

(附表三)

「中央研究院補助出席國際學術會議」費用申請預算表
APPLICATION FOR ACADEMIA SINICA SUPPORT TO ATTEND INTERNATIONAL CONFERENCES
ESTIMATE OF TRAVEL EXPENSES

單位 Institute	姓名 Name	會議名稱 Title of Conference	地點 Location	會期 Date of Conference

科目 Travel Expenses		預算 Estimate	金額 Amount	說明 Remarks
項目 Item	名稱 Expenditure	外幣金額 Foreign Currency	新台幣金額 New Taiwan Dollars	
1	交通費 Transportation			
	(1) 機票款 Air Fare			
2	生活費 Per Diem			
3	辦公費 General Expenses			依「國外出差旅費規則」以單據報銷 Follow "Procedures for Foreign Travel" and Submit Receipts
	(1) 手續費 Passport & Visa(s) Application Fees			
	(2) 保險費 Travel Insurance			
	(3) 註冊費 Registration Fee			
	(4) 禮品及交際費 expense account			
	(5) 雜費 Sundries			

1. 外幣 (匯率 1:) 折合新台幣 元
Foreign Currency (Exchange Rate) N Taiwan Dollars

合計：
Total

2. 新台幣 元。
NT\$

總計：新台幣 元。
NT\$

* 出國當事人請於銷差之日起十五日內向本院辦理補助款核銷手續。

Conferees traveling abroad should submit travel reports within 15 days of completion of trips.

* 機票可逕洽本院特約旅行社。

Air tickets could be provided by travel agencies authorized by Academia Sinica.