

# National Kaohsiung University of Hospitality and Tourism International Academic Conference Subsidy Information

Adopted by Administrative Council on September 25, 2014

Adopted by Endowment Fund Management Commission on December 9, 2014

1. This International Academic Conference Subsidy Information is hereby adopted pursuant to the National College/University Endowment Fund Management and Supervision Rules for the purposes of encouraging the faculty members (including technical staff, together the “Faculty Members”) and students of National Kaohsiung University of Hospitality and Tourism (the “University”) to participate in international (including mainland China) academic events and in turn promote the academic standards and status of the University.
2. Only full-time Faculty Members and students (including undergraduate, graduate and Ph.D. students ; students in extended study period are excluded) of the University who attend an international academic conference with affiliation with the University may apply for subsidies for attending such conference and publishing paper.
3. Only those whose applications with the Ministry of Science and Technology or other agencies for subsidies have been rejected may apply for subsidies with the University. The amount of subsidies will be determined upon approval of the applications. The following expenses may be funded:
  - (1) Round-trip airfare: Round-trip economy airfare from Taiwan to the conference location with the most direct route will be funded. Applicants shall first pay for the airfare prior to the travel date.
  - (2) Conference registration fee.The expenses mentioned above shall be first paid by the applicants prior to the travel date. Each applicant shall receive no more than twenty thousand New Taiwan dollars (NT\$20,000) per application from the University and may be subsidized pursuant to this International Academic Conference Subsidy Information once every fiscal year. Receipts must be turned in for reimbursement within one (1) month after the applicants return from the conference.
4. In case of multi-authored papers, only one author will be subsidized for each paper.
5. Applicants shall submit the application form along with the relevant documents (as follows) to the International Affairs Office three (3) weeks before the conference takes place. The following document must be submitted to the President for approval :
  - (1) International Academic Conference Subsidy Application Form;
  - (2) Proof of rejection by other agencies;

- (3) Proof of paper being accepted for publication. If the letter of paper acceptance was not available at the time of application, please make a note and supplement the acceptance letter to the International Affairs Office no later than the commencement of the conference;
  - (4) Conference agenda, relevant information or schedule;
  - (5) Paper to be published; and
  - (6) Other supporting documents.
- 6. Upon returning from the conference, applicants shall turn in an experience report pursuant to the relevant rules and regulations of the Ministry of Education governing staff traveling abroad at public expense.
  - 7. Payments to be made pursuant to this International Academic Conference Subsidy Information shall be funded by the self-generated income under the endowment fund.
  - 8. This International Academic Conference Subsidy Information shall come into effect upon adoption by the Administrative Council and the Endowment Fund Management Commission and approval by the President. Subsequent amendments shall be subject to the same approval procedure.

# National Kaohsiung University of Hospitality and Tourism

## International Academic Conference Subsidy Application Form

☐ Teacher

☐ Student

Date : \_\_\_\_Y \_\_\_\_M \_\_\_\_D

2019.5

Applicant		Department		Job Title	
Departure Time	From ____Y ____M ____D to ____Y ____M ____D ( Total Days )				
Meeting Location	Country _____ City, State _____				
Meeting Name					
Description	Chinese : English :				
Estimated Fees	Project	Estimated Amount	※In accordance with NKUHT's International Academic Conference Subsidy Information, each applicant shall receive no more than twenty thousand New Taiwan dollars (NT\$20,000).		
	Transportation Fee				
	Registration Fee				
	Total				
Total Amount of Subsidy	_____ NTD				
Note	1、This application form is used for subsidy only. Please separately submit the "Faculty Members Travelling Abroad Application Form," "Faculty Members Traveling to Mainland China Application Form," or "Government Employees and People of Special Status Travelling to Mainland China Application Form" as required by the Personnel Office. 2、Applicants receiving subsidies pursuant hereto shall turn in all receipts for subsidy and one experience report within one month after returning from the conference. Those who have failed to do so upon notice may be suspended from future applications for a period of two years. 3、Applicants shall submit the following documents to the application processing unit at least three weeks before the travel date: (1)International Academic Conference Subsidy Application Form; (2)proof of rejection by other agencies; (3)letter of paper acceptance; (4)conference agenda; (5)paper to be published; and (6)other supporting documents.				

Applicant	Supervisor	Research and Development Office	International Affairs	Accounting Office	President

