB1SXFD45CDSXRPDGFH35OP1140)) (not required if no claim is made) 10. Those claiming reimbursement for gifts or entertainment expenses may claim up to NT$600 per day, with receipts from both domestic and foreign sources required. Domestic receipts must include the university's tax ID number, and the date must be prior to the departure date.   B. Project Submission (One Set per Project)  1. Final Report (Electronic copy emailed to ice@gms.ndhu.edu.tw)  2. [Taiwan Bank Historical Exchange Rate Table](http://rate.bot.com.tw/Pages/UIP004/UIP004INQ1.aspx?lang=zh-TW&whom3=USD) (Print one page and highlight the USD selling rate on the day before departure)  3. Bank Transfer Summary for All Participants ([Post Office](http://www.ga.ndhu.edu.tw/ezfiles/8/1008/img/2388/A19.xls)/[Taiwan Business Bank](http://www.ga.ndhu.edu.tw/ezfiles/8/1008/img/2388/A17.xls)/[Other Banks](http://www.ga.ndhu.edu.tw/ezfiles/8/1008/img/2388/A18.xls))   1. Additional Notes 2. Calculation of Per Diem   Daily per diem rate ([Mainland China](https://accounting.ndhu.edu.tw/bin/downloadfile.php?file=WVhSMFlXTm9MelUxTDNCMFlWODBPVE0wTkY4MU5qZ3dNRGhmTlRVek1EZ3VlR3h6&fname=SXJHQLUX15ZXZTUXSXRPSXCHSTOPCDUTUXRPSTLO15OP14CHSTUTED55KLYXLORPA5JHUXUX15OPNPCH15JHGDA535MLNLRPUXRPHDFHUXYXTW45UT0115B5EDRPWTQPHDJHCHCHWXOPFDOPSX0140B535VTGHEDJDRPSX45GHOP50CHSXNLED40HDVTKPRPJDED40EHJDOPB5B5A511GDSXHDVTDGRPSX01HDFHJDYXDDA5RLED51QPB1FD45DDHDJHZTCHSXMLZTEH51RPSX45MLOPGH5135EDYXOP15OPZXCH15B551CHKLIHWT4014VTEHUTKLNLNPRPEDB551CHEDFDB1OPGHDDQL55JDQPTW45GHML31PKUXMLDD50UT01YXA5JDWX15OPUTWXKOPK)/[Other Countries](https://accounting.ndhu.edu.tw/bin/downloadfile.php?file=WVhSMFlXTm9MekkzTDNCMFlWODRNVEF3TWw4eE1qTXlOVFkxWHpNeU56YzJMbmhzY3c9PQ==&fname=HDJHQL55SXQPZTQPSXRPSXCHMLOPGHED35EDVXOPGHUT50CH51NL40CHKLYXIHRPUTVTSXRPUXOP5055A5STGDPK51ML01OPED01HDFHJDYX25A5RLUT51QP45FDOP55HDJHSTOPJDSTZTQPSXRPSXCHUXOPGHDDUXRPGDUXGHFD14CHSTUTED55KLYXLORPA5JHUXUXJDOP50B5UTRPGDQPIHVT0140KLA5HDEHUXNLDG55UT0115B5UTIHRPSXHDJHHDEHHDVTFD4051RPSXVX45YXCDDDGHRPWX55IHOPTWCHSXFD3140HDFDOPRPUTRP40A5UXOPRL55RLEDGDRP35MLGDRP45RPUWFHHDNLCDQLIH1131PKUXMLDD50UT01YXA5JDWX15OPUTWXKOPK)) × Number of Travel Days ×USD selling rate on the day before departure (adjust for holidays by using the previous business day)  2. Calculation of Travel Days   * Return day counts as 0.3 day, other days as 1.0 day (e.g., for a 6-day trip, total travel days = 5.3) * Travel days multiplied by 0.1 with meals and lodging provided * Travel days multiplied by 0.8 with meals provided * Travel days multiplied by 0.3 with lodging provided   3. If total expenses exceed the amount of subsidy, provide the exact amount of the subsidy requested.  4. Receipts must be signed by the payee.  5. Complete the reimbursement process within one month of your return to Taiwan. |