

國立清華大學學生社團經費核銷簡易流程

National Tsing Hua University Procedure for Expense Reimbursement of Student Clubs (20200817)

業務名稱 Title	作業內容 Procedure	相關表格 Forms	相關法規 Regulations
社團經費核銷 Student Club Expense Reimbursement	<p>1. 社團於活動結束後 2 週內，將核銷資料送交課外組。 A subsidized club must submit reimbursement documents within two weeks after the event.</p> <p>2. 核銷資料包含： (一)支出憑證黏存單。 (二)合格單據，如發票、收據、車票、購票證明等。 (三)結案報告。 (四)相關附件，如課程簽到單、用餐人員名單等。 (五)領據（如有核銷講師鐘點費時須檢附）。 (六)出差旅費報告表、出差申請單（如有核銷交通費時須檢附）。 Reimbursement documents include: (1) Form for Attachment of Invoices and Receipts (2) Valid receipts (including invoices, receipts, tickets, purchase receipts...etc.) (3) An achievement report for the activity (4) Forms (including sign-up sheets for the activity and participants lists...etc.) (5) Receipts for payees (for lecture/speaker fees) (6) Travel expense reports, travel request form (for travel expenses)</p> <p>3. 合格單據之判斷，及各項單據之填寫方式，請至「天兵送公文」臉書社團參閱報帳教學資料。 To confirm whether a receipt or an invoice is valid, please go on to the Facebook fanpage of DSA discussion forum for the guidelines of expense reimbursement.</p>	<p>1. 支出憑證黏存單。 Form for Attachment of Invoices and Receipts</p> <p>2. 支出憑證黏存單（領據）。 Receipts for payees (for lecture/speaker fees)</p> <p>3. 學生出差旅費報告表。 Travel expense reports for students</p> <p>4. 學生出差申請單。 Travel request form for students</p>	<p>國立清華大學學生社團補助活動經費要點</p> <p>National Tsing Hua University Guidelines for Financial Support for Club Activities</p>

作業流程圖：

