

國立中興大學法政學院「國際交流」經費補助申請表

Application Form for International Exchange Funding, College of Law and Politics, National Chung Hsing University

※活動完成後，請寄二張活動照片至 clp@nchu.edu.tw。

After the event, please send two activity photos to clp@nchu.edu.tw.

申請單位 Applying Unit		申請單位主管核章 /日期 Department Head Signature and Seal /Date	年 月 日
申請年度 Year of Application	_____年(如:108年)	系所務會議通過日期 (檢附會議紀錄) Date of Approval by Department Meeting (Please attach meeting minutes)	年 月 日
國際交流事項概述 (包含日期、參與者、活動內容) Overview of International Exchange Activities (Including dates, participants, and activity details)			
補助出差旅費，是否已先申請學校國際交流補助 Has an application for university international exchange travel funding already been submitted?	<input type="checkbox"/> 已申請，未獲通過。 Previously applied but not approved. (每年3/1、6/1、9/1、12/1前研發處學研網申請，研發處開會審議) (Applications through the Office of Research and Development's academic research network are due by March 1, June 1, September 1, and December 1; reviewed by the Office of Research and Development Committee)		
申請經費 Requested Funding	本次申請費用:_____元；本年度已申請經費:_____元。 Amount requested this time: NT\$; The total amount applied for this year is NT\$. (每年至多5萬元，每學期支用以不超過全年額度半數為原則) (Maximum NT\$50,000 per year, with each semester's expenses not to exceed half of the annual limit in principle)		

系所承辦人姓名 Staff Contact Person		主計系統授權代號 Accounting system authorization code	
審議結果 Review Result	<input type="checkbox"/> 同意補助 Approved <input type="checkbox"/> 不同意補助 Not Approved	院長核章/日期 Dean's Approval and Seal/Date	年 月 日
經費辦授權計畫代碼 及日期/院承辦人核章 Fund Authorization Code and Date/College Staff Approval and Seal	計畫代碼: Project code: 年 月 日	二張成果照片繳回日期 /院承辦人核章 Date of Photo Submission (Two Photos)/College Staff Approval and Seal	年 月 日

備註：經費應於12月底前核銷完畢，若未使用完畢則回歸院。

Note: All expenses must be settled and reimbursed by the end of December. Any unused funds shall be returned to the College.

※依據本院經費收入收支管理要點辦理。

By the College's Guidelines for Income and Expenditure Management.

每年至多補助各單位50,000元，辦理國際交流活動，包括外賓落地接待、出差拜訪姊妹院或締結MOU等（出差部分應優先申請學校國際交流補助，若未獲補助或補助不足者，則由本院支援），支用原則如下：①各系所及院辦每年不超過5萬元、總經費不超過25萬；②每學期支用以不超過全年額度半數為原則；③儘量以計劃性活動為原則，支用前請檢具系所務會議決議，並填具申請表單送交院辦；④支用內容以符合本校會計法規為原則。各單位若有特殊事項，可提送主管會議討論。

Each unit may receive up to NT\$50,000 annually for international exchange activities, including hosting international visitors, visiting sister colleges, or establishing MOUs (for travel expenses, university international exchange funding should be applied for first; the College will provide support if the application is unsuccessful or the funding is insufficient). The principles for fund usage are as follows:

1. Each department and the college office may receive up to NT\$50,000 annually, with total funding not exceeding NT\$250,000
2. Each semester's expenses should not exceed half of the annual limit in principle
3. Activities should be planned when possible. Please submit department meeting resolutions and completed application forms to the college office before fund usage

4. Expenditures must comply with the university's accounting regulations
Exceptional cases may be submitted to the executive meeting for discussion.