

## 113-2 Semester Off-Campus Academic Competition Subsidy Application Process

### Application Schedule and Important Notes

Date	Process Description	Remarks
<b>114/02/17</b>	Announcement of the application schedule and procedures, published on the website and campus bulletin.	
<b>114/02/17~06/13</b>	Students submit applications to their department or relevant unit, including: 1. Competition Subsidy Application Form 2. Off-Campus Competition Registration Form 3. Competition Guidelines 4. Copy of Competition Work or Photos of the Results 5. Other Supporting Documents	Applications must be reviewed and approved by the department and college before submission to the Student Assistance Division.
<b>114/02/17~06/13</b>	After approval, the responsible staff will send a notification email to allow the reimbursement process.	Sent to individual Portal email accounts.
<b>114/02/17~06/13</b>	<b>Required documents for reimbursement:</b> 1. Competition Reimbursement Form 2. Competition Expense Breakdown 3. Yuan Ze University Receipt 4. Valid Supporting Documents (Invoices, Receipts, E-Tickets, Boarding Passes, Payment Transfer Receipts, etc.)	1. The reimbursement form must be reviewed by the department and submitted to the Student Assistance Division for processing. 2. Supporting documents must comply with the Accounting Office's regulations. 3. Reimbursement must be completed within two weeks after the competition. 4. Reimbursement is based on actual expenses incurred.
<b>114/6/20</b>	Accounting Office closes miscellaneous accounts.	No reimbursement will be processed after account closure.

#### ※Notes on Reimbursement (Common Issues with Invalid Documents)

Only two-part invoices are accepted (as the university is a non-profit organization and cannot use three-part invoices). If the vendor only provides three-part invoices, they must issue a tax-included invoice (where the taxable amount is zero). If entering the university's Unified Business Number (UBN) prevents tax exemption, the vendor should issue a paper invoice without entering the UBN and then manually add the university's UBN with a company stamp.

Ensure the university's UBN (00966880) is included. If not entered, a store stamp (containing the business UBN) must be affixed. Highlight the UBN using a highlighter.

Invoices or receipts must indicate "Yuan Ze University" as the buyer.

Public transportation is preferred, such as trains, buses, MRT, and high-speed rail. Proof of purchase is

required for reimbursement. If paid via EasyCard, print the transaction details and sign them.

The date on documents must be on or before the competition date. If after the competition, a reasonable explanation is required for reimbursement.

Documents must not be altered (including date, amount, description, buyer, quantity, unit price). If changes are made, the original responsible party must affix their official stamp.

For registration fees or tuition, as they must be reported as income, the organizing institution or school must issue a separate invoice or receipt for reimbursement.

Student Assistance Division cares about you!

(Contact Person: Ms. Lifen Chien, Ext. 2240)