國科會補助邀請國際科技人士短期訪問

申請及核銷程序參考

♦ 申請方式：申請者請於受邀人抵達台灣地區六星期前於國科會網站填寫申請資料後線上繳交送出，學校將於確認後送國科會。

♦ 審核結果：國科會將透過網頁及公文通知申請者。

♦ 核銷手續：請分別完成校內核銷及國科會報告繳交程序。

1. 國科會部分:請於活動結束後一個月內於國科會網站線上繳交送出:

   (1)結案報告（包含訪問演講或技術指導等經過及內容摘要、檢討及建議）

   (2)報銷明細（包含生活費、機票費及機關補充保費等金額)

2. 校內部分:請於給付學者經費十天內完成校內核銷程序。

   (1)請至研發處學術發展組網頁-法規與表格-表格文件下載「B 國科會:補助邀請國際科技人士短期訪問-國外學者來臺生活費、機票費(含補充保費)印領清冊範本 」，填寫生活費及機票費金額後，由受邀人簽字。另檢附以下資料:

   A.補助生活費:

   ■受邀人之護照影本。

   ■入境戳影本或來台登機證正本(若屬自動通關者，免付入境戳影本)。

   ■行程表。

   B.補助機票費:

   ■機票票根正本或電子機票。

   ■來台登機證正本。

   ■購票證明或旅行業代收轉付收據。

   ■外幣兌換水單或出國前一天臺灣銀行賣出即期外幣參考匯價證明。

   (2)另至學校薪資申報系統線上分別登打生活費及機票費等資料，並列印印領清冊。

   ※受邀人資料若未在本校建檔，請申請人先至校外人士暨臨時人員資料管理系統填寫基本資料，再至薪資申報系統線上登打。

3. 將步驟 2(1)(2)等資料及國科會的核定補助函影本裝訂成一份 → 系所主管核章 → 人事室核章→出納組核章→主計室核章 → 秘書室核章 → 主計室→通知研發處學術發展組。本組確認申請者完成核銷手續後,備文向國科會請款歸墊。

113.3 修正

National Science and Technology Council (NSTC) Subsidies to Invite International Science Scholars and Experts to Taiwan for Short-term Projects

Application and Verification Procedures:

・ Application Method: Applicants should fill out the application information on the NSTC website and submit it online six weeks before the invited person arrives in Taiwan. The school will forward it to the NSTC upon confirmation.
・ Review Results: NSTC will notify the applicants through the website and official documents.
・ Verification Procedures: Please complete the internal verification at the school and submit the report to the NSTC separately.

NSTC Part: Please submit online on the NSTC website within one month after the end of the activity:
(1) Closing report (including a summary of the visit, such as speeches or technical guidance, reviews, and suggestions).
(2) Expense details (including living expenses, airfare, and additional insurance fees).

School Part: Please complete the internal verification procedure within ten days of disbursing funds to scholars.
(1) Download the "Sample Invoice for Living Expenses and Airfare (including supplementary insurance fee) for International Scholars Invited by NSTC for Short-Term Visits" from the Academic Development Division website under Regulations and Forms. Fill in the amounts for living expenses and airfare, and have the invited person sign it. Additionally, attach the following documents:
A. Living expense subsidy:
■ Copy of the invitee's passport.
■ Copy of entry stamp or boarding pass to Taiwan (if applicable, exempt if using automatic immigration).
■ Itinerary.
B. Airfare subsidy:
■ Original flight ticket or electronic ticket.

■ Original boarding pass to Taiwan.

■ Proof of purchase or receipt from travel agency.

■ Foreign currency exchange receipt or proof of Taiwan Bank's selling rate for foreign currency on the day before departure.

(2) Go to the school's payroll declaration system online to separately enter the information for living expenses and airfare, and print the invoice.

※ If the invited person's information is not in the school's database, the applicant must first fill out basic information in the External and Temporary Personnel Data Management System, then enter it into the payroll declaration system online.

Compile the documents from step 2(1)(2) and a copy of the NSTC 's approved subsidy letter into one document → Department Head's seal → Personnel Office's seal → Treasury Department's seal → Accounting Office's seal → Secretary's seal → Accounting Office → Notify the Academic Development Division. The division will confirm the applicant's completion of the verification procedures and request funds from the National Science Council.