**Business Trip Application for Contractors in Research Projects**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** |  | | **Title** | | □Full-time Assistant  □Part-time Assistant  □Graduate Student  （SID： 　　　　） | | | **Name** | |  |
| **Reason for Trip** |  | | | | | | | | | |
| **Travel Dates** | From　 　Y　 　M　 　D　 Time  Total of　 Days 　Hours  To　 　Y　 　M　 　D　 Time | | | | | | | | | |
| **Location** | Asia University to Round-Trip | | | | | | | | | |
| **Source of Budget** | □ MoST Project  □ MoE Project  □ Other Project Funding： | | | | | | Project No. | |  | |
| **Signature of Traveler** | | **Project Organizer** | | **Office of Research and Development** | | **Office of Student Affairs** | | | | **President or Authorized Official** |
|  | |  | |  | | The Signature by the Office of Student Affairs is required for the part-time assistants who are currently studying at A.U. | | | |  |

Note:

1. This form must be filled out and authorized before the contractors of research projects take a business trip. In cases of emergency, department supervisors should designate a deputy to complete the procedure to avoid late submissions.
2. When the trip has completed, travel expenses should be submitted to the Accounting Office within 15 days according to the regulations in “Overseas/Domestic Business Travel Expense Guidelines.”