

National Yunlin University of Science and Technology Guidelines for Faculty and Staff on Business Trips

Revised and approved at the 3rd Administrative Meeting of the 2014 academic year on November 25, 2014.

1. In order to implement the management of business trips for faculty and staff of the National Yunlin University of Science and Technology (hereinafter referred to as YunTech), these guidelines have been established in addition to the "Domestic Travel Expense Reimbursement Guidelines" and "Overseas Travel Expense Reimbursement Guidelines".
2. Business trips for YunTech faculty and staff refer to assignments or approved tasks that are considered official duties.
3. When YunTech faculty and staff apply for a business trip, they should submit an application in advance detailing the purpose of the trip (name of the meeting to be attended or specific content of the trip), date, location, mode of transportation, source of funds, and planned itinerary, along with relevant documents or signed approvals. Unless under special circumstances, the traveler should not make unauthorized changes to the duration, itinerary, or route of the trip.
4. Supervisors of each unit should review the request or application for business trips based on the nature of the official duties, factual needs, and whether it affects official duties or teaching. The Personnel Office, Accounting Office, business units, and the individuals involved should handle applications for business trips or travel expenses in accordance with the "Responsibility Division Table for the Execution of Employee Benefits Budget in Various Agencies".
5. Travelers should plan their itinerary based on the distance and time required to complete the task, apply for business trips as necessary, and use convenient transportation to shorten the trip as much as possible. Applications for domestic business trips (leave) should be processed according to the following guidelines:
 - (1) Business trips should be round trips on the same day as a principle, and transportation expenses should be reimbursed according to the "Domestic Travel Expense Reimbursement Guidelines".
 - (2) For those who travel for two consecutive days (or more) and return daily to places where accommodation is available, transportation expenses should be reimbursed with supporting documents.
 - (3) For business trips to Kaohsiung (inclusive) and south, or Hsinchu (inclusive) and north: If traveling by train or public/private bus, and the event starts in the afternoon, one may depart in the morning of the same day. If the event starts in the morning, one may depart in the afternoon of the previous day. One should return on

the day the event ends; however, if the event ends in the afternoon, one may take the high-speed rail back. If there are special reasons, one may apply for an exception to the above regulations.

(4) For business trips to Yilan, Hualien and Taitung areas, and offshore islands:

1. If traveling by train or public/private bus, one may depart one day before the event starts and return the day after the event ends.

2. If transferring to an airplane or high-speed rail, one may depart half a day before the event starts and return half a day after the event ends.

(5) If the destination is a remote area and it is impossible to return on the same day, one may apply for an additional one or half day trip.

(6) If the destination is within Yunlin County but outside Douliu City, half of the miscellaneous expenses will be reimbursed.

(7) If one travels to Douliu City to handle official duties during office hours, one should register as an official trip. If one applies for a business trip, no miscellaneous expenses will be paid.

6. Faculty members who travel to collect research and teaching materials, or to seek cooperative education projects, can register as official leave and will not be paid additional travel expenses. However, if they go to handle commissioned or cooperative education projects, they can apply for a business trip according to the regulations of the respective institutions.

7. YunTech faculty and staff who are assigned to participate in training or instructional activities such as study meetings, symposiums, seminars, review meetings, observation meetings, and briefings, should register as official leave. The round-trip transportation and accommodation expenses should be processed according to the "Regulations on the Reimbursement of Expenses for Staff Participation in Various Training or Instructional Activities".

8. Travelers should verify and report their travel expenses accurately, and should not underreport or overreport. They should also use convenient transportation to shorten the trip as much as possible. Those who have been provided with accommodation, transportation, or equivalent subsidies by external entities should not claim these expenses.

9. YunTech faculty and staff should not apply for business trips or official leave at YunTech during their paid or unpaid leave, except for the execution of projects or special needs with special approvals.

10. Technicians and maintenance workers' business trips are managed by the Office of General Affairs in accordance with these guidelines and other legal provisions. Due to the special nature of the work of drivers, their business trip matters are separately established by the Office of General Affairs.

11. Matters not covered in these guidelines shall be managed in accordance with other relevant laws and regulations.

12. These guidelines shall be implemented after being approved at the Administrative Meeting and submitted to the President for approval. The same applies to amendments.