**朝陽科技大學專案計畫人員(含學生)出差請示單**

**Chaoyang University of Technology (CYUT)**

**Application Form for Work Trip (Project Staff and Student)**

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| 出差人姓名Name of Applicant |  | 單位Department |  |
| 出差事由Purpose of Trip |  | 職稱Position |  |
| 地點Location(country and city) |  | 相關文件Required Documents | □ 簽呈Petition □ 公文Official letter □ 邀請文件Invitation/Acceptance letter □ 其他Others |
| 起訖日期Duration | 自\_\_\_\_年\_\_\_\_\_月\_\_\_日起至\_\_\_\_年\_\_\_\_\_月\_\_\_日止，共\_\_\_\_日From\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DD/MM/YY) to\_\_\_\_/\_\_\_\_\_/\_\_\_\_ (DD/MM/YY)，\_\_\_day(s) in total. |
| 搭乘交通工具Transportation | □ 汽車Car □ 火車Train (TRA) □ 公務派車Official Vehicle |
| □ 高鐵HRS. Please explain the reason:  |
| □ 飛機Airplane. Please explain the reason:  |
| 經費來源Funding Source |  | 學校經費School Budget（Account Code： ） |
|  | 教育部補助經費Subsidy from Ministry of Education | 計畫代號Project No. |  |
|  | 各項專案研究計畫補助經費Research Project funding |
|  | 推廣教育處Office of Continuing Education  |
|  | 國外行政管理費Overseas administrative fees (如:註冊費ex: Registration fee) |
|  | 其他Others:  |
| 預定日程及工作事項Daily itinerary |
| 日期Date | 預訂工作事項 Activity |
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| 申請人簽名Signature of Applicant | 計畫主持人/系主任/指導教授簽章Signature of Principal Investigator/Head of Department/Supervisor | 校長President |
|  |  | (申請國外行政管理費者需經機關首長核准，若無則免) |

備註：1.依據「中央政府各機關公務人員國內外出差旅費報支要點」規定，**因公出差均應事先辦理**。

2.計畫主持人務必善盡計畫工作督導管理之責，並請留意出差後**經費核銷作業應符合校內規定及各項辦法**，以免爾後發生問題，**如有任何違反情事，須自行負擔相關責任**。

Notes: 1. All work trips should be applied before the date of commencement of the trip.

2. The principal investigator has the responsibility for project supervision, and ensure that all purchases or expenses can be verified in accordance to the school standards and other legal requirements. In the event of any act violation, the principal investigator shall bear responsibility.