|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 茲收到國立中山大學發給下列之款項  Acknowledgement of receipt of the following payments from National Sun Yat-sen University.  日期Date (YYYY/MM/DD): / / | | | | | | |
| 支領項目  items | | 單價  unit price | 數量quantity | 小計subtotal | 備註  notes | |
| 演講費  speech fee | |  |  |  | 題目/subject:  時間/ date and time:  地點/venue: | 或逕檢附演講公告相關資料  Supporting documents may be attached. |
| 鐘點費  hourly pay | |  |  |  | 課程名稱/course name:  時間/ date and time: | |
| **□**稿費writing fee  **□**出席費 attendance fee  **□**日支生活費daily allowance | |  |  |  |  | |
| 交通費  transportation fee | |  |  |  | 補助交通費請續填附表  Please complete the appendix on the next page. | |
| **合計**  total | |  |  |  |  | |
| 金額amount: | 新臺幣（大寫） 仟 佰 拾 萬 仟 佰 拾 元整  TWD | | | | | |
| 領款人簽章signature of the payee:  服務單位affiliated unit:  職稱professional title:  身分證字號(或居留證號碼) national ID No. or ARC No.:  e-mail:  戶籍地址address:  **□**款項已由本人收訖I confirm that I have received the payment.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **□**款項請撥入本人帳戶 銀行(郵局) 分行(支局)帳號  Please remit the payment to the following bank account:   * bank name: * branch name: * account number:   備註(notes):  ※為利出納組款項撥付、所得歸戶及付款、扣繳憑單通知查詢用，請留E-mail帳號資料。  Please provide the Payroll & Cashier Division with your email address to facilitate the disbursement, income documentation, payment, and notification of the withholding tax statement.  ※領款人為第一次來校者，請提供身分證（護照）正反面影本及存摺影本。  Please provide copies of your national ID (or passport) and bankbook if this is your first payment from the University.  ※領款人若為非中華民國境內居住之個人(外國人或領有本國身分證但出國2年以上已被除籍者)，依各類所得扣繳率標準扣繳稅款。  Please note that if the payee is not a resident of the Republic of China (either a  foreigner or ROC citizen whose household registration is cancelled due to being  abroad for more than two years), the tax of the payment shall be withheld in accordance with *Standards of Withholding Rates for Various Incomes.* | | | | | | |

附表

Appendix

請領交通費明細表

Statement of Transportation Expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 報支交通費票種  types of transportation | 來程(起訖地點)  outbound  (sites of  departure and arrival) | 回程(起訖地點)  inbound  (sites of  departure and arrival) | 金額小計  subtotal | 備註  notes |
| □火車train | 起from  迄to | 起from  迄to |  |  |
| 金額  amount | 金額  amount |
| □汽車car  □公民營客運bus  □計程車taxi (原則上應檢附來程票根)  (Receipt of the outbound trip shall be provided, in principle.) | 起from  迄to | 起from  迄to |  |  |
| 金額  amount | 金額  amount |
| □捷運MRT | 起from  迄to | 起from  迄to |  |  |
| 金額  amount | 金額  amount |  |  |
| □高鐵High-Speed Rail  (原則上應檢附來程票根) (Ticket of the outbound trip shall be provided, in principle.) | 起from  迄to | 起from  迄to |  |  |
| 金額  amount | 金額  amount |
| □飛機plane  (原則上應檢附來程票根) (Ticket of the outbound trip shall be provided, in principle.) | 起from  迄to | 起from  迄to |  | 匯率  foreign exchange rate: |
| 金額  amount | 金額  amount |
| 請領金額合計  total | | |  |  |
| 上述報支之往返交通費經承辦單位審核事實無誤  The round trip expenses stated above are verified by the responsible unit.  (請承辦人簽章) Signature of the staff in charge: | | |  | |

(主計室)110年11月11日修訂

Amended by the Office of Accounting on November 11, 2021