

## Self-Checklist for Reimbursement of Overseas Travel Expenses

Before processing the reimbursement, please make sure you have the following items ready.

- Overseas Trip Expense Report (attached to the "Expense Reimbursement Form/支出憑證粘存單")--- [This was assisted by the IPHD office](#)
- If traveling with airlines other than **China Airlines, EVA Air, or STARLUX Airlines**, the original "Application Form for Traveling with Foreign Airlines/搭乘外國籍航空公司班機申請書" must be attached.
- Electronic Ticket/ Passenger Itinerary
- Boarding pass (for each segment of the journey)
- Proof of airline ticket Payment Receipt
- Receipts or ticket for Trains or Ferries
- Receipts for service fees, insurance fees, administrative fees (including registration fees, which must be approved by the head of the department before departure)
- Exchange rate table for the day before departure (reference exchange rate for USD sales from the [Bank of Taiwan](#))
- Overseas Travel Report Review Form (not required for NSTC funds)