

國立高雄餐旅大學師生出席國際學術會議補助申請表

Application Form for the International Academic Conference Subsidy

申請日期 Application Date: 年(yy) 月(mm) 日(dd)

申請人姓名 Name 中文 Chinese : 英文 English : 申請人學號 Student ID :		單位(系所) Department :	
		聯絡電話 Phone Number : 手機 Cellphone Number :	
身份別 Status ☐ 教師 Faculty ☐ 碩士生 Master's Student ☐ 博士生 Doctoral Student		e-mail :	
會議名稱 Conference Name	中文 Chinese : 英文 English :		
會議時間 Conference Date	年(yy) 月(mm) 日(dd) 至 年(yy) 月(mm) 日(dd)	地點 Location : (國 Country、州 State、城市 City)	
會議主辦單位名稱 Conference Organizer	中文 Chinese : 英文 English :		
擬發表之論文名稱 Title of the presentation paper	中文 Chinese : 英文 English :		
費用說明 Expense (金額請以新台幣表示)	☐ 機票費 Airfare NTD\$_____元 ☐ 註冊費 Registration fee NTD\$_____元， 合計 Total NTD\$ _____元(*本欄請務必填寫)		
核定金額 Approved amount (fill in by IAO)	☐ 機票費 Airfare NTD\$_____元 ☐ 註冊費 Registration fee NTD\$_____元， 核定合計 Approved Total NTD\$ _____元 本補助最高補助額度為新臺幣一萬元，實際補助金額依核定金額實支實付。 The maximum subsidy amount is NT\$10,000, and the actual subsidy will be reimbursed based on the approved amount and actual expenses incurred.		
大會排定以口頭發表論文 Oral Presentation ☐ 是(Y) ☐ 否(N)		論文所屬領域 Field of the presentation paper :	
茲證明本申請案論文係在本校完成，論文共同作者同意本人於會中發表且未以同一論文向其他單位申請經費補助。I certify that this application paper was completed when I enroll at NKUT. The paper's co-authors have agreed to my presentation at the conference, and I have not applied for other grants from another organization.			
申請人簽名 Signature of applicant :		指導教授簽名 Signature of adviser :	
申請應附文件 Application Documents	1. 出國補助申請表。Application Form. 2. 會議時程表。Conference Schedule. 3. 論文口頭發表之接受函。Acceptance Letter for Oral Presentation. 如於提出申請時未能檢附，請註明補送。惟補送期限最遲應於會議日期前送達國		

Required	際事務處。 If it is not available at the time of application, please indicate that it will be submitted later. The supplementary document must be submitted no later than the date of the conference. 4. 擬發表之論文全文。 Full Paper for Presentation 5. 申請人未獲其他機關補助之證明或審查意見。 Proof or review comments confirming that the applicant has not received funding from any other institution.		
回國後核銷所需文件 Reimbursement Documents Required	1. 申請表核准正本。 Original approved application form. 2. 出國報告書(紙本與電子檔)及審核表(已審核)。 The report of going abroad (both hard copy and soft copy)、 review form (reviewed and approved). 3. 提交四筆 QS 推薦人名單。 Four QS nomination lists. 4. 登機證正本及電子機票。 Original boarding pass and electronic flight ticket. 5. 機票及註冊費收據。(如以信用卡支付，須附包含該筆交易之完整月份信用卡帳單)。 Receipts for airfare and registration fees. (If payment was made by credit card, a complete monthly credit card statement showing the transaction must be provided.) 6. 請假單或課表(若研究生出國期間無修課請提供課表證明)。 Leave application form or class schedule. (For graduate students who have no classes during the period of attending the international conference, a class schedule as proof must be provided.) 7. 如屬高教深耕補助經費，另須檢附領據(已簽名)及存摺封面影本。 For expenses funded by the Higher Education Sprout Project, a signed receipt and a copy of the cover of the applicant's bankbook must also be provided. 本人已確認須繳交以上文件，並於回國後一個月內完成繳交。若未能準時繳交，所衍生之後續事宜，本人願意自行承擔。 I hereby confirm that the above documents are required to be submitted and that all required documents will be submitted within one month after my return to Taiwan. If I fail to submit the documents within the specified period, I agree to take full responsibility for any resulting matters. 申請人簽名 Signature of applicant :		
申請人 Applicant	單位(系所)主管 Department	學院 College	研究發展處 Research and Development Office
國際事務處 International Affairs Office	高教深耕辦公室 Higher Education Sprout Project Office	主計室 Accounting Office	校長 President Office