

**National Taiwan Normal University**  
**Resource Center for EMI**  
**Reimbursement Items and Principles for EMI Instructor Community of Practice**

Budget Item	Description and Grant Principles	Reimbursement Rules and Requirements
Lecture fees	For the organization of practical workshops, forums, lectures, teaching observation sessions, teaching materials development, or teaching demonstration sessions	<p><b>Reimbursement will be handled in accordance with the <i>Table of Lecture Fees and the Administrative Guidelines for the Organization of Meetings, Lectures, Training, or Conferences/Seminars by the Ministry of Education and its Subsidiary Agencies or Institutions.</i></b></p> <ol style="list-style-type: none"> <li>1. Lecturer's pay for non-NTNU faculty members: NT\$2,000 per session</li> <li>2. Lecturer's pay for NTNU faculty members: NT\$1,000 per session</li> <li>3. Reimbursements may not be made to community members</li> </ol>
Domestic travel expenses	Report expenses truthfully	<p><b>Proofs of purchase will be checked and verified, and reimbursement will be handled in accordance with the <i>Directions of the Domestic Travel Allowance Disbursement for central government agencies.</i></b></p> <ol style="list-style-type: none"> <li>1. Please attach the ticket or proof of purchase to your claim (the proof of purchase must be signed and declared as the only copy obtainable). Reimbursement cannot be provided to community members.</li> <li>2. Taxi fares may not be reimbursed.</li> <li>3. Overnight accommodation expenses may not be reimbursed.</li> <li>4. In principle, only day trips may be reimbursed.</li> </ol>
Venue Fees	For the renting of venues to host practical workshops, forums, lectures, teaching observation sessions, teaching materials development, or microteaching sessions	<p><b>Reimbursement will be handled in accordance with the <i>Administrative Guidelines for the Organization of Meetings, Lectures, Training, or Conferences/Seminars by the Ministry of Education and its Subsidiary Agencies or Institutions.</i></b></p> <ol style="list-style-type: none"> <li>1. Reimbursements will not be granted for expenses associated with the use of venues located within National Taiwan Normal University.</li> </ol>
Meal expenses	Up to NT\$100 reimbursement per person for each event	<p><b>Submit receipts for reimbursement in accordance with the <i>Administrative Guidelines for the Organization of Meetings, Lectures, Training, or Conferences/Seminars by the Ministry of Education and its Subsidiary Agencies or Institutions.</i></b></p>

		<ol style="list-style-type: none"> <li>1. For events with a lunch break, please attach the original copies of the receipts and sign-in sheet as proof.</li> </ol>
Work-study wages	For work-study students assisting faculty members with administrative affairs such as organizing workshops	<ol style="list-style-type: none"> <li>1. Wages paid must be in compliance with the minimum basic wage as stipulated in the <i>Labor Standards Act</i>.</li> <li>2. A labor insurance and pension premium rate of NT\$48 per day will be paid for each work-study student and must be included when budgeting for work-study wages.</li> <li>3. Three weeks prior to the start of their employment at National Taiwan Normal University, work-study students should log into the University's <b>Industry-Academia Collaboration Project Personnel Management System – Management End</b> and follow the online <b>instructions</b> to fill out the Temporary Employment Form.</li> <li>4. For the first reimbursement, please attach a photocopy of the cover of a <b>bank or post office passbook</b> (containing the branch name and the account name and number). The work-study log must be attached for every reimbursement request.</li> <li>5. Work-study students may not work more than 8 hours a day or 80 hours a month.</li> </ol>
Writer's fees	For teaching materials development, document translation fees, editorial fees, etc.	<ol style="list-style-type: none"> <li>1. Manuscripts written in the Chinese language are given the regular rate of NT1,100–1,600 per thousand words.</li> <li>2. Manuscripts written in a foreign language are given a rate of NT2,000–3,750 per thousand words.</li> <li>3. Cannot be paid to faculty/staff members and researchers employed by National Taiwan Normal University.</li> <li>4. Completed manuscripts must be attached as proof in order to receive reimbursement.</li> </ol> <p>Please refer to the <i>Writing Rate Table for Central Government Agencies and Academic Institutions</i> for the rates for other types of writer's fees.</p>
Supplementary insurance premiums for second-generation NHI	Applies to lecturers, work-study students, editors, etc.	Pursuant to the latest standards set forth by the National Health Insurance Administration, Ministry of Health and Welfare, the employer shall bear the cost of the 2.11% second-generation NHI supplementary insurance premium included in the lecture fees, work-study wages, and writer's fees.
Printing costs	For making photocopies of lecture notes or printing workshop presentation slides and posters	<ol style="list-style-type: none"> <li>1. Attach the original copies of invoices or receipts for reimbursement.</li> </ol>

Material and supply costs	E.g., stationery, paper, cassette tapes, IT consumables, folders	<ol style="list-style-type: none"> <li>1. Expenditures on stationery and other consumable items may not exceed the unit price of NT\$1,800.</li> <li>2. Attach the <b>original copies of invoices or receipts</b> for reimbursement.</li> <li>3. Book purchases will not be reimbursed.</li> </ol>
Postage	Postage for regular and registered mail	Postage for mailing event logs and receipts for reimbursement.

**Notes:**

- i. Reimbursements of expenses shall be handled in accordance with the *Principles of Subsidy and Fund Use for the Program on Bilingual Education for Students in Colleges and Universities* and the *Funding Standard Table for Donations, Subsidies, and Sponsored Projects of the Ministry of Education*
- ii. Please enter “國立臺灣師範大學,” written in traditional Chinese, in the invoice header. The tax ID number on the receipt is 03735202.

