建國科技大學
Chienkuo Technology University
外籍專任教師返國旅費申請表
Application Form for Airline Ticket Reimbursement for

Teachers from Overseas

單位 Department	姓名 Name	申請日期 Application Date	出發日期 Date of Departure from Taiwan	過境他地日期 Transit Date(s)	回台日期 Date of Return to Taiwan
假別 Kind of Vacation	國籍 Nationality	出發機場 Departure Airport	過境他地機場 Transit Airport(s)	到達機場 Arrival Airport	往返機票金額 Amount of the Round-trip Ticket

說明：

1. 本校外籍專任教師在聘期內每一學年由學校補助本國機場至所屬國機場經濟艙往返機票款一次（可在第三地過境，但若其機場不在台灣及其所屬國或不在直接航線上，則不予補助）。
2. 請先辦妥本申請表程序再返國。
3. 結束行程後申請旅費時，請將護照第一頁影本、旅行社收據（代收轉付單據）、機票、登機證及本申請表送交系辦公室，由系辦公室黏貼於黏貼憑證用紙並依程序辦理核銷。

Note：

1. To let CTU full-time teachers from overseas return to their home countries (countries of origin), CTU pays for one round-trip ticket per academic year. The airline ticket should be of economy class, with departure/arrival airports in Taiwan and in the applicant's home country. (Transit airports are allowed, but there will be no payment for airline tickets to airports not in the related countries or on the direct flight route.)
2. This application should be completed before the applicant returns to his/her home country.
3. After the applicant has returned from the trip, the following should be presented to the department office:
   a. a copy of the first page of the applicant's passport
   b. the original travel-agent invoice
   c. the original airline ticket and boarding pass (the boarding pass is especially necessary if an e-ticket is issued)
   d. this application form.

   Approval for the airline ticket reimbursement follows the normal payment process of CTU.

申請人簽名 Signature of Applicant	單位主管核章 Stamp of Department Chair	人事室核章 Stamp of Personnel Office	會計室登錄 Stamp of Accounting Office	副校長 Vice President	校長核准 Approval CTU President