

National Taiwan Normal University Faculty and Administrative Staff Business Trip  
Application Form(國立臺灣師範大學教職員工公出申請單)

(This form is to be used for short business trips. Not to be used when applying for standard leave of absence.)

Applicant's Organization/ Department		Applicant's Job Title		Applicant's Name		Official Rank	<input type="checkbox"/> 1-5 <input type="checkbox"/> 6-9 <input type="checkbox"/> 10-14
Arrangements for Make-up Classes (Subject/Date/Times)	<input type="checkbox"/> No classes fall within dates of travel						
Reasons	<input type="checkbox"/> I have not received additional working compensation		Reason for Make-up Leave of Absence Application	(*Only required if leave of absence was taken without prior application)			
Destination	County(City): Village/District/Township (City): Road (Street):		Hosting Organization				
Dates of Travel	<b>From:</b> Y M D Hr. <b>To:</b> Y M D Hr. <b>Total:</b> Days: Hours:		Signature of Deputy				
Source of Funding	<input type="checkbox"/> Departmental allocation <input type="checkbox"/> Industry-academia cooperative program <input type="checkbox"/> Educational promotion <input type="checkbox"/> On-site equipment management <input type="checkbox"/> Program surplus funds <input type="checkbox"/> Investment gains <input type="checkbox"/> Donations <input type="checkbox"/> Other						
<b>Note: Please remember to attach all necessary documentation</b>							
Signature of Department Director (Department/Institute Head)			Signature of First-level Director (College Dean)				
Personnel Office							

Approval of the President	
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## Notes:

1. Department Directors (Department/Institute Heads) shall require the approval of First-level Directors when applying for a business trip. First-level Directors shall require the approval of the President of the University and the agreement of an Administrative Deputy.
2. This form shall be filled out prior to one's trip. However, in the case of an emergency when it is impossible to do so, a make-up application is required within one (1) day of the completion of the trip. Furthermore, in addition to approval by the Department Director (Department/Institute Head), an explanation shall be required by the Director stating reasons for the emergency.