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：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_