

National Dong Hwa University Application and Reimbursement for the "International Academic Cooperation and Exchange Subsidy"

I. Application Procedure

1. Applications are accepted in April of each year for exchange programs to take place between July and December of the same year; applications are accepted in October of each year for exchange programs to take place between January and June of the following year.
2. The following application materials should be submitted in the following order
 - (1) National Dong Hwa University International Academic Cooperation and Exchange Subsidy Application Form
 - (2) National Dong Hwa University International Academic Cooperation and Exchange Subsidy Plan (at least 1,000 words), including:
 - A. Project Title
 - B. Cooperation and Exchange Plan
 - C. Detailed Budget
 - D. Requested Subsidy Items and Amounts
 - E. Expected Results
 - F. Previous results of cooperation and exchange with the foreign educational institution or organization (if applicable; otherwise, leave blank)
 - G. Past international exchange results of the applicant unit (regardless of region or organization)
 - H. Possible funding sources (review bonus: percentage of external funding subsidy)
 - (3) Official Letter of Agreement or Invitation from the Overseas Academic Unit, Professional Institution, or its Representative
 - (4) Other supporting documents for review

II. Reimbursement Procedures (to be completed within one month after completion of the cooperation and exchange plan)

1. The following reimbursement documents should be arranged in order:
 - (1) National Dong Hwa University Foreign Business Trip Travel Expense Report

Form

- (2) Approved Leave Record (can be printed from the Personnel Office Attendance System)
 - (3) Air Ticket Documents, to be attached to an A4 sheet:
 - A. "Electronic Ticket"
 - B. "Airline Ticket Purchase Proof" or Travel Agency "Receipt for Payment Transfer", or other valid proof of payment for the ticket
 - C. "Return Boarding Pass Stubs" or a flight certificate issued by the airline
 - D. Additional Transportation Expenses: Attach original receipts or travel agency payment receipts
 - (4) Application Form for Foreign Airline Flights (not required for domestic flights)
 - (5) Approved "National Dong Hwa University International Academic Cooperation and Exchange Subsidy Application Form" original and all attachments
 - (6) [Taiwan Bank Historical Exchange Rate Table](#) (Print one page and highlight the [USD selling rate on the day before departure](#) or exchange of payment receipt.)
 - (7) Per Diem for Overseas Business Trips by Central Government Agencies (print and [indicate location](#))
 - (8) Report on the Results of International Academic Cooperation and Exchange
 - (9) Post Office Transaction Summary or Taiwan Business Bank Transaction Summary
 - (10) Result Report
2. Instructions for Completing the National Dong Hwa University Foreign Business Trip Travel Expense Report Form:
- (1) Per Diem Calculation:

Standard Daily Per Diem Rate × Number of Business Trip Days × [USD Selling Rate on the day before departure](#) (adjust for holidays by using the previous business day)
 - (2) Business Trip Days Calculation during the overseas period (according to the

University's overseas travel expense reimbursement standards):

- The day before exchange:
 - i. For complimentary dormitory accommodations, transit hotels, or overnight travel, the per diem shall be counted as 0.3 days.
 - ii. For local accommodations (not complimentary dormitory, hotel, not overnight travel), the per diem will count as 1 full day.
 - If **meals and lodging are provided** without a per diem during the exchange, the per diem counts as 0.1.
 - If **meals are provided during the exchange, but no lodging** or per diem is provided, the per diem counts as 0.8.
 - If **no meals, no lodging**, and no per diem are provided during the exchange, the per diem counts as 0.3.
 - The day of return always counts as 0.3.
- (3) If total expenses exceed the amount of subsidy, indicate the exact amount of the subsidy requested.
- (4) Receipts must be signed by the recipient or stamped with the recipient's personal seal (official seals are not acceptable).