

Step 1

Step 2

Step 3

Step 4

Step 5

Ask a business trip leave

1. Submit **Travel Application Form** to [Ntulecospa@ntu.edu.tw](mailto:Ntulecospa@ntu.edu.tw)

2. Submit myNTU Online Application

An itinerary will be emailed to your mailbox (LeCosPA will pay \$ for you)

OR

Buy/Book itinerary & hotels. (Pay \$ by yourself. Travel reimbursement will be transferred to your post office account when you are done Step 5.)

Attention: Itinerary has to be reviewed by Prof. Chen at this stage.

Travelling

Submit **Research/Travel Report** and **other required documents** to Elsa ASAP when you are back.

Get the notice/email from Elsa  
Case closed.  
(Money's back to your Post Office Account!)

- Don't know how to fill in myNTU Leave Application (only Chinese version available online)? Check out Appendix 2&3 or go to R806, LeCosPA admin can teach/do it for you.

- Where to download the Research/Travel Report template? Check out Appendix 2.
- What are the **required documents**? Check out Appendix 3
- After receiving ALL the document from you, LeCosPA admin will process your travel reimbursement to NTU admin.

- LeCosPA Travel Agency Information:  
Name: Ms. Nancy Cheng, Phone number: (02) 2578-4418, Email: [nancpcheng@gmail.com](mailto:nancpcheng@gmail.com). You can contact by yourself or Yen-Ling can do it.

Attentions:

- If you are attending a conference/symposium and need financial support from LeCosPA, you will have to contribute a talk/poster in the event.
- Inquiry (email) Prof. Chen (cc Yen-Ling) the parts (i.e. Registration fee or airfare) that you hope to get support.