

# Domestic Travel Subsidy Standards for Faculty and Staff

1996.03.14 Revised and passed in the 7th Administrative Meeting of the 84th academic year  
1996.04.10 Revised and passed in the 9th Meeting of Legal Affairs Committee of the 84th academic year  
1996.04.19 Promulgated in the (85)GaoYiFaZi No. 031 Letter and implemented on May 1, 1996  
2000.01.27 Passed in the 6th Joint Conference of College Affairs, Medical Affairs, and General Affairs of the 88 academic year  
2000.05.04 Passed in the 10th Meeting of Legal Affairs Committee of the 88th academic year  
2000.06.08 Passed in the 11th Administrative Meeting of the 88th academic year  
2000.07.10 Promulgated in the (89)GaoYiXiaoFa(I)Zi No. 018 Letter and implemented on August 1, 2000  
2002.08.29 Revised and passed in the 1st Administrative Meeting of the 91st academic year  
2002.10.02 Promulgated in the GaoYiRenZi No. 2036 Letter  
2007.04.12 Passed in the 3rd University Council and 9th Administrative Joint Meeting of the 95th academic year  
2007.04.24 Announced in the GaoYiRenZi No. 0960003516 Letter  
2012.10.18 Passed in the 3rd Administrative Meeting of the 101st academic year  
2012.11.08 Announced in the GaoYiRenZi No. 1011103134 Letter  
2013.09.12 Passed in the 1st Administrative Meeting of the 102nd academic year  
2013.10.30 Announced in the GaoYiRenZi No. 1021103351 Letter  
2015.11.27 Passed in the 4th Administrative Meeting of the 104th academic year  
2015.12.18 Announced in the GaoYiRenZi No. 1041104159 Letter

Article 1 Meal and miscellaneous fees and accommodation expenses: shall be handled in accordance with the standards specified in the annex.

Article 2 Transportation expenses:

1. One-day business trip: Choose one of the two subsidy methods as follows:
  - (1) Those who apply for transportation subsidy based on the fare standard of Tze-Chiang Limited Express may apply for accommodation subsidy.
  - (2) Those who apply for transportation subsidies based on the fare standard of air tickets or high-speed rail tickets are not allowed to apply for accommodation subsidies.
2. For those who apply for the subsidy for air tickets or high-speed rail tickets, the application shall be based on the face value of economy class or standard class tickets. The President and Senior Vice Presidents may apply for the subsidy for business class fares, and they shall attach the ticket stub or proof of ticket purchase. Those taking the flight shall submit proof of boarding to verify the relevant fees.

3. Regulations on transportation subsidies for round-trip transportation and business trips:

- (1) Public transportation expenses: Please use public transportation for business trips to save travel costs.
- (2) Self-use automobile (motor) vehicle: The transportation fee shall be subsidized according to the fare of the highest grade public passenger vehicle on the same route, and the parking fees from home (KMU) to the transportation station shall be verified and subsidized (please note the Tax ID number). No additional subsidies for fuel, toll (bridge) fees, etc; in the event of an accident, public funds shall not be used to pay for repair costs and damages to third parties.
- (3) Taxi fare: Taxi fare shall be verified and subsidized. Travelers traveling at the same place at the same time are requested to take the same taxi if there is no special reason. The taxi fare claimed for each business trip is limited to NT\$500, and any amount exceeding NT\$500 will be reimbursed as NT\$500.
- (4) Registration and tuition fees: shall be processed in accordance with the approval and reimbursement procedures.

- Article 3 For business trips without obtaining accommodation vouchers due to special circumstances, a special application may be submitted for review and processing by the Office of Accounting.
- Article 4 For business trips to and from Tainan and Pingtung on the same day, transportation expenses shall be subsidized on an actual basis, and meal and miscellaneous expenses shall be subsidized at a 50% discount according to the standards specified in the annex.
- Article 5 Transportation expenses for official business or meetings in Kaohsiung City shall be reimbursed based on actual expenses.
- Article 6 The number of business trip days on the "Business Trip Form" and "Travel Expense Report Form" shall be determined by the Human Resources Office based on the actual travel date, meeting (activity) time, and the approved application record of the official leave.
- Article 7 The affiliated institutions of KMU may set their travel expenses standards for employees based on actual needs. The travel expenses reimbursement of the principal investigators and research assistants may be handled accordingly, and the expenses shall be paid for by the project funds. If the project has specific regulations, they shall be followed accordingly.
- Article 8 After being reviewed and approved by the Administrative Meeting and the President, the Standards shall be implemented from the date of announcement, and the same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**

Annex

| Position title   | Daily meal and miscellaneous fees and accommodation expenses |                        |       | Remarks  |
|--|--|------------------------|-------|--|
|  | Meal and miscellaneous fees                                  | Accommodation expenses | Total |  |
| Professor  | 400  | 2,400                  | 2,800 | <p>1. Unit: NT\$.</p> <p>2. Accommodation fees shall be reimbursed by obtaining a uniform invoice or receipt from the hotel operator with the name of KMU. Still, the amount shall not exceed the standards specified in the annex.</p> <p>3. If the destination of the business trip is more than 60 kilometers away from KMU, and there is a fact of accommodation in the place of the business trip, the accommodation fee may be subsidized within the standard amount for each job level listed in the annex upon verification. If the destination of the business trip is less than 60 kilometers away from KMU, only those who have been approved in advance due to business needs and have the facts of accommodation in the place of the business trip can claim accommodation fees. Those who are provided by the organizer with free accommodation are not allowed to claim accommodation fees.</p> <p>4. The principal investigators of KMU's projects may claim expenses according to the standards for academic positions, and the research assistants may process them according to the standards for clerks.</p> |
| Associate professor, assistant professor, lecturer   | 400  | 2,300                  | 2,700 |  |
| Director, secretary, executive officer, senior officer and technical specialist                                  | 400  | 2,200                  | 2,600 |  |
| Teaching assistant, counselor, senior technician, head, junior officer, technician                               | 400  | 2,100                  | 2,500 |  |
| Senior clerk, clerk, junior technician, contract employee, security guard, driver, technical worker, and janitor | 400  | 2,000                  | 2,400 |  |