

# CYCU Enforcement Rules of Subsidies for Service-Learning Courses

The Enforcement Rules were approved on August 7, 2008  
Amendments hereto were approved by Service-Learning Steering Committee in 1st semester of the school year of 2009  
on December 22, 2009  
Amended per the letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016  
Amended by Service-Learning Steering Committee in 2nd semester of the school year of 2016 on June 8, 2017

Article 1. The Enforcement Rules are established in accordance with Article 4 of the “Chung Yuan Christian University Regulations Governing Implementation of Service-Learning Courses” in order to develop CYCU’s Service-Learning spirit and upgrade the Service-Learning quality.

Article 2. Recipients and contents of the subsidies:

- I. The Service-Learning courses certified by the Service-Learning Steering Committee may receive the subsidies in the amount of NT\$30,000, which are limited to be expensed in:
  - (1) Hiring of the part-time teaching assistant
  - (2) The teacher's transportation allowance, insurance premium, and meal expenses for providing guidance on site
  - (3) Organization of the presentation of results and press conference
  - (4) Expenses incurred for production and photocopying of the close report
- II. The teacher’s hourly pay for the Service-Learning courses certified by the Service-Learning Steering Committee shall be 1.5 times the course credits. If multiple teachers offer the courses, the original hourly pay shall apply. The large class allowance shall be calculated in the manner applicable to the large class hourly pay, and requested by the Service-Learning Center on behalf of teachers.
- III. With reference to the Service-Learning courses certified by the Service-Learning Steering Committee, the students may apply for subsidies for the service programs executed by them, provided that the subsidies shall be expensed in the transportation allowance, insurance premium and miscellaneous expenses required by execution of the programs only. To apply for the subsidies, please submit the proposal and application form for subsidies to the Service-Learning Center prior to execution of the program and within two (2) weeks by the end of the semester. Subject to the necessity and reasonableness of the service and subsidies, the subsidies will be granted only upon review and approval.
  - (1) Transportation allowance
    1. Local: The transportation allowance shall be based on the train ticket price of Chu-Kuang Express (inclusive) and below, or the bus ticket price of Kuo-Kuang Bus if no railway station is available. For driving own vehicle (motorcycle), the transportation allowance shall be claimed based on the most expensive ticket price of private/public bus serving on the same road section. Notwithstanding, no expenses for fuel, tolls and parking may be claimed.
    2. Overseas: Based on the direct economic-class round ticket price of the

national airlines from Taiwan to the location of service, which shall be no more than the quotation made by the traveling agency contracted with CYCU; subsidies may be granted case by case.

- (2) Daily meal expenses
  1. Local: NT\$250 per day in any district; subsidies may be granted case by case.
  2. Overseas: Based on one-second of the “Amount Table of Personal Daily Living Allowance for Business Trips Delegated by Central Government Agency”, and no accommodation expenses will be offered additionally; subsidies may be granted case by case.
- (3) Insurance premium: The insured value shall be more than NT\$1 million per person, and the subsidies shall be no more than NT\$600,000 per person (the insured value adjustable subject to the risk over the program), and the excess shall be borne by students separately.
- (4) Accommodation expenses: To be requested as a special case; subsidies may be granted case by case.

#### Article 3. Requirements about verification of subsidies:

- I. Subsidies for courses: The teacher shall present the invoice or receipt which meets the requirements about subsidies to the Service-Learning Center by the end of the semester. If it is impossible, please apply for deferred verification as a special case in advance.
- II. Subsidies for students: The application shall be submitted within three (3) weeks after execution of the program and by the end of the semester. Please present the closure report (in written form+in electronic form), the application form for subsidies as approved, invoice or receipt to the Service-Learning Center for verification. If it is impossible, please apply for deferred verification as a special case in advance.

#### Article 4. Identification of receipts for verification:

- I. The standards governing identification of qualified (valid) receipts and disqualified (invalid) receipts
    - (1) For example, the qualified receipts mean the following:
      1. GUI: To be affixed with the exclusive GUI stamp. In the case of the invoice in triplicate, please do submit the first two duplicates (for recording and tax credit).
      2. Cashier’s invoice: To identify the name of goods.
      3. Receipt:
        - a. To be in standard form marked “Receipt”. (Any handwritten receipt is not acceptable).
        - b. To be affixed the “merchant’s stamp” (with Tel. No. and address) and “responsible person’s seal”, and specify the “GUI No.”
- ※Said receipts shall identify CYCU’s GUI No., “45002502”

4. Others:
  - a. Ticket stub (proof of purchase)
  - b. If it is impossible for the merchant to issue an official receipt or invoice, please ask it to issue the proof of purchase affixed with the merchant's stamp and responsible person's seal.
- (2) For example, the disqualified receipts mean the following:
  1. Delivery note.
  2. Quotation.
  3. Photocopy of any receipt.
  4. Any other receipt not certified duly.
- II. The original flight ticket stub or boarding card stub and the proof of purchase for international airlines ticket or voucher issued by the traveling agency, overseas business traveling expenses report form, remittance memo or proof of reference exchange rate for USD (sold) published by Bank of Taiwan on the day prior to the overseas business traveling (the previous day shall apply, if said day falls on a holiday).

Article 5. The Rules shall be promulgated by the President and enforced upon approval of the Service-Learning Steering Committee. The same shall apply where the Rules are amended.