

高雄醫學大學教職員工國外出差實施要點

Implementation Guidelines for Overseas Business Trips of Faculty and Staff

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第一條 Article 1

本校教職員工因公赴國外出差，除法令另有規定外，依本要點辦理。

Unless otherwise stipulated by laws and regulations, all faculty and staff of KMU who travel abroad for business purposes shall follow the Implementation Guidelines for Overseas Business Trips of Faculty and Staff (hereinafter referred to as "the Guidelines").

第二條 Article 2

本要點所稱國外出差係指奉派或專案簽准前往國外進行參訪、觀摩或學術交流等事宜。

The term "overseas business trip" refers to the assignment or special permit to visit, observe, or engage in academic exchanges abroad.

第三條 Article 3

教職員工因公赴國外出差，應經校長核定，出國時應依核定之國家或地點及期限辦理。非經事先報准，不得中途赴其他國家或地區參訪或觀摩。

Faculty and staff traveling abroad for business purposes shall be approved by the President. When traveling abroad, they shall visit the designated countries or locations, and return before the specified deadlines. Without prior approval, it is not allowed to visit or observe other countries or regions midway.

第四條 Article 4

奉派或簽准出國人員應於出國前依規定請假，並於返校一個月內提出報告書及依規定申請差旅費。

Those who are sent or approved to go abroad shall ask for leave before going abroad in accordance with regulations, submit a report, and apply for subsidies in accordance with regulations within one month after returning to KMU.

第五條 Article 5

教職員工國外出差旅費標準：

Standards for overseas travel subsidies for faculty and staff:

(一) 機票費及國內交通費：校長、副校長補助往返商務艙機票，其餘補助經濟艙票價。國內交通費比照本校教師職員工國內出差旅費標準補助，檢據核銷。

(1) Airfares and domestic transportation expenses: The President and Senior Vice Presidents are subsidized with round-trip business class airfares, while the rest are subsidized with economy class airfares. The domestic

transportation expenses shall be verified and reimbursed according to the domestic travel subsidies for faculty and staff of KMU.

(二) 生活費：

(2) Living expenses:

1. 比照「中央政府各機關派赴國外各地區出差人員生活費日支標準」(以下簡稱日支數額表)規定辦理，依簽准日期核支。如有延遲出國或提早回國者，依實際出差日數核支。

The living expenses shall refer to the Daily Living Expenses Standards for Personnel Dispatched by Agencies of the Central Government to Various Regions Abroad (hereinafter referred to as the "Daily Expenses Standards"), and the expenses shall be calculated based on the approved duration. If there is a delay in going abroad or returning home early, the expenses will be calculated based on the actual number of days of the business trip.

2. 出國期間在 15 日以內者按日支數額表全額支給，但有供膳宿、供宿不供膳、供膳不供宿情形者，分別按原支數之一折、四折、七折支給。

For those who travel abroad for less than 15 days, the full amount will be paid according to the Daily Expenses Standards. However, for those who are provided with meals and accommodation, those who are provided with accommodation but no meals, and those who are provided with meals but no accommodation, only 10%, 40%, or 70% of the original amount will be paid respectively.

3. 出國期間逾 15 日但未滿 2 個月者按日支數額表五折支給，但有供膳宿、供宿不供膳、供膳不供宿情形者，分別按原支數之二折、四折、七折支給。

For those who have been abroad for more than 15 days but less than 2 months, 50% of the amount will be paid according to the Daily Expenses Standards. However, for those who are provided with meals and accommodation, those who are provided with accommodation but no meals, and those who are provided with meals but no accommodation, only 20%, 40%, or 70% of the original amount will be paid respectively.

4. 出國期間逾 2 個月者，生活費補助按本校「教職員因公派赴國外進修、訓練、研習補助標準」辦理。

For those who have been abroad for more than 2 months, the living allowance will be processed according to the "Subsidy Standards for Faculty and Staff Sent Abroad for Further Education, Training, and Study" of KMU.

5. 第二、三款所稱之供宿包含住宿免費宿舍、過境旅館、在交通工具歇夜及返國當日在內。

The accommodation referred to in Subparagraphs 2 and 3 includes free accommodation in dormitories, transit hotels, overnight stays in transportation and the day of return to Taiwan.

6. 其餘未規定事項，依簽核辦理，檢據核銷。

Other matters not specified shall be processed according to the approval procedure with receipts for reimbursement.

第六條
Article 6

本校附屬機構相關辦法應比照本要點另訂之。

The relevant regulations for affiliated institutions of KMU shall be formulated separately in accordance with the Guidelines.

第七條
Article 7

本要點經行政會議及董事會審議通過，由校長公布並自公布日起實施，修正時亦同。

After being reviewed and approved by the Administrative Meeting and the Board of Directors, and announced by the President, the Guidelines shall be implemented from the date of announcement. The same applies to amendments.