**南臺科技大學 高等教育深耕計畫**

**《請雙面列印》**

紙本條碼黏貼處

**教師指導學生實務專題 參與國內競賽/頒獎典禮 差旅費補助申請表**

申請參加 □競賽 □頒獎典禮 □其他：\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 申請單位 | | | |  | | | | | | | | | | | 申請教師簽章 | | | | | | | (簽章) | | | | | | | | | | | | 聯絡電話/分機 | | | | | | | | | | | |  | | | | | | | | | |
| 競賽名稱 | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 作品(隊伍)名稱 | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 活動縣市/地點 | | | | | | |  | | | | | | | | | | | | | | | 活動日期 | | |  | | | | | | | | | | | | | | | | | 報到時間 | | | | | | | |  | | | | | |
| 檢附文件 | | | | | | | □比賽簡章 □入圍通知 □得獎通知 □其他： (至少需檢附一項) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主辦單位已補助項目 | | | | | | | □交通費 □住宿費 □未提供任何補助 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請公差 / 參賽人員 | 指導教師 | | | | | | | | | | | 學生 (聯絡電話填1位代表即可，用於活動細節有疑問時聯繫使用) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | | | | | | | | | 班級 | | | | | | | | | | 姓名 | | | | | | | | 學號 | | | | | | | | | | | | | | | | | 聯絡電話 | | | | | | | | |
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| 申請差旅費補助期程及項目 | | | | | | | | | | | | | | | | | | | | | | | | 擬補助項目(本欄由教務處課教組填寫) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請補助期程 | | 自民國 | | |  | | | | 年 |  | | | | 月 | |  | | 日 |  | | | 午起 | | 自民國 | | | |  | | | | | 年 | |  | | | | 月 | | | |  | | 日 | | |  | | | | 午起 | | | |
| 至 |  | | | 月 | |  | | | 日 | |  | | | | 午/晚上止共 | | | |  | | 日 | 至 | |  | | | 月 | | |  | | | | | 日 |  | | 午/晚上止共 | | | | | | | | | | |  | | | 日 | |
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| 申請補助人數 | | 教師： 人 學生： 人  (參賽每隊限1師4生，額外需求請附大會規定) | | | | | | | | | | | | | | | | | | | | | | 教師： 人 學生： 人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請**其他**補助項目 | 其他申請補助項目：□作品運費 □租車費  申請補助說明： | | | | | | | | | | | | | | | | | | | | | | | 擬補助說明： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ※多隊共同租用遊覽車者，僅需列出4位學生作為代表，再另以附件方式呈現各隊成員資訊即可 | | | | | | | | | | | | | | | | | | | | | | | **課教組** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **系主任** | **院長** | **教務處** | **人事室(教師出差請加會)** |
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| **會計室** | **主任秘書** | **學術副校長** | **校長(或授權人)** |
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※本表完成流程後，申請教師請務必**留存備份**(掃描/影印/拍照)，以利後續作為佐證之用。  
※本表僅用於申請差旅費，請師生仍須**依校內規定至系統辦理**差假申請。 1090814版

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|  | | | | | | 南臺學校財團法人南臺科技大學出差旅費報告表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | 年 | |  | | | 月 | | |  | | 日 |
| 出差起訖日期：自民國 | | | |  | | | 年 | |  | 月 | |  | | | 日 | |  | | 午起至 | | | |  | | | 年 | |  | | 月 | |  | | | 日 | |  | | 午/晚上止共 | | | | | | | |  | | | | 日 | | | |
| 出差地點： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 班級 | | | 姓名 | | | | | | | | | | 交通費 | | | | | | | | | 住宿費 | | | | | | | | | | | 雜費 | | | | | | | | | | 合計 | | | | | | | | | | | |
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| 備註： | | | | | | | | 合計 | | | | |  | | |  | |  | |  | |  | | |  | |  | |  | | | |  | | |  | |  | |  | | |  | | | | |  | |  | | |  | |
| 上列出差旅費合計新台幣（大寫） 萬 仟 佰 拾 元整撥由 老師領款，領款人：  （簽章） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 製表人 |  | 單位主管 | | |  | | | | | | 主計審核 | | |  | | | | | | | 主任秘書 | | |  | | | | | | | 副校長 | | |  | | | | | | | | 校長(或授權人) | | |  | | | | | | | | | |

**申請說明：**

1. 差旅費補助標準請依會計室公告之最新版本「南臺科技大學國內出差旅費報支要點」為準。
2. 原臺南市區、永康區、新市區、歸仁區、仁德區，一律不給予差旅費。
3. 不補助計程車費、停車費。
4. 其他可申請項目包含作品運費或多隊共同租用遊覽車參賽之租車費，請於申請時提出說明；惟註冊費、報名費非差旅費補助之項目，請勿申請。
5. 本申請流程務必於**活動日期前完成**，教師及學生之公差假申請另依校內規定至各系統辦理(指導教師請點選申請教師)。活動結束後請於2週內完成差旅費報支流程。
6. 差旅人數之申請請依校內規定，競賽每隊以1師4生為原則，頒獎典禮每隊以2生為限、且不補助指導教師；如有額外需求，請檢附主辦單位規定之相關資料。
7. 學生參賽及活動地點及期程，為彰化縣(含)以北地區及南投縣，且符合前一日下午半天假差旅，**並經簽准者**，得申請當日去程搭高鐵自由座，回程依規定補助莒光號。
8. 原則上補助以會影響名次或晉級的初賽、複賽、決賽等相關賽事為主；其他競賽相關活動，如：領隊會議、工作坊、講座等，則由教務處視經費額度及必要性，建議補助人數及項目。

**【學生差旅費申請與經費核撥流程說明】**

**活動前－出發前完成申請流程**

1. 填妥本表單(正面) + 競賽相關附件→送出流程→完成流程後會回到申請教師手上，請**務必留存備份**(掃描/影印/拍照)

※教師及學生之公差假申請另依校內規定至各系統辦理(指導教師請點選申請教師)

1. 如因參與學生人數眾多，需共同租用遊覽車前往者，請於活動期程**前**送出**旅運費動支單**，並於單位主管簽核後加會教務處課教組

**活動中－妥善保存憑證**

1. 請妥善留存相關單據憑證，如：車票、住宿費憑證(發票或收據)

**活動後－2週內完成差旅報支及撥款**

1. 本表單(背面) + 相關單據憑證→送出流程→完成流程後會回到申請教師手上
2. 請申請教師依會計室核撥之金額，至撥款系統進行撥款，完成填表後，將撥款清冊印出紙本附於本表單之後→送回會計室→靜待撥項撥入申請教師帳戶