

National Cheng Kung University Overseas Travel Report: Electronic File Specifications, Important Notes, Supervising Units, and Review Process

1. Electronic file specifications (please refer to the example):

- (1) File format: Word (*.doc) or pdf
- (2) Layout: A4 and vertical orientation
- (3) Cover page format and font settings:
 - Item 1: 20-point Ming Light font, bold, and left aligned
 - Item 2: 26-point Ming Light font, bold, and centered
 - Item 3: 14-point Ming Light font, bold, and centered
- (4) Main text font settings:
 - a. 12-point Ming Light font and single-line spaced (default)
 - b. No font size restrictions, Ming Light font, and bold for all headings
- (5) Report structure:
 - a. The report must contain the following sections in sequence: cover page, abstract (200–300 characters), table of contents, main text, and appendix (optional); the report shall be written in Chinese (please provide a Chinese version if other languages are used to write the report) and the pages numbered.
 - b. The main text must include the purpose of, process of, and reflection on the overseas trip and relevant recommendations, and must be more than three pages; the content of the recommendations section should be in bullet points with brief explanations.
- (6) Processing of images:
 - a. Images in the report should be low resolution to avoid excessively large image sizes causing slow uploads.
 - b. Each image should take up 1/6 to 1/8 of a page, be focused on addressing the themes of the overseas trip, and have a caption.
- (7) Processing of attachments: Crucial documents brought back from abroad may be attached after the main text if potential breaches of property rights are not present.

2. Important notes:

- (1) According to Point 9 in the Disposal Directions for Overseas Travel Reports of the Executive Yuan and Subordinate Agencies, an Overseas Travel Report shall be returned to the submitter for modification if at least one of the following applies:
 - a. The report is not consistent with the original approved overseas travel plan.
 - b. The report is not written in Chinese or is based purely on secondary data.
 - c. The report does not contain enough details or does not include all necessary sections.
 - d. The author(s) of the report has plagiarized all or parts of the content from relevant sources.
 - e. The report has missing information for the sources referenced.
 - f. The electronic copy does not conform to the required specifications.

Any report that meets any of the aforementioned descriptions will be returned by the supervising unit to the submitter for modification.

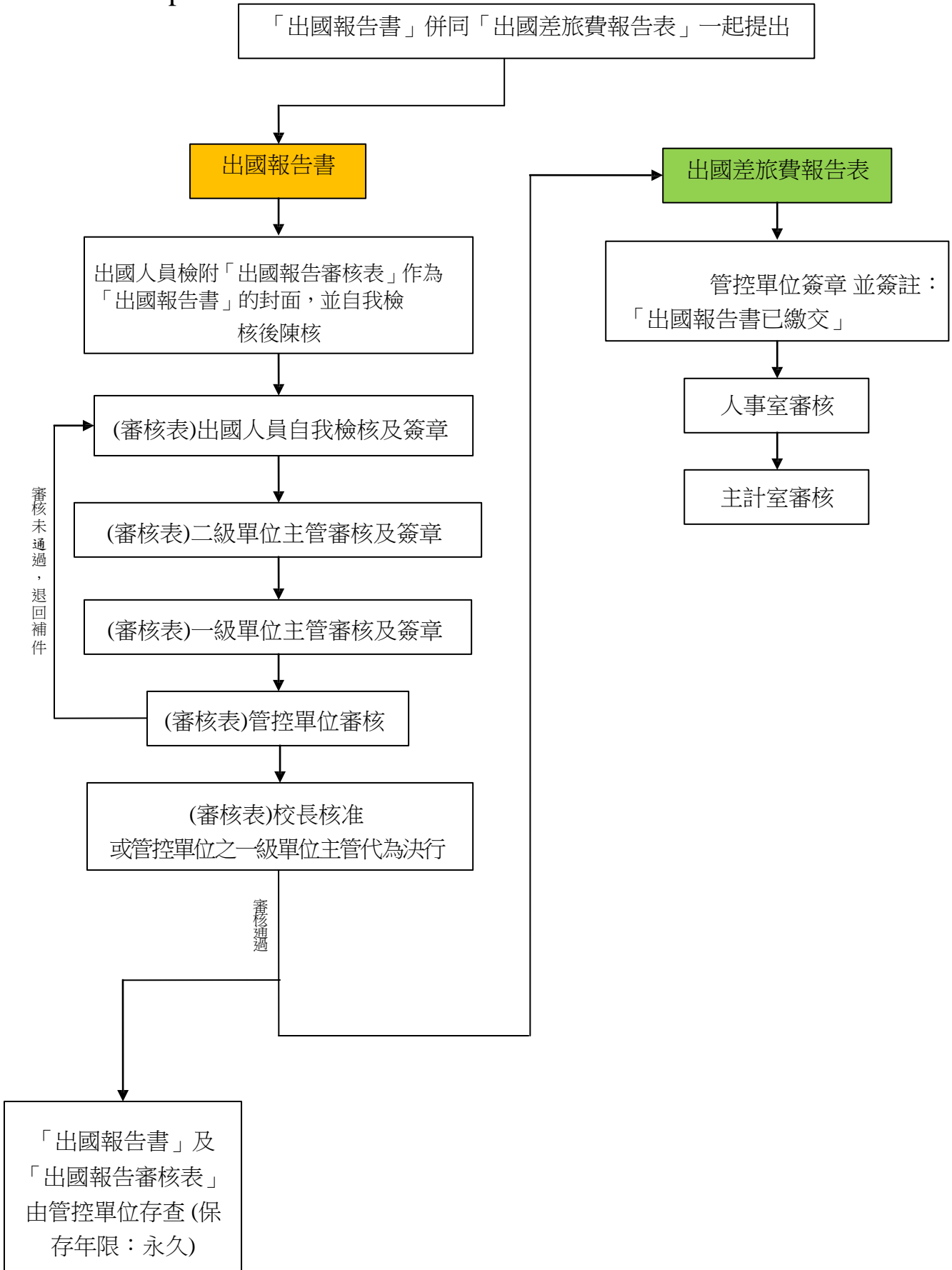
- (2) The report title should convey the main purpose of the overseas trip.
- (3) Please select one of the following nine types of trip that best describes the current overseas trip:
 - (a) expedition, (b) investigation, (c) visit, (d) meeting, (e) negotiation, (f) advanced study, (g) research, (h) internship, (i) business negotiation.
- (4) For those traveling overseas to an international conference for a published paper, the abstract referred to here is the summary of the Overseas Travel Report, not the abstract of the published paper.
- (5) For those traveling overseas in a group of more than two people working on the same tasks, an Overseas Travel Report may be cowritten by the traveling employees except for the reflection and recommendations sections, which must be completed by each employee separately. If the cover page does not have enough space for all traveling employees, the names of representative employees shall be listed on the cover page with a list of all employees provided in the report. For those who travel in a group to attend an international conference but publish their own papers separately shall submit one report each.
- (6) Submission of an Overseas Travel Report: In addition to Aim for the Top University Project (uploaded to the University's system) and projects funded by the Ministry of Science and Technology (uploaded to the Ministry's system), all reports shall be submitted in hard copy.
- (7) An Overseas Travel Report shall be submitted along with the Overseas Business Travel Expense Report (bound separately). The Overseas Travel Report Checklist shall be attached to the Overseas Travel Report as the cover page; a traveling employee shall check the report before submitting it to his or her supervisor for a seal of approval. He or she shall then submit the approved report to the corresponding supervising unit according to the accounting code (as shown in the following table).

3. Supervising units:

Source of funds (allowance for overseas travel, including travel to the mainland China)		Accounting codes	Reviewing and supervising units for Overseas Travel Reports
Category A: Government funding and income such as tuition and fees	Annual budget for implementation of projects funded by the Ministry of Science and Technology (traveling overseas for the purpose of such projects or to mainland China for expedition, meetings, or academic exchange)	T	Personnel Office
	Funding from government agencies (money saved by the government for certain projects and administrative expenses)	HH, HM	Office of Research and Development
	Funding from government agencies (apart from those mentioned in the above cell)	H	Office of Academic Affairs (Register Division)
	Income from executive master's programs	YR	Office of Academic Affairs (Register Division)
	Advanced Master Business Administration (AMBA) program	YR2400-1	Personnel Office

	Funding for Aim for the Top University Project	D	Office of International Affairs
	Others		Personnel Office
Category B: Five self-financing sources	Income from industry–academia collaboration programs: projects funded by the Ministry of Science and Technology (including administrative expenses and money saved for the projects)	A	Office of Research and Development
	Income from industry–academia collaboration programs (including money saved for the projects)	B、G	Office of Research and Development
	Income from in-service and continuing education programs	K	Office of Academic Affairs (Center for In-service and Continuing Education)
	Income from donations	F	Office of Finance
	Others	KD, KB, KY	Personnel Office

4. Review process:



Submit the Overseas Travel Report along with an Overseas Travel Expense Report		
Rejected	Overseas Travel Report	Overseas Travel Expense Report
	Attach the Checklist for Overseas Travel Reports as the report cover page and submit it after self-checking.	The supervising unit signs and stamps a seal of approval on the report, and then marks “Overseas Travel Report submitted”
	(Checklist) The traveling employee self-checks, seals, and signs the report	Review by the Personnel Office
	(Checklist) The second-level unit director reviews, seals, and signs the report	Review by the Accounting Office
	(Checklist) The first-level unit director reviews, seals, and signs the report	
	(Checklist) The supervising unit reviews the report	
	(Checklist) The president approves the report, or the supervising unit’s first-level unit director does so on the president’s behalf	
	Accepted	
The supervising unit archives the Overseas Travel Report and the Checklist for Overseas Travel Reports (period of archive: permanent)		

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.