

國立高雄餐旅大學學生參加校外運動比賽經費補助要點

Guidelines for Subsidizing Students Participating in Off-Campus Sports Competitions
National Kaohsiung University of Hospitality and Tourism

103 年 8 月 20 日體育室室務會議審議通過

Approved at the Department of Physical Education Affairs Meeting on August 20, 2014

103 年 8 月 27 日第 311 次行政會議修正通過

Amended and approved at the 311th Administrative Meeting on August 27, 2014

105 年 8 月 10 日第 357 次行政會議修正通過

Amended and approved at the 357th Administrative Meeting on August 10, 2016

106 年 8 月 23 日第 381 次行政會議通過本校法規提案審議作業規範第六點(法規最末條條文統一修正)

Amended in accordance with Article 6 of the University's Regulations Governing the Review of Legislative Proposals, approved at the 381st Administrative Meeting on August 23, 2017 (uniform revision of the final article)

110 年 7 月 1 日第 467 次行政會議修正通過

Amended and approved at the 467th Administrative Meeting on July 1, 2021

一、為規範本校學生代表學校參加校外運動比賽之經費補助事宜，特訂定本要點。These Guidelines are established to regulate the subsidy for students of the University who represent the University in off-campus sports competitions.

二、補助對象及原則：Eligible Recipients and Principles

(一) 本校預定重點發展之體育項目。Priority shall be given to sports events designated as key development areas of the University.

(二) 本校學生代表學校參加比賽與擔任管理本校運動代表隊之學生(後者限一名)。Students who represent the University in competitions and students serving as managers of the University's sports teams (limited to one individual).

三、經費補助費用分為報名費、交通費、住宿費、雜費及保險費，其報支數額如下：Scope and Standards of Subsidy. Subsidies include registration fees, transportation, accommodation, miscellaneous expenses, and insurance, with reimbursement standards as follows:

(一)比賽地點高雄以外地區：Competitions held outside Kaohsiung

1、報名費：依各項比賽規程報名費用申請，檢據覈實報支。

Registration Fee: Subsidized based on the official competition fee schedule, reimbursed with valid receipts.

2、交通費：學生依行程中必須搭乘之船舶、公車、捷運、火車(以自強號為上限)等費用，覈實報支。**Transportation:** Reimbursement for necessary travel expenses such as ferry, bus, MRT, and train (limited to Tze-Chiang class), based on actual expenses.

3、住宿費：學生每人每日新台幣捌佰元為上限，檢據覈實報支。

Accommodation: Up to NT\$800 per person per day, reimbursed with receipts.

4、雜費：學生每人每日新台幣貳佰元。**Miscellaneous Expenses:** NT\$200 per person per day.

5、保險費：學生每人依比賽需求天數申報費用，檢據覈實報支。**Insurance:** Reimbursed based on competition requirements and number of days, with receipts.

6、帶隊教師(含外聘教練)差旅費：依「國內出差旅費報支要點」規定辦理。**Travel Expenses for Team Leaders (including external coaches):**

Processed in accordance with the "Regulations for Domestic Travel Expenses."

(二)比賽地點高雄以內地區：Competitions held within Kaohsiung

1、報名費：依各項比賽規程報名費用申請，檢據覈實報支。**Registration Fee:** Reimbursed based on official competition fee schedule.

2、交通費：學生依行程中必須搭乘之船舶、公車、捷運、火車(以自強號為上限)等費用，覈實報支。**Transportation:** Reimbursed based on necessary travel expenses (same standards as above).

3、雜費：學生每人每日新台幣壹佰伍拾元。**Miscellaneous Expenses:** NT\$150 per person per day.

4、保險費：學生每人依比賽需求天數申報費用，檢據覈實報支。**Insurance:** Reimbursed based on needs and number of days.

5、帶隊教師(含外聘教練)差旅費：依「國內出差旅費報支要點」規定辦理。**Travel Expenses for Team Leaders (including external coaches):** Handled according to relevant regulations.

(三)非本校運動代表隊：Non-official University Sports Teams

1、補助經費以體健中心專項運動代表隊競賽經費百分之五為原則；但特殊情況，經體育與健康中心會議審核通過，予以補助。Subsidies shall, in principle, not exceed 5% of the designated budget for official University sports team competitions. In special cases, subsidies may be granted upon approval by the Center for Physical Education and Health.

四、申請比賽相關事項：Application Procedures

(一)比賽十五日前檢具參加校外運動比賽申請表等相關表單，非本校運動代表隊學生須另附比賽補助同意書；若須預借經費，學生應於三十日前申請，逾時視為無此需求。Applicants shall submit the application form and related documents at least **15 days before the competition**. Students who are not official University team members must additionally provide a subsidy approval form. If advance funding is required, the

application must be submitted 30 days in advance; late submissions will be considered as not requesting advance funding.

(二)比賽事畢，於十五日內檢具有關書據，一併報請體育與健康中心及主計室等相關單位審核。Within 15 days after the competition, applicants must submit all relevant receipts and documents to the Center for Physical Education and Health and the Accounting Office for review.

(三)以上表單皆須參賽學生所屬學術單位系級主管及體育與健康中心主管同意且核章，方予補助。All application documents must be approved and stamped by the applicant's academic department and the Center for Physical Education and Health before subsidies can be granted.

五、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。These Guidelines shall be implemented upon approval by the Administrative Meeting and authorization by the President of the University. The same procedure shall apply to any amendments.

本規章負責單位:體育競賽活動暨勞作教育組
Responsible Unit: Division of Sports Competition Activities and Labor Education