

National Taiwan Normal University

校務基金自籌收入支應辦理各類會議、講習、訓練與研討（習）會 支給要點

Directives Governing Self-Generated University Endowment Funds for Conferences, Lectures, Training, and Seminars and Workshops

Last Amended on January 21, 2022

- Article 1. National Taiwan Normal University (hereinafter referred to as “the University”) has formulated the *Directives Governing Self-Generated University Endowment Funds for Conferences, Lectures, Training, and Seminars and Workshops* (hereinafter referred to as “the Directives”) in accordance with Article 10 of the *Directives Governing the Management of Conferences, Lectures, Training, and Seminars and Workshops Hosted by the Ministry of Education and its Subsidiary Agencies and Institutions* and Article 11 of the *NTNU Regulations Governing Income and Expenditure Management for the Self-Generated Income of the University Endowment Fund* to allow the flexible use of the self-generated endowment fund to promote institutional development.
- Article 2. The term “self-generated endowment fund” in the *Directives* refers to the self-generated income in Article 2 of the *NTNU Regulations Governing Income and Expenditure Management for the Self-Generated Income of the University Endowment Fund*.
- Article 3. When University units plan conferences, lectures, training, and seminars/workshops to be funded with self-generated endowment funds, they shall be granted as per the *Directives* with the exception of rules (or agreements) of the subsidy-granting agency.
- Article 4. In principle, general conferences, lectures, training, and seminars/workshops organized by University units for faculty and staff shall be held in University venues. For off-campus venue, an application must be submitted for approval. Priority shall be granted to venue selection as follows:
1. Venues of agencies/institutions operating under the Ministry of Education (excluding outsourced venues).
 2. Venues rented from other agencies/institutions or training institutions in local or nearby areas (the National Academy of Civil Service; training institutions of the Directorate-General of Personnel Administration, the Executive Yuan; and Taipower training centers).
 3. Venues outsourced by agencies/institutions of the Ministry of Education.
 4. Other large-scale venues with meal and accommodation discounts during weekdays. Applicant shall explain reasons for inability for hosting at venues in the preceding 3 Subparagraphs.
- Article 5. All University units organizing conferences, lectures, training, and seminars/workshops with self-generated endowment funds shall verify

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

and list the required funds based on the scheduled agenda. The maximum funds allocated for meals and accommodation shall be as follows:

1. For staff of an agency or institution, each participant will receive a subsidy of NT\$300 per day for meals. Subsidies for accommodation will be determined as per the *Directives for Reimbursing Domestic Travel Expenses*.
2. For business majority not from an agency or institution, each participant will receive a subsidy of NT\$800 per day for meals. Subsidies for accommodation shall be determined as per the *Directives for Reimbursing Domestic Travel Expenses* (at the recommended appointment grade or lower).
3. For international conferences or seminars (excluding lectures, training, and workshops), each participant will receive a subsidy of NT\$1,500 per day for meals and NT\$2,000 for accommodation; foreign guests will receive a subsidy of NT\$4,000 per day.

Meal and accommodation rules in the preceding Paragraph shall be processed economically with payments adjusted according to needs within the scope of the total subsidy amount. For units with additional funds to subsidize foreign consultants, experts, and scholars, the subsidy amount may not exceed the maximum amount for them in Taiwan as stipulated by the Executive Yuan.

Article 6. The planning and arrangement of courses and activities relevant to conferences, lectures, training, and seminars/workshops shall be rigorously verified to ensure set goals and needs are met.

Article 7. Subsidies may not be used to cover expenses for hiring bands to sing or perform.

Subsidies may not cover the purchase of souvenirs, gifts, or promotional materials with the exception of necessary prizes and gifts for foreign guests due to international etiquette.

Article 8. Matters not stipulated in the *Directives* shall be handled in accordance with the *Directives Governing the Management of Conferences, Lectures, Training, and Seminars and Workshops Hosted by the Ministry of Education and Its Subsidiary Agencies/Institutions*.

Article 9. The *Directives* and any amendments thereto shall be implemented upon passage by the University Endowment Fund Committee.