* Each community may apply for subsidies under the following categories: Consulting Fee, Review Fee, Transportation Expenses, and Student Assistant Wage. The requested budget should be listed in detail on the application form based on actual needs. The final approved amount will be reviewed and allocated by the NCHU EMI TLC. Reimbursement items should be processed in accordance with the Ministry of Education’s Guidelines for Project Grants and Commissions.
* Each community member is required to complete the ***Personnel Information Form*** (refer to P.2) to provide basic information.
* The Implementation Period is effective from the project approval date until ***November 14, 2025 (Fri.)***. Any funds not reimbursed by November 14, 2025 will be withdrawn.
* The community convener must submit the “Meeting Minutes & Attendance Sheet” (refer to Appendix 4), along with the required supporting documents for reimbursement (see table below), within 10 days after each activity. All files should be sent electronically to the project contact person via email.

|  |  |  |
| --- | --- | --- |
| Particulars | required documents for reimbursement | Explanation |
| Consulting Fee | 1. Personnel Information Form (P.2-3)
2. Receipt Issued by National Chung Hsing University EMI Teaching & Learning Center (P.4)
3. Meeting Minutes & Attendance Sheet
 | 1. Up to NT$2,500 per person per session.
2. Consultants who are faculty members of National Chung Hsing University (NCHU) are not eligible to receive payment.
3. Community members ***shall not*** to receive payment.
 |
| Review Fee | 1. Personnel Information Form (P.2-3)
2. Receipt Issued by National Chung Hsing University EMI Teaching & Learning Center (P.4)
3. Meeting Minutes & Attendance Sheet
 | 1. Per-word payment: NT$300–380 per 1,000 Chinese characters; NT$380 per 1,000 characters for English documents.
2. Per-item payment: NT$1,220–1,830 per Chinese document; NT$1,830 per English documents.
3. NCHU faculty members and community members ***shall not*** receive payment.
 |
| Transportation Expenses | 1. Personnel Information Form (P.2-3)
2. Receipt Issued by National Chung Hsing University EMI Teaching & Learning Center (P.4)
3. Meeting Minutes & Attendance Sheet
4. ticket stubs
 | 1. THSR (Taiwan High-Speed Rail): Reimbursed based on receipts. Official trips should generally be completed within the same day.
2. Taiwan Railway: Reimbursement is based on the Tze-Chiang Limited Express fare from the departure to the destination. Official trips should generally be completed within the same day (please indicate the trip’s departure and arrival locations on the receipt).
3. Use of private vehicle (including motorcycles): Reimbursement is calculated according to the necessary mileage as specified in Item 1, at NT$3/km for cars and NT$2/km for motorcycles. Fuel, tolls, bridge fees, parking fees, or other related expenses shall not be reimbursed. In case of an accident, repair costs and third-party compensation shall not be paid with project funds.
4. Transportation expenses for community members attending community meetings may be reimbursed. However, NCHU faculty members shall submit an official travel request form.
5. If participants have already claimed travel expenses from their home institution for the same activity, they shall not claim duplicate reimbursement under this project.
 |
| Student Assistant Wage | 1. Submit the student assistant’s Personnel Information Form (P.5) *at least* ***2 weeks*** *prior*.
2. For monthly reimbursement, please attach the ***Student Assistant Work Hours Log*** (P.7).
 | 1. Calculated based on the current minimum hourly wage under the ***Labor Standards Act*** (currently NT$190/hour), including labor insurance and labor pension contributions.
2. Insurance enrollment cannot be retroactively applied to past dates. To ensure the protection of workers’ rights and benefits, your cooperation is appreciated.
 |
| National Health Insurance Supplementary premium |  | (Consulting fees + review fees + student assistant wages) × 2.11%. |

**Personnel Information Form**

**Each community member only needs to complete this once**

|  |  |
| --- | --- |
| **Community Name** |  |
| Member’s Name |  |
| ID No. |  |
| Date of Birth | (YYYY/MM/DD) |
| Affiliation (Univ./Dept.) |  |
| Post Office /Bank Account Number |  |
| Residence Address |  |
| E-mail |  |

|  |
| --- |
| Copy of ID Card (front and back) |
|  |

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| --- |
| Copy of Post Office / Bank Passbook Cover |
|  |

**Receipt Issued by National Chung Hsing University**

**EMI Teaching & Learning Center**

|  |  |  |  |
| --- | --- | --- | --- |
| Recipient |  | Affiliation | (University/Depts.) |
| **Particulars** | □ Consulting Fee □ Review Fee □ Transportation expenses |
| Expense Category | Unit Price (NTD) | Quantity | Subtotal (NTD) | Note. |
| Consulting Fee  |  |  |  | Activity ThemeDate & Time |
| Review Fee  |  |  |  | Activity ThemeDate & Time |
| Transportation expenses |  |  |  | Travel RouteFrom [University] to [University]Type of Transport\*Attach the ticket stubs according to the type of transport. |
| Total | NTD：  |

**Temporary & Student Assistant Application Form**

Student Assistant Work Hours Insurance Processing: The administering unit will assist with insurance enrollment. To ensure the labor rights of student assistants, please provide the personnel’s basic information using the form below *at least* ***2 weeks*** *prior*.

※ Insurance enrollment cannot be backdated. To protect the labor rights of personnel, your kind cooperation is appreciated.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Assistant Name |  | ID / ARC Number |  |
| Date of Birth | (YYYY/MM/DD) | Mobile |  |
| E-mail |  |
| Univsersity/Department |  |
| Disability or Indigenous Status | □No □Person with Disability, Type: \_\_\_\_\_\_\_\_□Indigenous Person, Tribe: \_\_\_\_\_\_\_\_ |
| Employment Date(s) (Please list each employment date to facilitate insurance registration) | yyyy/mm/dd、yyyy/mm/dd、yyyy/mm/dd…… |
| Working Hours (Hourly wage: NT$190) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_working hours/per month |
| Postal / Bank Account Number |  |
| Residence Address |  |

|  |
| --- |
| Copy of Post Office / Bank Passbook Cover |
|  |

**Student Assistant Work Hours Log**

Month of Employment:

Student Assistant Name:

Affiliated Community:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MM/DD | Time (from – to) | Sign-in | Hour | MM/DD | Time (from – to) | Sign-in | Hour |
|  | - |  |  |  | - |  |  |
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