東南亞語文學系演講/工作坊經費申請表

**Application Form for Lecture Fee**

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| 申請日期Application Date |  |
| 課堂/活動名稱Course/Activity Title |  |
| 演講者/講師姓名職稱及機構Lecturer’s name, title and affiliation |  |
| 講題Topic |  |
| 時間Time | (please indicate date and hour) |
| 地點Venue |  |
| 活動簡介Abstract |  |
| 經費Lecture Fee | □演講費(Lecture)：NT \_\_\_\_\_\_\_\_\_\_\_\_ (Max. 3,600)□工作坊鐘點費(Workshop)：\_\_\_\_\_Hrs× NT\_\_\_\_\_\_\_(Max. 1,500)□交通費(Transportation)：NT\_\_\_\_\_\_\_\_\_\_\_\_\_□材料費(Material) ：NT\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 備註Note | 經費請於至少於演講舉辦一週前提出申請，原則上由邀請人先行墊支，由系辦核銷入帳。如需借支經費，請至少於活動一個月前提出申請，以利向學校預借款項。Funding requests should be submitted at least one week before the lecture is held. In principle, the inviter should advance the payment, which will be reimbursed by the department office. If an advance of funds is required, please submit the request at least one month before the event to facilitate the university’s prepayment process. |
| 申請人簽名Signature |  |

系主任簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_