



**General Guidelines**

- 1. The grant is designated to assist TIGP students traveling abroad to attend 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.
- 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 purchase 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** :

4.3.1. During the period of the conference, the reimbursement is up to 60% of the per diem standard set by Academia Sinica (for details please visit our website at [http://tigp.sinica.edu.tw/portal\\_forms.html](http://tigp.sinica.edu.tw/portal_forms.html));

4.3.2. For the day of departure and the day of return, the reimbursement is up to 40% of the per diem defined in 4.3.1.

4.4. **Travel Insurance** : only for the period of the event and the period necessary for traveling to and from the conference site.

- 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.

	<b>Application Deadline</b>	<b>Month of Conference Commencing</b>	<b>Notification Date</b>
<b>1.</b>	<b>March 15</b>	<b>May-August</b>	<b>1st week of April</b>
<b>2.</b>	<b>June 15</b>	<b>September-December</b>	<b>2nd week of June</b>

**Eligibility**

1. Applicants must be enrolled full-time in one of the TIGP programs.
2. Applicants must be presenting a paper or poster at the conference for which funds are requested. 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 in time.
2. The result of evaluation will be announced at the TIGP website and a formal notification together with a Grant Acceptance Form will be sent to each grantee. The completed Grant Acceptance Form must be returned to the TIGP Office within 7 working days.

**Obligations of the Grantee**

1. Before leaving for the conference, 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. To reimburse the travel expenses, original receipts/tickets for travel and other expenses must be provided to the program assistant who will assist the grantee to complete the Travel Expense Statement.
3. A written report and the conference program should also be submitted to the program assistant as a record to be kept for 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

### 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

I, hereby, due to one of the following reasons, cannot take domestic flights :  
(please click at ) 本人確因下列原因改搭外國籍航空班機：

The seats of domestic airlines are fully booked.

出國、返國或轉機當日，本國籍航空公司班機客位已售滿。

Domestic airlines do not provide flights on the day of my travelling to/from the destination.

出國、返國或轉機當日，無本國籍航空公司班機飛航。

When choosing domestic airlines, the duration for flight transferring is greater than 4 hours.

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。

There is neither direct flight nor connections to/from the destination.

本國籍航空公司班機無法銜接轉運。

Other (eg. The airline I took offer cheaper rate than the domestic airlines.)

(Please specify : \_\_\_\_\_ )

Applicant	Name		Program/ Attended Institute/ Center	
Supervisor			Program Coordinator	