

Implementation Guidelines for Overseas Business Trips of Faculty and Staff

2002.11.14 Passed in the 4th Administrative Meeting of the 91st academic year

2003.01.17 Passed in the 4th Regular Session of the 14th Board of Directors

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2007.10.25 Passed in the 1st University Council and 3rd Administrative Joint Meeting of the 96th academic year

2007.11.08 Passed in the 14th Session of the 15th Board of Directors

2007.12.04 Announced in the GaoYiRenZi No. 0961100414 Letter

2013.09.12 Passed in the 1st Administrative Meeting of the 102nd academic year

2013.10.28 Passed in the 8th Session of the 17th Board of Directors

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- Article 1 Unless otherwise stipulated by laws and regulations, all faculty and staff of KMU who travel abroad for business purposes shall follow the Implementation Guidelines for Overseas Business Trips of Faculty and Staff (hereinafter referred to as "the Guidelines").
- Article 2 The term "overseas business trip" refers to the assignment or special permit to visit, observe, or engage in academic exchanges abroad.
- Article 3 Faculty and staff traveling abroad for business purposes shall be approved by the President. When traveling abroad, they shall visit the designated countries or locations, and return before the specified deadlines. Without prior approval, it is not allowed to visit or observe other countries or regions midway.
- Article 4 Those who are sent or approved to go abroad shall ask for leave before going abroad in accordance with regulations, submit a report, and apply for subsidies in accordance with regulations within one month after returning to KMU.
- Article 5 Standards for overseas travel subsidies for faculty and staff:
- (1) Airfares and domestic transportation expenses: The President and Senior Vice Presidents are subsidized with round-trip business class airfares, while the rest are subsidized with economy class airfares. The domestic transportation expenses shall be verified and reimbursed according to the domestic travel subsidies for faculty and staff of KMU.
 - (2) Living expenses:
 1. The living expenses shall refer to the Daily Living Expenses Standards for Personnel Dispatched by Agencies of the Central Government to Various Regions Abroad (hereinafter referred to as

the "Daily Expenses Standards"), and the expenses shall be calculated based on the approved duration. If there is a delay in going abroad or returning home early, the expenses will be calculated based on the actual number of days of the business trip.

2. For those who travel abroad for less than 15 days, the full amount will be paid according to the Daily Expenses Standards. However, for those who are provided with meals and accommodation, those who are provided with accommodation but no meals, and those who are provided with meals but no accommodation, only 10%, 40%, or 70% of the original amount will be paid respectively.
3. For those who have been abroad for more than 15 days but less than 2 months, 50% of the amount will be paid according to the Daily Expenses Standards. However, for those who are provided with meals and accommodation, those who are provided with accommodation but no meals, and those who are provided with meals but no accommodation, only 20%, 40%, or 70% of the original amount will be paid respectively.
4. For those who have been abroad for more than 2 months, the living allowance will be processed according to the "Subsidy Standards for Faculty and Staff Sent Abroad for Further Education, Training, and Study" of KMU.
5. The accommodation referred to in Subparagraphs 2 and 3 includes free accommodation in dormitories, transit hotels, overnight stays in transportation and the day of return to Taiwan.
6. Other matters not specified shall be processed according to the approval procedure with receipts for reimbursement.

Article 6 The relevant regulations for affiliated institutions of KMU shall be formulated separately in accordance with the Guidelines.

Article 7 After being reviewed and approved by the Administrative Meeting and the Board of Directors, and announced by the President, the Guidelines shall be implemented from the date of announcement. 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.**