

DFLL Regulations for Applying for Subsidies for Departmental Activities

國立臺灣大學外國語文學系系務活動申請補助辦法

113.09.04 113 學年度第 1 學期第 1 次系務會議通過

113.10.30 113 學年度第 1 學期第 2 次系務會議通過

一、國立臺灣大學外國語文學系（下稱本系）為促進本系系務工作的推動與學術活動的進行，如本系專任教師有意舉辦公開之學術或課程相關之活動或比賽，得申請本項經費補助。	I. In order to promote the advancement of departmental affairs and academic activities of the Department of Foreign Languages and Literatures, National Taiwan University (abbreviated as the Department in the following), if a full-time faculty member of the Department intends to organize public academic or course-related activities or competitions, they may apply for this subsidy.
二、系主任得按申請實際需求決定補助金額，以每學年新臺幣十五萬元上限為原則，憑單據實報實銷，發票或收據需有本校統一編號（03734301）或校名。	II. The Department Chair may determine the subsidy amount based on the actual needs of the application, with a maximum limit of NT\$150,000 per academic year. Reimbursements will be made based on actual expenses, and invoices or receipts must include the university's unified business number (03734301) or the university's name.
三、經費僅限使用於講師費、評審費、差旅費、協助活動所需臨時工、文具、影印、印務、活動獎金、禮品或圖書禮卷、餐費等費用，不包含圖書、設備費等。其他未列入但確為活動所需費用，得由系主任視申請實際需求審核。	III. Funds may only be used for expenses such as lecturer fees, Reviewer fees, travel expenses, parttime workers, stationery, photocopying, printing, activity bonuses, gifts, or book vouchers, meals. Books, and equipment costs are not included. Other expenses not listed but deemed necessary for the activity may be reviewed by the Department Chair based on the actual needs of the application.
四、此經費補助僅限於公開之學術活動、課程或比賽所需，教師個人研究計劃不在補助之列。	IV. This subsidy is limited to public academic activities, courses, or competitions. Personal research projects by faculty members are not eligible for this subsidy.
五、第一學期申請補助期限為 7 月 1 日至	V. The application period for subsidies for the first

<p>9 月 30 日，第二學期之申請補助期限為 1 月 1 日至 3 月 15 日。</p>	<p>semester is from July 1st to September 30th, and for the second semester, the application period is from January 1st to March 15th.</p>
<p>六、申請時須繳交申請補助說明、活動比賽辦法或授課計劃書、預算表等送交系上審核，以兩張 A4 為限。</p>	<p>VI. When applying, please submit a brief statement explaining the need for the application, along with the activity or competition guidelines, course plan, and budget sheet for departmental review. The submission is limited to two A4 pages.</p>
<p>七、活動或比賽、授課結束一個月內，繳交相關活動記錄、影片、照片、文字簡述說明等給系上，並同意授權系上使用活動花絮與成果，以利經費審核、系所招生、活動宣傳與評鑒。相關成果電子檔請交給系辦承辦人彙整後，方得報帳。</p>	<p>VII. Within one month after the completion of the activity, competition, or course, please submit activity records, videos, photos, and brief written descriptions to the Department and authorize the Department to use the event highlights and outcomes on social media. These items are intended to facilitate future fundraising, department admissions, activity promotion, and evaluation. Please submit the relevant electronic files to the Department's coordinator for compilation before reimbursement can be processed.</p>
<p>八、如申請案件眾多，將依申請時間與活動內容，分配補助金額。</p>	<p>VIII. If there are multiple applications, the subsidy amount will be allocated based on the application time and activity content.</p>
<p>九、報帳時老師或其助理需向承辦人取得會計代碼，連同原預算表、收支表，經系主任核章後，按學校報帳程序自行完成報帳手續。</p>	<p>IX. When submitting reimbursement claims, the faculty member or their assistant must obtain an accounting code from the coordinator. The original budget sheet and income and expenditure statement should be submitted, and after being approved by the Department Chair, the reimbursement process should be completed in accordance with the university's procedures.</p>