

高雄醫學大學教職員工國內差旅費標準

Domestic Travel Subsidy Standards for Faculty and Staff

- 85.03.14 八十四學年度行政會議第七次會議修正通過
1996.03.14 Revised and passed in the 7th Administrative Meeting of the 84th academic year
- 85.04.10 八十四學年度法規會第九次會議修正通過
1996.04.10 Revised and passed in the 9th Meeting of Legal Affairs Committee of the 84th academic year
- 85.04.19(85)高醫法字第 031 號函頒布並自 85.05.01 起實施
1996.04.19 Promulgated in the (85)GaoYiFaZi No. 031 Letter and implemented on May 1, 1996
- 89.01.27 八十八學年度第六次院務、醫務、事務聯席會議
2000.01.27 Passed in the 6th Joint Conference of College Affairs, Medical Affairs, and General Affairs of the 88 academic year
- 89.05.04 八十八學年度第十次法規會通過
2000.05.04 Passed in the 10th Meeting of Legal Affairs Committee of the 88th academic year
- 89.06.08 八十八學年度第十一次行政會議通過
2000.06.08 Passed in the 11th Administrative Meeting of the 88th academic year
- 89.07.10(八九)高醫校法(一)字第 018 號函頒布,並自 89.08.01 起實施
2000.07.10 Promulgated in the (89)GaoYiXiaoFa(I)Zi No. 018 Letter and implemented on August 1, 2000
- 91.08.29 九十一學年度第一次行政會議修正通過
2002.08.29 Revised and passed in the 1st Administrative Meeting of the 91st academic year
- 91.10.02 高醫人字第 2036 號函頒布
2002.10.02 Promulgated in the GaoYiRenZi No. 2036 Letter
- 96.04.12 九十五學年度第 3 次校務暨第 9 次行政聯席會議通過
2007.04.12 Passed in the 3rd University Council and 9th Administrative Joint Meeting of the 95th academic year
- 96.04.24 高醫人字第 0960003516 號函公布
2007.04.24 Announced in the GaoYiRenZi No. 0960003516 Letter
- 101.10.18 一〇一學年度第三次行政會議
2012.10.18 Passed in the 3rd Administrative Meeting of the 101st academic year
- 101.11.08 高醫人字第 1011103134 號函公布
2012.11.08 Announced in the GaoYiRenZi No. 1011103134 Letter
- 102.09.12 102 學年度第 1 次行政會議通過
2013.09.12 Passed in the 1st Administrative Meeting of the 102nd academic year
- 102.10.30 高醫人字第 1021103351 號函公布
2013.10.30 Announced in the GaoYiRenZi No. 1021103351 Letter
- 104.11.27 104 學年度第 4 次行政會議通過
2015.11.27 Passed in the 4th Administrative Meeting of the 104th academic year
- 104.12.18 高醫人字第 1041104159 號函公布
2015.12.18 Announced in the GaoYiRenZi No. 1041104159 Letter

第一條 膳雜費及住宿費部分：依照附表標準核支。

Article 1 Meal and miscellaneous fees and accommodation expenses: shall be handled in accordance with the standards specified in the annex.

第二條 交通費部分：

Article 2 Transportation expenses:

一、 出差一天者：採兩者擇一申請者，方式如下：

1. One-day business trip: Choose one of the two subsidy methods as follows:

(一)交通費以鐵路自強號車費標準申請者，得申請住宿費。

(1) Those who apply for transportation subsidy based on the fare standard of Tze-Chiang Limited Express may apply for accommodation subsidy.

(二)交通費以機票或高鐵車票申請者，不得申請住宿費。

(2) Those who apply for transportation subsidies based on the fare standard of air tickets or high-speed rail tickets are not allowed to apply for accommodation subsidies.

二、以機票或高鐵車票申請者，其核報以經濟艙或標準廂票面金額核銷，本校校長、副校長得以商務艙或商務廂報支，並均應檢附票根或購票證明文件，搭乘飛機者並須檢附登機證明，核實報支。

2. For those who apply for the subsidy for air tickets or high-speed rail tickets, the application shall be based on the face value of economy class or standard class tickets. The President and Senior Vice Presidents may apply for the subsidy for business class fares, and they shall attach the ticket stub or proof of ticket purchase. Those taking the flight shall submit proof of boarding to verify the relevant fees.

三、往返交通站及出差地點，交通費補助規定：

3. Regulations on transportation subsidies for round-trip transportation and business trips:

(一) 大眾交通費：出差盡量搭乘大眾交通工具，以節省差旅費成本。

(1) Public transportation expenses: Please use public transportation for business trips to save travel costs.

(二) 駕駛自用汽(機)車：其交通費得按同路段公民營客運漚最高等級之票價報支，並得核實補助由住家(學校)至交通站之停車費(檢據請註明統一編號)，惟不得另行報支油料、過路(橋)等費用；如發生事故，亦不得以公款支付修理費用及對第三者之損害賠償。

(2) Self-use automobile (motor) vehicle: The transportation fee shall be subsidized according to the fare of the highest grade public passenger vehicle on the same route, and the parking fees from home (KMU) to the transportation station shall be verified and subsidized (please note the Tax ID number). No additional subsidies for fuel, toll (bridge) fees, etc; in the event of an accident, public funds shall not be used to pay for repair costs and damages to third parties.

(三) 計程車費：往返交通站及出差地點，乘坐計程車資檢據核實補助，多位出差者於同一時間同一地點出差，如無特殊理由，請盡量搭乘同一輛計程車，每次出差申報計程車費以不超過新台幣 500 元為限，超過一律以 500 元為總額申報。

(3) Taxi fare: Taxi fare shall be verified and subsidized. Travelers traveling at the same place at the same time are requested to take the same taxi if there is no special reason. The taxi fare claimed for each business trip is limited to NT\$500, and any amount exceeding NT\$500 will be reimbursed as NT\$500.

(四) 報名費、學費：依簽核辦理。

(4) Registration and tuition fees: shall be processed in accordance with the approval and reimbursement procedures.

第三條 Article 3 出差如因特殊情況無法取得住宿憑證者，得專案申請，由會計室審核辦理。

For business trips without obtaining accommodation vouchers due to special circumstances, a special application may be submitted for review and processing by the Office of Accounting.

第四條 Article 4 台南、屏東地區出差當日往返者，交通費核實列報，膳雜費按附表標準五折列報。

For business trips to and from Tainan and Pingtung on the same day, transportation expenses shall be subsidized on an actual basis, and meal and miscellaneous expenses shall be subsidized at a 50% discount according to the standards specified in the annex.

第五條 Article 5 至高雄市接洽公務或開會，交通費按實核支。Transportation expenses for official business or meetings in Kaohsiung City shall be reimbursed based on actual expenses.

第六條 Article 6 「出差單」及「出差旅費報告單」之出差日數由人事室依實際出差日期、開會（活動）時間及奉核之公假申請記錄審核。

The number of business trip days on the "Business Trip Form" and "Travel Expense Report Form" shall be determined by the Human Resources Office based on the actual travel date, meeting (activity) time, and the approved application record of the official leave.

第七條 Article 7 本校附屬機構視實際需要另訂定其職員工差旅費標準，本校專題（案）計畫之主持人及研究助理差旅費標準得比照辦理，經費以計畫支付為原則。若計畫另有規定者則依其規定辦理。The affiliated institutions of KMU may set their travel expenses standards for employees based on actual needs. The travel expenses reimbursement of the principal investigators and research assistants may be handled accordingly, and the expenses shall be paid for by the project funds. If the project has specific regulations, they shall be followed accordingly.

第八條 本標準經行政會議審議通過，陳請校長核定後，自公布日起施行，修正時亦同。

Article 8

After being reviewed and approved by the Administrative Meeting and the President, the Standards shall be implemented from the date of announcement, and the same applies to amendments.

附表
Annex

職別 Position title	每日膳雜及住宿費 Daily meal and miscellaneous fees and accommodation expenses			備註 Remarks
	膳雜費 Meal and miscellaneous fees	住宿費 Accommodation expenses	合計 Total	
教授 Professor	400	2,400	2,800	<p>1. 單位：新台幣。Unit: NT\$.</p> <p>2. 住宿費以取得旅館業者書有本校抬頭之統一發票或收據核支，但其金額不得超過附表標準。Accommodation fees shall be reimbursed by obtaining a uniform invoice or receipt from the hotel operator with the name of KMU. Still, the amount shall not exceed the standards specified in the annex.</p> <p>3. 出差地點距離本校所在地六十公里以上，且有在出差地區住宿事實者，得在附表所列各該職務等級規定標準數額內，檢據核實列報住宿費；出差地點距離本校所在地未達六十公里，因業務需要，事前經核准，且有在出差地區住宿事實者，始可報支住宿費，主辦單位提供免費住宿者，不得報支住宿費。</p> <p>If the destination of the business trip is more than 60 kilometers away from KMU, and there is a fact of accommodation in the place of the business trip, the accommodation fee may be subsidized within the standard amount for each job level listed in</p>
副教授、助理教授、講師 Associate professor, assistant professor, lecturer	400	2,300	2,700	
室主任、秘書、專員、高級組員、技正 Director, secretary, executive officer, senior officer and technical specialist	400	2,200	2,600	
助教、輔導員、技士、組長、中級組員、中級技佐 Teaching assistant, counselor, senior technician, head, junior officer, technician	400	2,100	2,500	

職別 Position title	每日膳雜及住宿費 Daily meal and miscellaneous fees and accommodation expenses			備註 Remarks
	膳雜費 Meal and miscellaneous fees	住宿費 Accommodation expenses	合計 Total	
初級組員、辦事員、 初級技佐、雇員、警衛、 司機、技工、工友 Senior clerk, clerk, junior technician, contract employee, security guard, driver, technical worker, and janitor	400	2,000	2,400	<p>the annex upon verification. If the destination of the business trip is less than 60 kilometers away from KMU, only those who have been approved in advance due to business needs and have the facts of accommodation in the place of the business trip can claim accommodation fees. Those who are provided by the organizer with free accommodation are not allowed to claim accommodation fees.</p> <p>4. 本校專題（案）計畫之主持人得依教師職別標準辦理，研究助理得依辦事員標準辦理。</p> <p>The principal investigators of KMU's projects may claim expenses according to the standards for academic positions, and the research assistants may process them according to the standards for clerks.</p>