

# National Cheng Kung University Supplementary Directions for Business Trips Taken By Faculty and Staff Members

Approved in the 292nd supervisory meeting on Dec. 4, 1991  
Amended and approved in the 697th supervisory meeting on Nov. 17, 2010  
Amended and approved in the 772nd supervisory meeting on Nov. 05, 2014

- Article 1 These directions are stipulated by National Cheng Kung University (hereinafter “the University”) for the management of general and event-based business trips of its faculty and staff members (hereinafter “employees”) and serve as a supplement to the Employment Leave Regulations for Teachers, Civil Service Leave Regulations, and Directions of the Domestic Travel Allowance Disbursement
- Article 2 On a general business trip, the employees shall execute their job responsibilities as assigned. On event-based business leave, the employees shall participate in activities relevant to their job responsibilities as assigned.
- Article 3 Supervisors of all units shall carefully review each business trip assignment and application with regards to factors including the purpose of the business trip, need for the trip under actual circumstances, and whether the trip will affect the execution of the employee’s job responsibilities or teaching. If any doubt arises as to the application of a business trip or business trip allowance, the Personnel Office and Accounting Office may review the applications.
- Article 4 Any application for a business trip from the employees shall be provided along with the purpose (name of conference to be attended or the content of the business trip) and the location (county, city, and name of agency or school) in detail and be made in advance.
- Article 5 For employees on business trips to the following places, please refer to the corresponding rules for leave and relevant applications:
- (1) Old Tainan City (excluding Annan District): Apply for leave under business errands or event-based business trips.
  - (2) Places within a short distance including Guiren District, Rende District, Yongkang District, and Annan District in Tainan City: The employee should apply for leave under business errands if he or she is out on business in a car provided by the University and within working hours; he or she should apply for leave under general business trips and reimbursements for half of the expenses with the supervisor’s approval if on business without a car provided by the University or outside of working hours.
  - (3) Others: Apply for leave under general business trips and reimbursements for all expenses.
- Article 6 The employees shall report the actual length of travel and time used on business and shall not overclaim. Convenient modes of transport shall be taken to shorten the travel time; unless otherwise stated, a business trip (including round-trip travel) shall not exceed 1 day. If more than 1 day is required for a business trip with regards to the travel distance or work involved, please specify the reason.

- Article 7 If teachers of the University require leave exceeding 3 days (excluding holidays) within a week or more than 10 days within a month (including holidays) to collect data, conduct interviews, or complete relevant tasks outside the University for the purpose of projects, they should complete the Report Form for Intensive Business Trips for Teachers' Projects at National Cheng Kung University (as the attached file) by the end of the month of the business trip. Applications for expense reimbursement for business trips, except for business trips assigned by the University, can be made only after the completed form has been approved.
- Article 8 During periods of paid leave (for the purpose of full-time training) and unpaid leave, the employees shall not apply for general or event-based business trips unless such applications have been approved and signed for the purpose of projects or special needs.
- Article 9 For matters that have not yet been included in these directions, please refer to relevant legal regulations.
- Article 10 These directions shall be implemented after being approved in a supervisory meeting; any amendments in these directions shall be subjected to the same procedure.