

1. Chongyou University of Cinema and Art (hereinafter referred to as the University) has formulated the "Key Points of Reimbursement of Travel Expenses for Overseas Business Trips of Chongyou University of Cinema and Art" (hereinafter referred to as this point) in order to regulate the reimbursement of travel expenses of faculty and students to various foreign regions on official business.

2. For the purposes of this Bulletin, the term "business trip" refers to going abroad with the approval of the President to perform one of the following tasks: (1) To engage in business-related visits or seminars at the official invitation of foreign schools. (2) Conduct exchanges with foreign schools and engage in business-related visits. (3) Overseas inspection due to business needs. (4) Other official business needs.

3. Depending on the nature of the task and the actual needs, the business traveler shall sign and report to the principal for approval of the business trip itinerary and the number of days before the business trip, in accordance with the principle of shortening the itinerary as much as possible; Except for reasons not attributable to the person on the business trip, the return to the country shall not be postponed arbitrarily.

4. There are three types of travel expenses: transportation expenses, living expenses and office expenses, which are as follows: (1) Transportation expenses: the expenses required for business travelers to take airplanes, ships and long-distance public land transportation. (2) Living expenses: accommodation expenses, meal expenses and petty expenses for business travelers. (3) Office expenses: handling fees, insurance premiums, administrative fees, gifts and miscellaneous expenses for business travelers going abroad. The petty expenses specified in Paragraph 2 of the preceding paragraph include urban train fares, urban bus fares, urban MRT fares, personal credit card handling fees, laundry fees, gratuities and other daily life-related expenses. The gifts and miscellaneous expenses provided for in the third paragraph of the preceding paragraph include gift expenses, communication expenses, taxi fares, car rental fees, and other expenses.

5. The number of passengers on business trips shall be handled in accordance with the following provisions: (1) Aircraft and ships: in principle, take economy class or equivalent seat (cabin) as the principle. (2) Long-distance public land transport tools: take according to actual needs, regardless of grade.

6. For the reimbursement of transportation expenses for business travelers, the following documents shall be attached to the air ticket: (1) Ticket stub or e-ticket. (2) Proof of purchase of international air tickets or receipts for transfer by the travel industry or other documents proving payment of fares. (3) A copy of the boarding pass stub or a passport that is sufficient to prove the fact of leaving the country or a boarding certificate issued by the airline. For the reimbursement of transportation expenses other than those mentioned in the preceding paragraph, the original receipts or receipts for the collection and transfer of travel expenses by the travel industry shall be attached to the reimbursement and expenditure within the territory of the country in accordance with the provisions of the key points for reimbursement of domestic travel expenses.

7. The daily expenses of business travelers shall be reported in accordance with the daily expenses set by the Executive Yuan. However, those who are charged by the travel industry are not allowed to pay the tour fare. The daily expenses of the preceding paragraph shall be divided into 70% for

accommodation expenses, 20% for meals, and 10% for petty expenses.

8. For those who are provided with accommodation or cash allowance by foreign governments, international organizations or other sources on business trips, their living expenses shall be reimbursed in accordance with the following provisions based on the principle of non-duplication of payments: (1) If there is no other cash allowance or the cash allowance does not reach 10% of the daily living expenses of the region, the daily expenses of the area may be paid on a daily basis or 10% of the daily living expenses of the region. (2) If there is no other cash allowance or the cash allowance does not reach 10% of the daily living expenses of the area, 70% of the daily living expenses of the area may be paid on a daily basis, and 10% of the daily living expenses of the area may be paid or made up on a daily basis. (3) If there is no other cash allowance or the cash allowance does not reach 10% of the daily living expenses of the area, 20% of the daily living expenses of the area may be paid on a daily basis, and 10% of the daily living expenses of the area may be paid or made up on a daily basis. The term "accommodation from other sources" as mentioned in the preceding paragraph refers to accommodation in free dormitories, transit hotels or overnight stays on transportation; The term "meals from other sources" refers to meals that have been included in the expenses for accommodation or other registration fees that have been paid for accommodation or other registration expenses due to special circumstances. On the day of return, the living expenses shall be reimbursed within the limit of 30% of the daily living expenses of the region.

9. During the business trip, if the scheduled number of business trip days is exceeded due to illness or accident, the living expenses shall be paid according to the report after the conclusive certificate is submitted and approved by the principal.

10. The handling fees for business travelers, including passport fees, visa fees, yellow book fees, vaccination fees, foreign exchange settlement fees and airport service fees, should be accompanied by the original documents or receipts collected and transferred by the travel industry for actual reporting.

11. Within 15 days from the date of the sales difference, the business traveler shall publish the report form of foreign travel expenses (the format is as attached as the attached table) in detail and item by day according to the expenses set in this point, and submit it to the relevant units for review together with the relevant documents.

12. If a business traveler fails to settle foreign exchange before leaving the country, he or she shall report the expenses on the basis of the reference exchange rate of the spot US dollar sold by the Bank of Taiwan on the day before leaving the country (if it is postponed on a holiday). However, if you have to pay the registration fee before leaving the country, you can apply for the actual payment of the daily exchange rate, and if the fee is paid by credit card, you can apply for the payment at the credit card settlement exchange rate. If the country on business trip does not use US dollar currency, the original documents shall be submitted for expenditure, and the local currency shall be used in accordance with the method of reimbursement in the preceding paragraph. If no Taiwan bank sells the spot exchange rate of the currency, the cash exchange rate is the basis.

13. The business traveler shall be fully responsible for the contents of the travel expense report form and the attached vouchers. If the original voucher is in a foreign language, the business traveler should translate it into the local language.

14. The reimbursement of travel expenses to the Mainland, Hong Kong and Macao shall be handled in accordance with the provisions of this Points.

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

16. These key points shall be adopted by the Executive Council and shall be implemented after approval by the President, and the same shall apply when amended.