

Important Notes on the Application and Reimbursement Process for Students Attending International Conferences

Application Process:

1. Please apply for the subsidy at least two weeks before departure.
2. Download the [**Application Form for Subsidies for Overseas Study and International Activities**], complete it, and have it stamped by your department supervisor.
3. Submit the application form along with the invitation letter to the College Office for processing.

Reimbursement Process:

1. Complete the reimbursement within two weeks after returning.
2. Download and complete the [**Overseas Business Travel Expense Report for Students**], and have the traveler sign it.
3. If traveling on a non-national airline, please complete the [**Application Form for Official Travel Personnel Using Foreign Airline Flights**], and sign it.
4. Submit the following documents to the College of Sciences Office for reimbursement:
 1. Overseas Business Travel Expense Report for Students
 2. Round-trip boarding passes
 3. Electronic ticket
 4. Conference agenda or invitation letter (choose one)
 5. Receipt from travel agency or credit card statement (choose one)
 6. Application Form for Official Travel Personnel Using Foreign Airline Flights (optional)