

高雄醫學大學教職員工國內差旅費支給標準

Standards for Reimbursement of Domestic Travel Expenses 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(1)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
113.05.09 112 學年度第 10 次行政會議通過
2024.05.09 Passed in the 10th Administrative Meeting of the 112th 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 53th Meeting of the 19th Board of Directors
113.07.03 高醫人字第 1131102417 號函公布
2024.07.03 Announced in the GaoYiRenZi No. 1131102417 Letter

第 1 條 本校為使教職員工國內出差旅費支付有所依據，特訂定本標準。

Article 1 These standards are established by the university to provide a basis for the reimbursement of domestic travel expenses for faculty and staff.

第 2 條 膳雜費：

一、依出差公假日數每日核支一次膳雜費新臺幣四百元。

二、台南、屏東地區出差當日往返者，以五折列報；高雄市出差者，不予核支。

Article 2 Meal Allowance:

1. A daily meal allowance of NT\$400 will be provided for each day of official business travel.

2. For same-day round trips to Tainan or Pingtung, only 50% of the meal allowance will be reimbursed. No meal allowance will be provided for travel within Kaohsiung City.

第 3 條 住宿費及交通費：

一、住宿費：凡出差有住宿者，以取得旅館業者或旅行社業者書有本校抬頭之統一發票或收據核支；每日金額以新臺幣二千四百元為上限。

(一)出差一日者，採兩者擇一申請，方式如下：

- 1.交通費以鐵路自強號車費標準申請者，得申請住宿費。
- 2.交通費以機票或高鐵車票申請者，不得申請住宿費用。

(二)出差二日以上或因業務需要，經事前核准，且有在出差地區住宿事實者，始可報支住宿費。

(三)主辦單位提供免費住宿者，不得報支住宿費。

(四)出差如因特殊情況無法取得住宿憑證者，得專案申請，依核銷程序辦理。

二、交通費：

(一)以機票或高鐵車票申請者，其核報以經濟艙或標準車廂、商務車廂敬老票票面金額核銷，本校校長、副校長得以商務艙或商務車廂報支，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。

(二)往返交通站及出差地點補助規定：

- 1.大眾交通費：出差盡量搭乘大眾交通工具，並核實報支。
- 2.駕駛自用汽(機)車交通費：得按同路段公民營客運汽車最高等級之票價報支，並得核實報支至交通站或出差地點之停車費，每次出差以新台幣四百元為上限，檢據請註明統一編號。但不得另行報支油料、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。
- 3.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臺幣五百元為限，超過一律以新臺幣五百元為總額申報。

(三)於高雄市出差者，交通費按實核支，惟每次出差往返補助上限為新臺幣五百元。

Article 3 Accommodation and Transportation Expenses:

1. Accommodation Expenses: For business trips requiring an overnight stay, reimbursement will be based on official invoices or receipts issued by the hotel or travel agency with the university's name. The maximum reimbursement is NT\$2,400 per night.

(1) For single-day business trips, reimbursement options are as follows:

(a) If transportation expenses are claimed based on Tze-Chiang Limited Express train fare, accommodation expenses may also be claimed.

(b) If transportation expenses are claimed based on airfare or high-speed rail tickets, accommodation expenses cannot be claimed.

- (2) For trips exceeding one day or requiring an overnight stay due to business needs, prior approval and actual stay documentation are required for reimbursement.
- (3) If free accommodation is provided by the organizer, accommodation expenses cannot be reimbursed.
- (4) In special circumstances where accommodation receipts cannot be obtained, a special approval process must be followed for reimbursement.

2. Transportation Expenses:

- (1) Airfare or high-speed rail fare reimbursement will be based on the fare for economy class, standard carriages, or senior tickets in business class. The university president and vice president may claim business class fares. Ticket stubs or proof of purchase must be submitted, along with boarding passes for flights.
- (2) Transportation between stations and travel destinations:
 - (a) Public Transportation: Reimbursement will be based on actual expenses incurred using public transportation.
 - (b) Private Vehicle Usage: Reimbursement will be based on the highest fare of public/private bus services for the same route, with a parking fee cap of NT\$400 per trip. Receipts must include the tax ID number. Fuel, toll fees, and repair costs (including third-party damage claims) will not be reimbursed.
 - (c) Taxi Fares: Taxi fares between stations and the destination will be reimbursed based on actual receipts. If multiple faculty/staff members travel together to the same destination at the same time, sharing a taxi is recommended unless special reasons apply. The reimbursement cap for taxi fares is NT\$500 per trip. Any excess will be reimbursed up to NT\$500 only.
- (3) For travel within Kaohsiung City: Transportation expenses will be reimbursed based on actual expenses incurred, with a maximum reimbursement cap of NT\$500 per trip.

第 4 條 報名費、學費：依簽核辦理，但不包含年費、會員會費等。

Article 4 Registration Fees and Tuition: Reimbursement is subject to approval but does not include annual fees, membership fees, or similar charges.

第 5 條 「出差單」及「出差旅費報告單」之出差日數由人力資源室依實際出差日期、開會（活動）時間及奉核之公假申請紀錄審核；核銷憑證及金額由會計室審核。

Article 5 The number of travel days stated in the "Travel Request Form" and "Travel Expense Report" will be verified by the Human Resources Office based on the actual travel dates, meeting (activity) schedule, and approved business leave

records. Reimbursement documents and amounts will be verified by the Accounting Office.

第 6 條 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，依其規定辦理。

Article 6 The travel expense standards for project principal investigators (PIs) and research assistants under the university's research projects may follow these standards, with expenses generally covered by the project budget unless otherwise specified by the project regulations.

第 7 條 本標準經行政會議、董事會議審議通過後，自公布日起實施，修正時亦同。

Article 7 These standards shall be implemented upon approval by the Administrative Meeting and the Board of Directors. The same procedure applies to any amendments.

