



GUIDELINES

General Guidelines

1. The grant is designated to assist TIGP students traveling abroad to attend international conferences, but not classes, workshops, or summer schools.
2. All travel grants need to be approved prior to the proposed trip.
3. The conference must be intimately related to the applicant’s study, and the location of conference does NOT include Taiwan and China.
4. The travel grant can only cover the following expenses:
 - 4.1. **Airfare:** airfare of a round trip to and from the conference site in economy class;

<Note> When traveling under governmental grant, it is obligatory to purchase tickets with local airlines (ex: China Airline or Eva Air), unless under the following circumstances:

 - 1) The flight is not available with local airlines.
 - 2) Other international airlines offer cheaper airfare.

✧For the grantee who purchases tickets from non-local airlines, please fill in the form attached in Appendix I.
 - 4.2. **Conference Registration Fee(s):** expenses for conference dinner/banquet are not included.
 - 4.3. **Board and Lodging:** according to the standard of travel on official business abroad reported disbursement.
 - 4.4. **Travel Insurance:** only for the period of the event and the period necessary for traveling to and from the conference site. (Appendix II shows current insurance rate.)
 - 4.5. **Important Note: The selected student will receive a maximum reimbursement of NT \$50,000 (including all kind of expenses). If the total expenses exceeds NT \$50,000, the student has to bear/pay for the extra expenditure.**
5. Applications can be submitted before one of the deadlines as shown below in a year to the Student Conference Travel Grant Committee for evaluation.

Month of Conference Commencing	Application Submission	Committee Evaluation	Announcement of Award Winners
January-April	October	November	Middle of December
May-August	February	March	Middle of April
September-December	June	July	Middle of August

Eligibility

1. Applicants must be enrolled full-time in one of the TIGP programs.
2. Applicants must apply to do an oral presentation or poster presentation at the international conferences. In the event of dual authorship of a paper/poster, only the presenting author may receive the fund.
3. Students who are currently at the following status are not eligible:
 - 3.1. on an approved leave of absence.
4. In general, each student may receive only one grant during the course of his/her study in TIGP. Additional fund, however, may be granted if the applicants obtain top rankings in the evaluation.

Application Procedure

1. Submit a completed application form together with all requested documents (see application form) to the program assistant 3 or more working days before the application deadline. It is the responsibility of the students to submit the applications on time.
2. The result of evaluation will be announced at the TIGP website and a formal notification will be sent to each grantee. The Declaration Form must be signed, scanned, and sent to the TIGP Office within 3 days.

Obligations of the Grantee

1. Before your departure, the grantee **MUST** register to the institutional on-line system and submit a request for taking leave and traveling under governmental grant. For details, please contact your program assistant or the institutional personnel office.
2. According to the regulations of the Accounting Department of Academia Sinica, the Travel Grant will be transferred to each grantee's account **AFTER** they return to Taiwan, submit original receipts, original boarding passes, other the required documents (e.g. report), and complete the reimbursement application steps. The program assistant or institute accountant will assist the grantee to process the reimbursement application.
3. A written report and the conference program should also be submitted to the program assistant as a record to be kept within 15 days after the student's return.
4. It is the grantee's obligation to include the following acknowledgement in the presenting slide or poster:

The author Name of the grantee wishes to acknowledge, with thanks, the Taiwan International Graduate Program (TIGP) of Academia Sinica for financial support towards attending this conference.

Reimbursement Guideline

1. **Original itemized receipts** are required for reimbursement except for those reimbursed on per diem basis. Xeroxed receipts will not be accepted.
2. Within **15 days** of the student's return, the Travel Expense Statement along with the original itemized receipts and relevant documentation, including the report and the conference program, should be submitted to the institutional bursary for reimbursement.
3. If the amount allocated by the Student Travel Grant Committee is less than the actual amount expended, the traveler will be responsible for the extra expense.
4. Once the expenses incurred during the travel is verified, the amount reimbursed will be transferred to the bank account provided by the recipient in the Travel Expense Statement. Please be reminded to double check the account number provided.

<Note> *Foreign students should check with Tax Department to determine whether any record keeping is required for personal income tax purpose when using per diem allowances.*

Appendix I

中央研究院因公出國人員 搭乘外國籍航空公司班機申請書

Application for Travelling with Non-Domestic Flights

本人確因下列原因改搭外國籍航空班機：

I, hereby, due to one of the following reasons, cannot take domestic flights :
(please click at)

出國、返國或轉機當日，本國籍航空公司班機客位已售滿。
The seats of domestic airlines are fully booked.

出國、返國或轉機當日，無本國籍航空公司班機飛航。
Domestic airlines do not provide flights on the day of my travelling to/from the destination.

搭本國籍航空公司班機再轉機，其轉機等待時間超過四小時。
When choosing domestic airlines, the duration for flight transferring is greater than 4 hours.

本國籍航空公司班機無法銜接轉運。
There is neither direct flight nor connections to/from the destination.

其它特殊情況(請說明):
Other (e.g. The airline I took offer cheaper rate than the domestic airlines.)
Please specify your reasons :

申請人簽名(Applicant's Signature):		填表日期(Today's Date): _____年(Year)____月(month)____日(date)	
TIGP 學程(TIGP Program):		學程召集人(Program Coordinator)	
目前單位 (Your Institute/Center)	單位主管	機關首長或授權代簽人	

Appendix II



TIGP STUDENT CONFERENCE TRAVEL GRANT



The Rate of Insurance

- ✘ The rate is a reference for travelers who are going to non-European countries.
- ✘ The reimbursement will be based on the actual rate of travel duration.

Day(s)	Price of Insurance (NTD)
1	\$183
2	\$194
3	\$208
4	\$219
5	\$234
6	\$245
7	\$260
8	\$271
9	\$285
10	\$296

Day(s)	Price of Insurance (NTD)
11	\$307
12	\$322
13	\$333
14	\$347
15	\$358
16	\$373
17	\$384
18	\$399
19	\$410
20	\$424

Day(s)	Price of Insurance (NTD)
21	\$435
22	\$446
23	\$461
24	\$472
25	\$486
26	\$497
27	\$512
28	\$523
29	\$538
30	\$548



TIGP STUDENT CONFERENCE TRAVEL GRANT



The Rate of Insurance

- ✘ The rate is a reference for travelers who are going to European countries.
- ✘ The reimbursement will be based on the actual rate of travel duration.

Day(s)	Price of Insurance (NTD)
1	\$263
2	\$279
3	\$300
4	\$316
5	\$337
6	\$352
7	\$373
8	\$389
9	\$410
10	\$426

Day(s)	Price of Insurance (NTD)
11	\$442
12	\$463
13	\$479
14	\$500
15	\$515
16	\$536
17	\$552
18	\$573
19	\$589
20	\$610

Day(s)	Price of Insurance (NTD)
21	\$626
22	\$642
23	\$663
24	\$678
25	\$699
26	\$715
27	\$736
28	\$752
29	\$773
30	\$789