

# 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

91.11.14 九十一學年度第四次行政會議  
2002.11.14 Passed in the 4th Administrative Meeting of the 91st academic year  
92.01.17 董事會第十四屆第四次常會  
2003.01.17 Passed in the 4th Regular Session of the 14th Board of Directors  
92.02.06 高醫校法字第 0920100003 號函公布  
2003.02.06 Announced in the GaoYiXiaoFaZi No. 0920100003 Letter  
96.10.25 九十六學年度第 1 次校務暨第 3 次行政聯席會議  
2007.10.25 Passed in the 1st University Council and 3rd Administrative Joint Meeting of the 96th academic year  
96.11.08 第十五屆第十四次董事會會議  
2007.11.08 Passed in the 14th Session of the 15th Board of Directors  
96.12.04 高醫人字第 0961100414 號函公布  
2007.12.04 Announced in the GaoYiRenZi No. 0961100414 Letter  
102.09.12.102 學年度第 1 次行政會議  
2013.09.12 Passed in the 1st Administrative Meeting of the 102nd academic year  
102.10.28 第十七屆第八次董事會會議  
2013.10.28 Passed in the 8th Session of the 17th Board of Directors  
102.11.01 高醫人字第 1021103459 號函公布  
2013.11.01 Announced in the GaoYiRenZi No. 1021103459 Letter  
112.07.13 111 學年度第 11 次行政會議通過  
2023.07.13 Passed in the 11th Administrative Meeting of the 111th academic year  
113.06.06 第 19 屆第 53 次董事會議審議通過  
2024.06.06 Passed in the 53rd Regular Session of the 19th Board of Directors  
113.07.04 高醫人字第 1131102433 號函公布  
2024.07.04 Announced in the GaoYiRenZi No. 1131102433 Letter

### 一、 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").

### 二、 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.

### 三、 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.

### 四、 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.

### 五、 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職員工國內出差旅費支給標準補助，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數額表」（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，生活費補助按中央各機關(含事業機構)派赴國外進修、研究、實習人員補助項目及數額表之月支生活費數額辦理。

For individuals who are abroad for more than two months, the living allowance will be processed according to the monthly living expense amounts specified in the subsidy items and amounts table for personnel sent

abroad for further studies, research, or internships by various central government agencies (including business institutions).

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.

六、  
Article 6

本要點經行政會議及董事會議審議通過後，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, the Guidelines shall be implemented from the date of announcement. The same applies to amendments.