

1. Chongyou University of Cinema and Art (hereinafter referred to as the University) has formulated the "Key Points of Domestic Business Trip Reimbursement of Chongyou University of Cinema and Art University" (hereinafter referred to as this point) in order to standardize the reimbursement of travel expenses for domestic business trips of faculty and students.

2. Each unit shall review and decide in detail according to the nature of the task and the needs of the facts, such as the use of official documents, telephone, fax, video or e-mail and other communication tools that can be handled, shall not dispatch tolerances. The duration and itinerary of the business trip should be approved by the principal in advance according to the needs of the facts, and the trip should be shortened by convenient means of transportation as far as possible; Round-trip trips should not exceed one day.

3. There are two types of business trips for faculty and staff in China: (1) Domestic short-distance business trips: refers to those who travel to the north of Hsinchu (inclusive) and Yilan area, but if they need to stay there due to special reasons, they will be regarded as "domestic long-distance business trips". (2) Domestic long-distance business trips: refers to business trips to areas south of Hsinchu and Yilan (excluding Hsinchu and Yilan).

4. The reimbursement standards for travel expenses are as follows: (1) Domestic short-distance business trips: The reimbursement items include transportation expenses and meal expenses, and the reimbursement standards are as shown in Appendix 1. (2) Domestic long-distance business trips: The reimbursement items include transportation expenses, accommodation expenses and miscellaneous expenses, and the reimbursement standards are as shown in Appendix II.

5. The reimbursement standards for transportation expenses are as follows: (1) Transportation expenses include airplanes, high-speed railways, ships, automobiles (referring to citizen-run passenger cars), trains, MRT and other expenses that must be taken during the business trip, all of which are confirmed and reimbursed; Those who take airplanes, high-speed railways and ships should attach ticket stubs or ticketing documents, and those who take planes must also attach boarding pass stubs; Those who have received a preferential ticket but still need the full price will be charged the difference. However, those who take the school official bus or have a free ticket or take a free ride are not allowed to report the payment. (2) For those who drive their own cars (locomotives) on business trips, their transportation expenses may be reimbursed according to the fare of the highest grade of citizen-run passenger cars on the same road section. However, it is not allowed to separately report the expenses of fuel, road (bridge), parking and so on; In the event of an accident, the cost of repairs and damages to a third party shall not be paid with public funds. (3) Except for those who arrive in the area by citizen-run buses, except for those who have been approved by the president for business needs, the expenses of the taxi shall not be reimbursed. 6. After the completion of the business trip, the travel expense report form (such as Appendix 3)

shall be submitted for review within 15 days, together with the relevant documents.

7. Travel expenses shall not be reported from the date of departure to the date of completion of the trip, except for those who are suddenly seriously ill and blocked by accidents, and have a conclusive certificate to calculate on a daily basis.

8. Those who undertake off-campus entrustment cases or subsidy cases on business trips shall handle it in accordance with the regulations of the entrusting or subsidy-based unit within the amount of the entrustment or subsidy; If there are no relevant provisions, the provisions of this point shall apply.

9. Faculty and students of the University who are on business trips may apply for advance payment in advance within the scope of the payment standards of this point, and officially report the travel expenses after returning to the school after the business trip.

10. These Key Points shall be approved by the Executive Council and approved by the President, and shall be amended in the same manner.