**國 立 中 山 大 學**

**代 墊 款 歸 墊 陳 核 表**

**Form for Reimbursement of Advance Payment**

|  |  |  |  |
| --- | --- | --- | --- |
| 單 位  applicant’s  affiliated unit |  | 日期  date |  |
| 經費來源  source of funding |  | | |
| 代墊原因  reasons for  advance payment |  | | |
| 代墊金額  amount  of advance payment | 新台幣 拾 萬 仟 佰 拾 元整  TWD | | |
| 代墊方式  method of  advance payment | □現金in cash □信用卡by credit card | | |
| 1. **本案所簽屬實，如有不實願負相關法律責任。**   **I hereby declare that the information provided is authentic, and shall be liable for consequences of any falsification.**   1. **請准予檢據核銷並歸還代墊人上述款項。**   **Please review the attached receipts and approve the reimbursement of aforementioned amount.**  **代墊人簽章signature of the applicant:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 承辦單位    applicant’s  affiliated unit | 單位主管  (二級單位主管)  supervisor of affiliated unit (second-level supervisor) | 主 計 室  Office of Accounting | 校 長 (授權一級單位主管)  President  (authorized  first-level supervisor) |
|  |  |  |  |

(主計室)112年11月15日修訂 Amended by the Office of Accounting on November 15, 2023

**註Notes：**

1. 政府支出憑證處理要點第3點規定：各機關員工向機關申請支付款項，應本誠信原則對所提出之支出憑證之支付事實真實性負責，如有不實應負相關責任。

In accordance with Article 3 of the *Guidelines on Handling Receipts for Reimbursement within Agencies*, employees of individual agencies shall uphold the authenticity of payment and receipts when applying for reimbursement, and be liable for any falsification.

1. 依中央政府各機關專戶管理辦法第9條及公庫法第16 條規定，各機關專戶存管之款項發生支付時，應依規定簽發公庫支票或以存帳入戶方式，直接付與該專戶存管款項之合法受款人。另依內部審核處理準則第21條第10款規定，零用金以外之支付方式，以直接匯入受款人之金融機構、儲匯機構存款帳戶為原則。

In accordance with Article 9 of the *Regulations for the Management of Dedicated Accounts of Individual Central Agencies* and Article 16 of *Government Treasury Act*, a disbursement from an agency’s dedicated account shall pay the recipient either by issuing a government treasury check or via direct remittance. Additionally, in accordance with Subparagraph 10 of Article 21 ofthe *Regulations for* *Internal Audit*, the payment other than petty cash shall be remitted directly to the financial account of the payment recipient, in principle.

1. 依規定單據金額逾1萬元應由本校逕付受款人，除下列情形無須填寫此表外，其他如因業務特殊需要須先行墊付，請填本表併同報銷請購案，奉 校長或授權主管核准後，代墊款項由校方逕撥還墊款人。

A payment exceeding TWD 10,000 or for the following four situations shall be remitted directly to the recipient by the University in accordance with regulations. In cases where an advance payment is required, the applicant shall complete and submit the *Form for Reimbursement of Advance Payment* and related reimbursement documents; the reimbursement shall be disbursed upon the approval from the President or authorized supervisor.

(1)國外論文發表費、國內外研討會報名費及註冊費。

publication fees of international papers and registration/enrollment fees of domestic or overseas conferences

(2)國外資料檢索費。

expenses for overseas data retrieval

(3)演講費、鐘點費、生活費等以收據報銷者及國外專家學者機票費。

speech fees, hourly pays, and daily allowances applied with receipts, as well as flight tickets of overseas experts or scholars

(4)向公家機關採購之代墊案。

advance payments for procurements from government agencies

1. 為節能減紙及簡化領款流程，提供**匯入帳戶**方式，請多加利用：

To reduce paper consumption and streamline the reimbursement procedure, please use **direct remittance to accounts**.

受款人姓名the payee’s name:

身分證字號national ID No. ∕ 員工編號 employee ID No. ∕ 學號student ID No.:

撥付方式如下Method of remittance: (請務必擇一勾選Please choose one)

□匯入受款人郵局帳戶to the payee’s postal account

□匯入受款人銀行帳戶(除台銀外，須自付30元手續費)

to the payee’s bank account (A service fee of TWD 30 shall be charged except for the Taiwan Bank account.)

□開立支票issuance of check

(所提供之資料僅供匯款，不做其他用途使用；首次請領或變更帳號，請附身分證及存摺影

(Note: Information provided shall be used for remittance purpose only. Please provide copies of the payee’s National ID and bankbook if this is the first submission of the payee’s information or the account number is different from the one provided before.)

5.「1萬元以下」授權二級單位主管決行，「逾1萬元，15萬元以下」授權一級單位主管決行，「逾15萬元」陳送校長核定。

Reimbursement under TWD 10,000, between TWD 10,000 and 150,000, and exceeding TWD 150,000 shall be approved by the second-level supervisor, the first-level supervisor, and the President respectively.