

NATIONAL DONG HWA UNIVERSITY

College of Humanities and Social Sciences

Application Process for Travel Grant of Full-Time Faculty Members Attending International Academic Conference for Academic Presentation

Required documents to be submitted in addition to the application form:

1. Call for Papers.
2. Summary and full text of paper to be presented.
3. **The approved result of the application for off-campus subsidies, or the approved list of off-campus plans with (pre-approved) foreign travel expenses.**
4. Accept Letter.
5. Conference agenda.
6. Registration fee receipt.
7. Per diem rates sheet for overseas business trip.

※ Items (1) to (4) must be attached and their boxes checked when submitting the application; make-up submission of items (5) to (7) may be completed at reimbursement.

When the off-campus subsidies funds are insufficient:
The approved list of off-campus plans with (pre-approved) foreign travel expenses.

When no subsidy is received:
The approved result of the application for off-campus subsidies.

Apply to the college at least one month before the conference start date.

The dean will determine whether the subsidy and the amount.

Approval result sent back to applicant.