朝陽科技大學教師出國申請表
Chaoyang University of Technology Faculty Travel Abroad Application Form

申請人姓名 Name		申請人簽名 Signature 申請日期 Date	yyyy/mm/dd
單位 / 職稱 Unit / Position	/	人事代碼 Employee No.	
出國事由 Purpose of Overseas Travel	※含會議(活動)名稱及必要性說明 Include the conference (event) name and its necessity. 是否帶學生出國 Accompanied by Students：□是 Yes □否 No		
A 出國期間 Period of Overseas Travel A=B+C	公(差)假 Official (Business) Leave：(※含假日 including holidays) **自 From： yyyy/mm/dd 至 To： yyyy/mm/dd 。** Please select an item 假： **自 From： 至 To： 。** ※如假別不同，請分別填列。If different types of leave are taken, please list each type separately.		
B 會議日期 Conference date	自 Form： yyyy/mm/dd 至 To： yyyy/mm/dd 。		

C 交通往返日程 Travel Itinerary					
	去程 Outbound Trip	出境日期 Date of Departure	轉機地點 Transit Point (國家 Country/城市 City)	到達(當地)日期 Date of Arrival (Local Time)	到達地點 Destination (國家 Country/城市 City)
		yyyy/mm/dd	/	yyyy/mm/dd	/
	回程 Return Trip	出發(當地)日期 Departure Point (Local Time)	出發地點 Departure Point (國家 Country/城市 City)	轉機地點 Transit Point (國家 Country/城市 City)	入境日期 Date of Arrival
		yyyy/mm/dd	/	/	yyyy/mm/dd

附件檢核：□邀請函、論文接受函、會議或活動議程 □出差日程安排 □課程安排說明 (未檢附請退件)

直屬主管	符合本校「教師申請出國作業要點」第 7 點得考量事項，擬請同意所請。	**單位主管**	
教務處	奉核後，請至臨時授課異動申請系統辦理調課。		
人資處	1.本案申請出國含交通往返共計 日。 2.奉核可後，行前請至線上差勤系統辦理請假，並上傳本申請單以為佐證憑辦。	□**研發處** □**國際處** □	
校長核定			

備註 Notes

1. 教師應於出國一個月前依規定填具「教師出國申請表」提出出國申請程序，經核准後行前請至差勤系統請假並上傳本申請單為佐證資料，經核准後始得離開。
   Faculty members shall complete the University's "Faculty Overseas Travel Application Form" and submit the overseas travel application at least one month prior to departure in accordance with the applicable regulations. After the application has been approved, faculty members shall apply for leave through the attendance and leave management system and upload this application form as supporting documentation. Faculty members may leave only after the leave application has been approved.
2. 教師申請出國時，應檢附與出國有關之證明文件(例:邀請函、論文接受函、會議或活動議程、出差日程與課程安排說明及其他證明文件)；赴大陸地區，請併附本校「辦理及公告兩岸教育交流活動自我檢核表」，承辦人：國際處李彥緯先生、分機 3122。
   When applying for overseas travel, teachers shall attach relevant supporting documents, such as an invitation letter, letter of acceptance, conference or event agenda, a travel itinerary, an explanation of course arrangements, and other supporting documents. For travel to Mainland China, teachers shall also attach the University's Self-Checklist for Handling and Publicizing Cross-Strait Educational Exchange Activities. Contact person: Office of International Affairs, ext. 3122.
3. 若有其他相關補助或申請(例:研發處-教師出席國際學術會議或展覽補助)，應待出國申請核准後另行申請。
   If teachers intend to apply for other related subsidies or funding programs (e.g., the Subsidy for Full-time Teachers Attending International Conferences or Exhibitions administered by the Office of Research and Development), such applications shall be submitted separately after the overseas travel application has been approved.
4. 教師出國申請經核准後，如出國日期、目的地、出國事由或其他重要事項有所變更，應於出國前依規定辦理變更或重新申請；未經核准不得任意變更。
   After the overseas travel application has been approved, if there are any changes to the travel dates, destination, purpose of overseas travel, or other important matters, faculty members shall apply for a change or submit a new application in accordance with the applicable regulations prior to departure. No changes may be made without prior approval.
5. 為免影響教學，教師申請出國觀光或探親，不得於上課期間前往，應利用寒暑假及其他放假期間辦理。但利用婚假或因發生特殊事故經校核准者，不在此限。
   To avoid affecting teaching, faculty members applying for overseas travel for tourism or visiting family members shall not travel during periods in which classes are in session and shall make such arrangements during winter or summer vacations or other official school holidays. This restriction does not apply to travel taken during marriage leave or travel approved by the University due to special circumstances.
6. 教師出國所需日數依實際參與會議或活動期間核給，加計前後往返路程所需日數；往返路程所需日數核給原則：亞洲地區往返至多共 2 天，澳洲、紐西蘭、大洋洲往返至多共 3 天，歐洲、北美洲地區往返至多共 5 天，中南美洲、非洲地區往返至多共 6 天。
   The number of days approved for a teacher's overseas travel shall be based on the actual duration of participation in the conference or activity, plus the necessary travel days for the outbound and return journeys. The maximum number of travel days allowed for the round trip shall be as follows: up to 2 days in total for travel to and from Asia; up to 3 days in total for travel to and from Australia, New Zealand, and Oceania; up to 5 days in total for travel to and from Europe and North America; and up to 6 days in total for travel to and from Central America, South America, and Africa.

個資聲明：為辦理教師出國申請之目的，本表蒐集之個人資料(C001 識別個人者、C0034 旅行及其他遷徙細節)，將於蒐集目的之存續期間或因執行業務所須的保存期間內合理利用您的個人資料，利用地區不限，若未提供正確完整之資料，將無法完成申請。您得依個人資料保護法第 3 條就您個人資料行使當事人權利，行使方式請洽本校人資處(分機 3025)

Personal Data Protection Statement:

The personal data collected through this form (C001: Identification of Individuals; C0034: Travel and Other Migration Details) will be used for processing faculty travel abroad applications and retained for the period necessary to fulfill the purpose or conduct related business. The data may be used in any geographical area. Failure to provide accurate and complete information may prevent the application from being processed.

Pursuant to Article 3 of the Personal Data Protection Act, you may exercise your rights regarding your personal data by contacting the Office of Human Resources at ext. 3025.