

高雄醫學大學餐點費報支標準

Kaohsiung Medical University Meal Expense Reimbursement Standards

2023.06.15 Passed in the 10th Administrative Meeting of the 111st academic year, and implemented from the 112th academic year onward
112.06.15 111 學年度第 10 次行政會議通過，自 112 學年度起實施
112.07.07 高醫會字第 1121102160 號函公布，自 112 學年度起實施
2023.07.07 Announced in the GaoYiHuiZi No. 1121102160 Letter, and implemented from the 112th academic year onward

第1條 本校辦理各項會議、講習、訓練或研討（習）會，其會議或活動報支餐點費，依本報支標準辦理。

Article 1 For all meetings, lectures, training sessions, or seminars hosted by the school, meal expenses related to these meetings or activities shall be reimbursed in accordance with these reimbursement standards.

第2條 為力行儉約、環保並求合宜，各項會議或活動以不供應餐點為原則，但會議時間較長影響用餐時間或邀請外部專家學者、外賓與會，或性質較為特殊者，則可由各單位視實際需要於預算額度內提供點心、水果或餐盒。

Article 2 In order to promote frugality, environmental protection, and appropriateness, meals are generally not provided at meetings or events. However, if the meeting is long enough to affect meal times, or if external experts, scholars, or guests are invited, or if the meeting is of a special nature, then each unit may provide snacks, fruits, or boxed meals within the budget.

第3條 報支金額標準：

Article 3 Reimbursement amount standards:

一、餐費：中餐、晚餐每人每餐上限 100 元；早餐上限 60 元。

1. Meals: The maximum per-person cost for lunch and dinner is NT\$100, and the maximum per-person cost for breakfast is NT\$60.

二、茶點：

2. Snacks:

3 小時以上會議或活動半日者：每人上限 20 元。

For meetings or events that last 3 hours, or a half-day event, the maximum per-person cost for snacks is NT\$20.

7 小時以上會議或活動一日者：每人上限 40 元。

For meetings or events that last 7 hours or more, or a full-day event, the maximum per-person cost for snacks is NT\$40.

三、校外專家學者、貴賓、訪視評鑑委員、本校陪同人員或其他特殊考量之需者，得經校長核准提高上述標準。

3. For external experts, scholars, guests, visiting evaluation committee members,

accompanying personnel of the school, or other special needs, the above standards may be increased with approval from the President.

四、會議或活動前主辦單位宜先行調查統計預計參加人數，決定訂購數量，避免浪費並擲節開支，核銷時人數計算以簽到表為準，參加人數無法事前預知者得依簽到表人數加計 10% 計算，報支超過簽到表加計 10% 人數者承辦單位需述明原因，經會議主席或活動主辦單位主管簽章。

4. Prior to the meeting or event, the organizing unit should conduct a preliminary survey to estimate the number of attendees and determine the quantity of orders to avoid waste and economize expenses. For reimbursement, the calculation of the number of participants will be based on the attendance sheet. If the number of participants cannot be predicted in advance, the number of participants can be calculated based on the sign-in sheet plus 10%. If the reimbursement amount exceeds the number of participants calculated based on the sign-in sheet plus 10%, the organizing unit must state the reason and obtain the signature/sealing of the chair of the meeting or the head of the organizing unit.

第 4 條 核銷文件：

請檢附統一發票或收據、簽到表及活動時程表或會議紀錄或足資證明會議活動參加人數起訖時間等證明文件。

Article 4 Required documentation for reimbursement:

Please attach a unified invoice or receipt, sign-in sheet, and event schedule or meeting minutes, or other sufficient documentation to verify the number of attendees and the start and end times of the meeting or event.

第 5 條 本標準經行政會議審議通過後，自公布日起實施，修正時亦同。

Article 5 This standard shall take effect from the date of announcement, following review and approval by the Administrative Meeting. The same applies for any amendments.