**University of Taipei**

**Guidelines Governing the Use of Self-Financed University Funds to Cover Overseas Business Travel**

Approved by the Taipei City Government Department of Education in reference to document bei-shi-chiao-chi-tze 10237412100 on July 10, 2013

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1. University of Taipei (“the University”) formulated these Guidelines in accordance with University of Taipei Regulations Governing the Management and Supervision of University Funds in order to promote internationalization, boost academic exchange, increase the University’s international partners, and enhance the global reputation of the University.
2. An overseas business trip must have one of the objectives (listed in order of priority) below:
3. Travel to a school or educational organization overseas for the purpose of discussing or signing a collaborative agreement or memorandum of understanding;
4. Travel overseas for purposes of student recruitment or attendance at an educational fair;
5. Travel overseas to represent the University on a research visit which will promote ties and academic collaboration, thereby enhancing the bilateral relationship with the host organization;
6. Travel overseas for other important University business.

All of the cases described above must be submitted to the President for approval before an application is made.

1. Application procedures and approval are as follows:
2. After the President approves an application for (1) or (2) described in the preceding guideline, the application will be forwarded to the University Business Travel Review Panel (“the Review Panel”) to keep on record.
3. An academic program or administrative division will make an application for (3) or (4) described in the preceding guideline by submitting a proposal and a completed Overseas Business Travel Allowance Application Form. Once approved by the President, the application will be forwarded to the Office of International Affairs. The travel allowance will be awarded only after the application is reviewed and approved by the Review Panel.
4. Travel allowance is only awarded for business trips made during the current year. Applications must be submitted in April or October. Where time is a factor, approval may be requested from the President in advance, and then proper procedures will be completed afterward by the Review Panel.

The principles of review are as follows:

1. The business trip conforms to University needs and is beneficial to the University’s long-term development and to raising the quality of scholarly research on campus.
2. The application package is complete; the goals of the business trip are clear; preparations have been made carefully; and relevant information has been collected.
3. The number of travelers and the length of the trip have been kept to a minimum. Personnel, schedule, and activities have been arranged appropriately.
4. Except where necessary, there has not been a similar trip within the past three years.
5. There are no safety concerns about the destination country or territory.
6. Travel dates are appropriate and do not interfere with teaching or administrative duties.
7. Value and principles of the travel allowance:
8. Where the University assigns personnel on a business trip described in points (1), (2), or (3) in guideline 2 above, the travel allowance will be managed in accordance with the amounts described in Directions for the Overseas Travel Allowance Disbursement.
9. Where an application is made in accordance with point (4) in guideline 2 above, the value of the travel allowance will be based on the destination: up to a maximum of NT$50,000 for travel to a destination outside Asia, or up to a maximum of NT$30,000 for travel to a destination within Asia. However, the value must not exceed the total described in Directions for the Overseas Travel Allowance Disbursement.
10. The travel allowance will not be awarded if an applicant has already received full funding from an external organization or agency. If partial funding has been awarded from an external organization or agency, the applicant must provide a cost-sharing table.
11. The Review Panel is composed of the President, Vice-Presidents, Dean of International Affairs, the Deans of all Colleges, the Director of Accounting, and the Director of Human Resources. The President serves as Chair, with the Office of International Affairs managing the routine duties of the Review Panel. During a meeting, the applicant (or the program/division applying on their behalf) may be invited to deliver a report. The Review Panel must determine the total monetary value of travel allowance that may be awarded based on the established budget, and submit its results to the President for approval. An applicant (or the program/division applying on their behalf) will be notified of the results by the end of June or December.
12. A business trip overseas must be conducted in accordance with the details specified and approved in the application. Where changes to travel plans are necessary, the changes must be approved by the President, and must conform to the original value of the travel allowance. Travel plans may be modified only once.
13. An approved applicant must fulfill the following duties:
14. Handle all matters necessary to travel abroad.
15. Follow the application procedures for the travel allowance and obtain professional leave in accordance with the regulations of the Personnel Office and the Directions for the Overseas Travel Allowance Disbursement.
16. Where the travel allowance has been awarded in order for an applicant to represent the University on an academic exchange visit, sign a collaborative agreement, or sign a memorandum of understanding as described in points (1) or (3) in guideline 2, the applicant must make a public presentation of the outcomes of the trip upon their return.
17. An approved applicant must write to the President for permission before canceling their business trip. An applicant who cancels their trip may not apply for the travel allowance for one year after the date of their written cancellation.
18. The travel allowance is funded by the five self-financed categories of the University’s development funds. Where the annual budget is insufficient, the Review Panel may be requested to adjust the total monetary value.
19. Any matters not covered in these Guidelines will be handled in accordance with Guidelines Governing Overseas Business Trips and Trips to Mainland China Conducted by Public Servants and Teachers Employed by the Taipei City Government and its Subsidiary Organizations and Schools, and Guidelines Governing Applications of Public Servants of the Taipei City Government and its Subsidiary Organizations and Schools for Travel to Mainland China.
20. These Guidelines were passed by the University of Taipei Management Committee for University Funds and submitted to the Department of Education at the Taipei City Government to keep on record.