

**Outline Description of National Chiao Tung University PHD Research Students  
Attending International Conference  
(Moving Forward Top University Proposal Overseas Business Trip Expense Type C)**

1. In respond to execute the need of research students (PHD) of each college attending international conference to publish thesis on “Moving Forward Top University Proposal” (hereinafter top university proposal), Research and Development Unit plans the budget of oversea trip subsidy. The application procedure will be dealt with according to “National Chiao Tung University PHD research students attending international conference expense application method”.
2. Research students (PHD) who receive subsidy of attending international conference to publish theses by “Top University Proposal” will handle the expense according to the relevant operation of auditing and writing off operation and oversea business report.
3. Required documents of expense verification (students who have received approval must read it in details):
  - (1) Oversea business trip expense verification list
  - (2) Verification receipts (stick on verification list)
  - (3) Application list of the expense paid in advance
  - (4) Application list of business trip (i.e. leave application; the form can be downloaded according to number 4 listing list)
  - (5) Official letter of subsidy expense approval
  - (6) Meeting agenda or invitation (with conference time, loction)
  - (7) Oversea report checking list and oversea report book