**2023** **Higher Education Sprout Project Event – Write-off Installment**

|  |  |  |  |
| --- | --- | --- | --- |
| Sub-project Title  |  | Activity Code |  |
| Corresponding Indicators |  | Event Date |  |
| Sub-project Strategy |  | Event Location |  |
| Event Name |  | Event Time |  |
| Number of Event Participants |  | Write-off Installment | Installment No. \_\_\_  |

|  |
| --- |
| Subsidy Funds Implementation Status |
| **Account Item** | **Summary Code** | **Description** | **Unit Price**  | **Previous Write-off Amount** | **Current Write-off Amount** | **Amount Written-off** |
| 1. Manuscript Fee
 | CE | **(Personnel of the school should not be included)** For details, please refer to the Regulations Governing Attendance Fees and Manuscript Fees for Central Government Agencies and Schools. |  |  |  |  |
| 1. Hourly Lecture Fee
 | CG | **External appointment*** The upper limit for experts and scholars is NT$2,000.
* The upper limit for personnel in agencies (organizations) and schools affiliated with the organizer or training agency (organization) or school is NT$1,500.

**Internal appointment*** The upper limit for personnel in the organizing agency (organization) or school is NT$1,000.
 |  |  |  |  |
| 1. Counseling Fee
 | CI | Counseling needed for the project* MCUT faculty: Fees for items such as work-study and internship guidance shall be based on the hourly fees stipulated in the school’s regulations.
* Outside experts and scholars: The upper limit for counseling by industry teachers is NT$2, 500 per time.
 |  |  |  |  |
| 1. Consultation Fee
 | CF | **(Personnel of the school should not be included)*** For details, please refer to the Regulations Governing Attendance Fees and Manuscript Fees for Central Government Agencies and Schools.
* Invitations are limited to scholars and experts from outside this institution. Limited participation in major consultation meetings pertaining to policy or project related matters. Applicable only to non-recurrent business meetings.
* The minutes and sign-in sheet from the meeting must be attached for disbursement.
* The upper limit for approved necessary attendance is NT$2,500 per person per session.
 |  |  |  |  |
| 1. Attendance Fee
 |  |  |  |  |
| 1. Foreign Visitor Expenses
 | CN | Remuneration for foreign experts and scholars coming to Taiwan (including living expenses), air tickets, etc.The budget is based on the standards set in the Schedule of Highest Payment for Expenses During the Period of Employment of Foreign Consultants, Experts and Scholars Appointed to Work in Taiwan. |  |  |  |  |
| 1. Labor Fee
 | VL | The budget for temporary human resources required to handle various project tasks should be based on the actual content and nature of the work.* NT$176 per person per hour, for up to a maximum of 8 hours per day.
 |  |  |  |  |
| 1. Labor Insurance
 | VT | Please refer to Labor Insurance, Individual Insurance Premium Calculation -- Bureau of Labor Insurance website. |  |  |  |  |
| 1. Labor Pension
 | VT | Please refer to the insurance level and the number of days of insurance of the student. The minimum contribution by the unit is 6%. |  |  |  |  |
| 1. Printing Fee
 | NH | Lecture handouts and teaching materials printing, event pamphlets... etc. (mainly non-color printing). |  |  |  |  |
| NP | Printing for posters, canvas flags, horizontal red banners, pole banners, event brochures, and event flyers... etc. |  |  |  |  |
| 1. Domestic Travel Expense
 | PA | Please refer to the budget set by the Directions of the Domestic Travel Allowance Disbursement.Domestic travel expenses necessary for school personnel to implement the project. Speaker (long-distance) transportation expenses (reimbursed according to ticket stubs), tour bus fare. |  |  |  |  |
| 1. Overseas Travel Expense
 | PB | Foreign travel expenses necessary for school personnel to implement the project.Please refer to the budget set by the Directions for the Overseas Travel Allowance Disbursement. |  |  |  |  |
| 1. Food and Accommodation Expense
 | 37 | Applicable only for periods that include lunch and dinner hours (maximum of NT$100 per person). |  |  |  |  |
| ZF | Refreshment (maximum of NT$40 per person).(Based on the budget standard, refreshment is applicable for seminars and exchange type meetings lasting 3 hours or more.) |  |  |  |  |
| 1. Insurance Premium
 | VQ | Insurance premium for off-campus visits (Policies are limited to maximum compensation of NT$3 million per person.) |  |  |  |  |
| 1. Venue Fee
 | ZX | Conference room rental fees for seminars etc. held outside the school. |  |  |  |  |
| 1. Teaching and Research Materials
 | II | Materials needed for teaching or research. Materials must be itemized by name × unit price × quantity, and an explanation must be provided to indicate the relevance of the materials to the teaching innovation or industry-academia research. |  |  |  |  |
| 1. Other
 | IB | Facility usage fees for activities, such as props and equipment, lighting, sound, stage, rental fee for activity exhibition board. |  |  |  |  |
| 1. Short-term Training Expense
 | DD | Domestic or foreign training and seminars necessary for school personnel to implement the project. ※ Based on MCUT’s Teachers’ Domestic Short-term Training Implementation Measures and the Personnel In-service Training and Study Regulations |  |  |  |  |
| **Subsidy Subtotal (Business Expenses)** |  |  |  |  |
| 1. Miscellaneous

(6% of subsidy funds)(Please itemize purchases and quantity) | ZZ | Miscellaneous expenses (indicate the purchased item on the receipt or invoice), postage expense |  |  |  |  |
| NS | Stationery, paper, folders, document files... etc. |  |  |  |  |
| BB | DV tapes, CDs, toner cartridges, peripheral IT products |  |  |  |  |
| Any other office expenses not listed in Items 1-18. |
| **Subsidy Total (Business Expenses + Miscellaneous Expenses)** |  |  |  |  |

|  |
| --- |
| **Implementation Status of Matching Funds** |
| **Accounting Item** | **Summary Code** | **Description** | **Unit Price** | **Previous Write-off Amount** | **Current Write-off Amount** | **Amount Written-off** |
| 1. Competition Awards
 | IL | Awards for event competitions (available gift vouchers and prizes) |  |  |  |  |
| 1. Occupational Disaster
 | VT | Please refer to Labor Insurance, Individual Insurance Premium Calculation -- Bureau of Labor Insurance website. |  |  |  |  |
| **Total Matching Funds** |  |  |  |  |

Dean of College/ Director of Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undertaking Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Teaching and Learning Resource Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section Chief of the Teaching and Learning Resource Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undertaking Personnel of the Teaching and Learning Resource Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accounting Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_